



# Recruit-A-Duke

JMU Career & Academic Planning

## Newsletter

February 2010  
Volume 2, Issue 4

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## 10 in 2010: Career Resolutions



### The Sky Is Your Limit This Year!

So this is it—Spring 2010 is here and it is time to get focused and dedicate yourself to your upcoming job search. You might ask, “How?” or “Where do I even start?” If you are unsure but up for the challenge, then you are in the right place! Let’s examine New Year’s Resolutions for your Job Search & Career to make 2010 *your* year!

### 10 New Year’s Resolutions For Your Job Search & Career:

1. **Stay Positive**—Remember, it’s a new year and if you radiate confidence—those around you will pick up on it and you will present yourself as on top of your game!
2. **Reevaluate Your Overall Strategy**—Be honest with yourself & ask what has been working for you and what has not. Flexibility will be a lifetime trait in your career.
3. **Paid Or Unpaid, Get Experience**—Having experience on your resume is important, even if it is volunteer work that is unpaid. Volunteering shows commitment.
4. **Avoid Obvious Mistakes On Your Resume**—Your resume should be as unique & as sharp as you are, so review and edit it frequently. Show the reader *you’ve got it!*
5. **Consider Location**—So you *really* want to live in New York City when you graduate? Great! But be sure to consider what’s best for your career *and* your social life.
6. **Consider Government Jobs**—The increase in government spending and the stimulus package are creating many new government jobs, from FEMA to military.
7. **Act Professionally**—This might sound like common sense, but it is often forgotten. Dress and communicate to impress, and don’t forget about that Facebook profile!
8. **Cover & Thank You Letters**—Pay attention to detail in your cover letters and thank you letters; and don’t forget to send a thank you letter after every interview!
9. **Consider Job Speed Interviewing**—This non-traditional interviewing method is similar to speed dating and job-seekers & companies are seeing positive results.
10. **Don’t Forget About JMU!**—The resources and alumni of JMU are extraordinary, so continue to leverage what you came here for in the first place—GO DUKES!

## HEADS UP!

### Upcoming Dates:

#### Mock Interviews:

Monday, Feb. 3, 2010

#### Resume Reviews:

Monday, Feb. 8, 2010

#### Spring Career Fair:

Tuesday, Feb. 23, 2010



## EMPLOYER SPOTLIGHT!



**The General Services Administration**  
**JMU Graduate:** Kevin Dubs  
**Graduation Date:** May 2009  
**Major:** Management



**Tell me about what you do:**

I am a Program Analyst with the General Services Administration (GSA) Federal Acquisition Service (FAS). I'm in the Early Career Professional Development Program where I have 3-6 month rotations in various FAS business portfolios along with professional training for a 2 year period.

**Can you describe the path you took to get there?**

I graduated from JMU in May of 2009 from the College of Business and applied for dozens of positions through Recruit-A-Duke. I ultimately decided to accept my offer with GSA because I saw so much opportunity in their professional development program.

**What is the most beneficial part of being in the program?**

The rotations are a great asset because we learn about how to work in different lines of business and apply different skill sets at an accelerated pace. The training is also excellent and makes it much easier to transition from college to the real world.

**What is your favorite part of your job?**

It's hard to specifically pinpoint since we are constantly doing new and different things. In general, I'd say it's that we're treated as professionals but still have a lot of the fun perks of being in a large group of young twenty-somethings in the DC Area.

**What advice would you give students who are undergoing the job application process?**

Be persistent during these tough economic times. If you invest enough time and energy in applying for jobs, you will reap the benefits. It's also essential to prepare extensively for your job interviews. Lastly, be self-aware of your innate talents. I strongly recommend reading "StrengthsFinder2.0" and taking its assessment in order to understand and articulate your talents.

\*\*Check out GSAs job posting in our "Hot Jobs" Section!

## RECRUIT-A-DUKE "HOT JOBS"



**The General Services Administration**

**Position:** Program Analyst, Full-Time

**Location:** Arlington, VA

**Resume Submission Deadline:** 02/03/2010

**Majors:** All Majors

**Skills:** Strategic Planning, Project Management, Process Improvement Initiatives, Data Analysis

**NVR, Inc.**

**Position:** Homebuilding Summer Internship

**Location:** Washington, D.C. Metro

**Resume Submission Deadline:** 02/03/2010

**Majors:** All Majors

**Skills:** Strategic Planning, Project Management, Process Improvement Initiatives, Data Analysis

**To learn more about these "Hot Jobs!" and to apply, please follow these brief instructions:**

1. Complete the brief Recruit-A-Duke online tutorial (if you have not already done so).
2. Once complete, visit your Recruit-A-Duke log-in homepage at [www.jmu.edu/cap/interviewing](http://www.jmu.edu/cap/interviewing)
3. Select "Job Opportunities" and then "On-Campus Recruiting."
4. Type the company name in keyword and proceed to submitting your resume.

**Note:** You must meet all of the screening criteria to be able to submit your resume.



# Fantastic February Events!

## RESUME REVIEWS

### Sign Up On Recruit-A-Duke!

- Feb. 8th - Grafton
- Feb. 15th - American Woodmark Corporation
- Feb. 22nd - Peace Corps
- Feb. 25th - Johnson Lambert & Co. LLP

## MOCK INTERVIEWS

### Sign Up On Recruit-A-Duke!

- Feb. 1st - American Woodmark Corporation
- Feb. 3rd - KPMG
- Feb. 10th - CGI Federal
- Feb. 11th - Dr. Elizabeth Swallow, M.D.
- Feb. 18th - The Rockingham Group & Newbury Corporation
- Feb. 22nd - Johnson Lambert & Co. LLP
- Feb. 26th - Dr. Elizabeth Swallow, M.D.

## INFO. SESSIONS

### Employer Information Sessions @ JMU!

- Feb. 3rd, 5-6pm, - **Cvent, Inc.**
  - ◆ Sonner Hall Room 215
- Feb. 8th, 6-7:30pm, **Hyatt Hotels & Resorts**
  - ◆ Sonner Hall Room 215
- Feb. 23rd, 5-7pm, **CIA**
  - ◆ Festival Conference Room 4
- Feb. 23rd, 5:30-6:30pm, **Crestline Hotels**
  - ◆ Festival Conference Room 1
- Feb. 23rd, 6-7:30pm, **American Woodmark**
  - ◆ Festival Conference Room 2
- Feb. 23rd, 6-7:30pm, **Lockheed Martin Corp.**
  - ◆ Festival Conference Room 3
- Feb. 23rd, 7-8pm, **NVR Inc.**
  - ◆ Festival Allegheny Room
- Feb. 23rd, 7:30-9pm, **Peace Corps**
  - ◆ Festival Conference Room 7
- Feb. 24th, 4:30-6:30pm, **Morgan Stanley**
  - ◆ Festival Conference Room 6

## FEBRUARY 4

### Service Fair

Sponsored by JMU Career & Academic Planning

- **Service Fair**, 11am-4pm, Warren 2nd Floor-Transitions, JMU

## FEBRUARY 11

### Health Care Recruitment Fair

Sponsored by the Sigma Theta Tau

- 11am-2pm, Festival Ballroom, JMU

## FEBRUARY 22

### Teacher Recruitment Fair

Sponsored by JMU Career & Academic Planning

- 11am-4pm, Festival Ballroom, JMU

## FEBRUARY 23

### Spring Career & Internship Fair

Sponsored by JMU Career & Academic Planning

- 12-4pm, Festival Ballroom, JMU

## RESUME ROAD SHOWS

### Need Your Resume Reviewed?

- Feb. 4th, 4-6pm, Memorial Hall Forum
- Feb. 10th, 3-5pm, ISAT 259
- Feb. 17th, 1-3pm, Festival Allegheny Room
- Feb. 18th, 2-4pm, Warren Post Office Lobby