

# Making Career Day Work

**Success in the hunt for that dream job is offered at annual Career Day**

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STAFF REPORTER

So, you're a graduating senior, you've filled out all the paper work and copied a zillion resumes on 25 percent cotton paper.

UNLV Career Day is right around the corner and you're hoping somewhere there is a job for you. A job where you can use the degree you've worked so hard for. To put more than a little luck on your side, the following are "10 Tips for a Positive Interview" and "10 Tidbits to Do" both listed in the *Planning Job Choice: 1995* Magazine:

1. Use the interviewer's name, title and last name from time to time as you speak.

Don't use the interviewer's first name unless you have requested to do so.

2. Phrase your questions so that you sound sure of yourself. "What would my duties be?" sounds more assertive than "What are the duties of the job?"

3. Use good grammar and diction. "Yes" sound better than "Yeah."

4. Listen how quickly you speak and look for moderation. Don't talk too fast. Don't pepper the hiring manager with too many facts.

5. Don't fill in pauses with "um," "uh," or "ah." Don't punctuate with "you know," "like," "see," or "okay."

6. Punctuate your speech just as you would a sentence. Stress the words that are most important.

7. Use active verbs.

8. Don't use the word "think," "guess," or "feel" which sound indecisive. Sound positive. Talk about your skills with positive words.

9. Watch the tone of your voice. Keep it clear and decisive.

10. Offer examples of your accomplish-

ments. Use illustrations, descriptions, statistics, and testimonials to support claims.

*1995 Job Market Magazine* offers these additional tidbits.

- Arrive on time
- Dress for business (coat and tie for men, good suit or dress for women)
- Introduce yourself in a courteous manner
- Have your resume typed and on good white or ivory paper
- Know something about the company. Do a little research before the interview
- Have a firm handshake
- Listen, smile, nod and give non-verbal feedback to the interviewer
- Ask about the next step in the process
- Thank the interviewer and write a thank-you note to anyone you have spoken to.

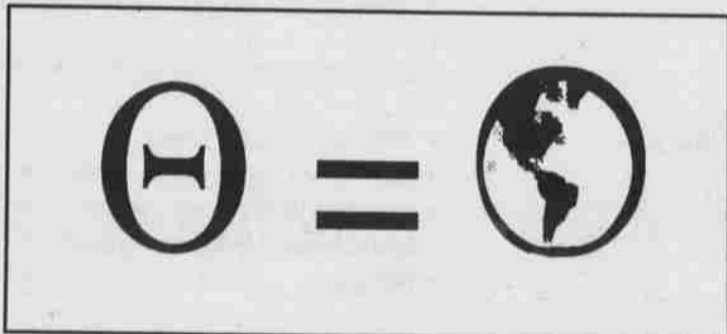


Caesar, shown here attending the 1994 Career Day, represents one of the returning participants to this year's event.

## Environmental Field Offers 'Green' Internships

The Environmental Studies Program is an interdisciplinary program designed to expose students to the broad range of scientific, political, cultural, and economic issues affecting the Earth's environment.

Environmentalists could be considered the "social workers" of the planet. Our program prepares students for the "green" job market. The environmental field has changed dramatically over the past two decades. Passage of environmental laws and the growing public concern about conserving natural resources, and about hazardous waste, water pollution, recycling, global warming, acid rain, tropical deforestation, endangered wildlife, and cultural diversity in the conservation workforce have created a complex variety of new job opportunities.



Today as many as three million people work in environmental industries, nonprofit, and state and federal conservation agencies. The U.S. environmental industry employed 1.1 million people in 1992 and will increase 18 percent by 1997. The environmental field is similar to the field of social work in that it frequently requires a period of volunteer work or internship

before a salaried job can be obtained. That is why internships and cooperative education experiences are so valuable. Current research indicates there is a significant positive correlation between internship experience and the probability that students gain employment as environmental professionals after graduation. Interning or volunteering can only work in your favor as you

seek employment in the environmental field. In other words—get experience in the field!

What are the green-hot jobs in the environmental field? Certified environmental managers, geographical information systems specialists, fund-raisers, environmental educators and communications, environmental engineers, hydrogeologists, industrial hygienists, environmental managers/project managers, hazardous waste management specialists/technicians, wetland ecologists, environmental chemists, environmental scientist, and risk assessment specialists.

How do you decide which environmental field to enter? First, dream about what you want to do and where you want to do it. Second, identify and meet with

people who are doing the work you imagine for yourself. Find out how they prepared themselves for their career, what classes they took, and what professional organizations they belong to. Then develop a plan on how you will acquire the necessary experience or education to achieve your goal.

Career Day is a way for you to explore your dreams, talk to the exhibitors, find out from them where a professional with a degree in environmental studies would fit in, and who to contact in their organization. Would you contact someone in facilities management, engineering, governmental regulation, urban planning? NETWORK, it is essential, it is critical, it gives you the leading edge.

## Alumni Center Offers On-Going Career Services

The Richard Tam Alumni Center offers career services to all graduates of UNLV. Career Day is an excellent way to find out what those services are.

Many potential employers and speakers that will appear on campus for Career Week are UNLV

graduates. Eight alumni appeared in *Las Vegas Business Press'* list of top 40 community's business people under the age of 40.

For information, please stop by the Alumni Center or call 895-3621.

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**CAREER FAIR**  
March 1, 1995

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