



New Year, New GRA in KHE Career Services

KHE
Career Services
Advisor

Résumés, Cover
Letters,
Internships, Job
Searches

BEL 10th Floor

Office Hours:

Tue, Wed, Fri
11:00am-4:00pm
Thursday
11:00-2:00

Anna Hiss Gym

Office Hours:

Thursday
2:00pm-4:00pm

My name is Liz Conant and I am the new graduate research associate in Kinesiology and Health Education Career Services. I am currently pursuing my doctoral degree in Sport Management here at UT.

I came to Austin all the way from the northeast. I earned my BA in Philosophy from Wheaton College in Norton, MA, and played on the women's soccer and lacrosse teams. I got my Masters of Education with a concentration in Athletic Administration from Springfield College in Springfield, MA.

While at Springfield, I was a graduate associate in the athletic department and also the assistant women's lacrosse coach.

Since graduating from Springfield College, I've worked in prep school athletic administration. In 2000, I was hired as the Assistant Director of Athletics at Miss Porter's School, a day and boarding school for girls in grades 9-12 located in Farmington, CT. I also taught Health classes and coached soccer, squash and lacrosse.

In 2003-2004, I moved up into my first Director of Athletics position and worked at the Mooreland Hill School, a private co-ed day school for grades 5-9. I coached the boys' soccer and girls' basketball teams. That same year, I also was the assistant swim coach and head varsity lacrosse coach at Miss Porter's School. I was hired as the Miss

Porter's School Director of Athletics in 2004, and served in that role for the past three years.

While the University of Texas at Austin is much bigger than any other school I've ever experienced, I truly believe that my educational and work experiences have uniquely prepared me for my current role in Career Services. I have gone through both sides of the job process: the candidate side and the interviewer side. I have also served in the role of academic advisor for students.

I'm here in the KHE Career Services office to assist you and I'm happy to help. I look forward to working with you all.

-Liz Conant

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Newsletter Editor:
Liz Conant
Graduate Research
Assistant, KHE
Career Services

Important Dates to Remember

October 15: Last day to apply for a graduate degree.

October 15-November 9: Academic Advising for continuing and readmitted students for the spring semester.

October 17: KHE Recruiter Panel Presentation, 12:00-1:30 pm, Belmont 10th floor

October 24: Last day an undergraduate student may change registration in a class and last day to apply for an undergraduate or law degree.

October 26: Final tuition and fee payment due for students who selected the three-payment plan.

October 29-November 3, November 5-9: registration for the spring semester for continuing and readmitted students.

Career Knowledge [is Power]

Three Steps for Overcoming a Lack of Experience

You need experience to get a job, but you need a job to get experience. New college grads often find themselves caught in the middle of this classic Catch 22, and may spend months trying to convince someone to take a chance and hire them. Fortunately, there are a few things you can do to emphasize the experience you do have, and, while you're at it, make people think you're so competent that they forget about everything else!

Step One: Irresistible Resume: The purpose of a resume is to get you invited for an interview, and writing an impressive resume is simple if you keep a few things in mind. First, employers never read a resume in its entirety, and the average resume gets read in about five seconds. Employers like numbers and statistics – hard facts that show how a candidate was directly responsible for making a company more profitable. Now let's be real here. When you're a new college grad, you probably haven't had the opportunity to own projects in organizations you've worked for or interned with. However, the chances are excellent that you've had some measurable impact along the way. For example, let's say that you sold ice cream at Baskin Robbins for four summers. Maybe, while you were there, you helped the manager develop and execute a campaign to drive traffic from the nearby shopping mall. On your resume, instead of simply mentioning that you passed out free ice cream cone coupons, why not showcase your true contribution with something like: "designed and distributed snack-on-us coupons targeted to mall shoppers, increasing store traffic by 25 percent"?

See how the second statement bolsters the perception of ownership, creativity, and business-savvy? Before sending out your resume, consider how you can position mundane tidbits of experience to become the very items that peak a potential employer's interest.

Step Two: Ultra-professional Appearance: In her book *You've Only Got Three Seconds*, personal marketing consultant Camille Lavington says that the moment a person sees you, she forms an indelible impression. She immediately evaluates your clothing, hairstyle, grooming habits, facial cues and posture.

In terms of being taken seriously in the workplace, your young age can be a disadvantage. Therefore, you should counteract your appearance as a twenty-something with limited experience by dressing up rather than down. A manager once told me that if I dressed like the VPs, people would be able to picture me fitting in with them instead of the other entry-level girls wearing flip-flops in the elevator.

By **Alexandra Levit**, creator of Inspiration@Work and author of *They Don't Teach Corporate in College: A Twenty-Something's Guide to the Business World* (Career Press 2004; <http://www.alexandralevit.com>).

Even if the environment you're in is business casual, show up wearing a clean and neatly tailored suit. If you're a guy, sport a tie, shave close and temporarily remove earrings if you have them. Ladies should invest in two nice pairs of pumps and a few pieces of quality gold or silver jewelry. The way you style your hair can also make you look older and more mature, so think about that too as you prepare to come across like you've worked in Corporate America all your life!

Step Three: Smooth Interview: In his book *How to Win Friends and Influence People*, author and motivational guru Dale Carnegie says that the person who can speak acceptably is usually considered to possess greater ability than he actually has. In my experience, this is true. If you look and act like you know what you're talking about, people will think that you do – regardless of the reality.

When you're twenty-something, you don't have a vast store of knowledge and years of experience to draw from but still need to create the perception of being competent and informed. The key to coming across this way in an interview is to prepare, but not too much. You want to do just enough research so that you know what to expect and can speak intelligently on the points related to your job function.

Determine in advance what type of interview you'll be having so you aren't caught off guard. Will the meeting be one-on-one, or will you be sitting in front of a panel of executives? Will you be asked to consider a real-life business problem? Once you have this information, practice giving succinct and articulate responses in front of friends or a mirror. In the actual interview, begin with a strong handshake, speak slowly and confidently, ask thoughtful questions, and listen more than you talk. Few new college grads have a wealth of experience to boast about, but by packaging your resume and yourself in a skillful manner, you'll appear seasoned beyond your years and will succeed in getting in the door – and making that doorstop hold.

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**KHE
Career Services
Contact Info:**

Location:
Bellmont Hall 1007

Phone:
(512) 232-1963

Fax:
(512) 471-6671

E-mail:
KHEcareer@teachnet.
edb.utexas.edu

**KHE
Internship Database
(new internships
added DAILY):**
www.edb.utexas.edu/career/KHE/
internships/
view_internships

**Online
careerCourier:**
www.edb.utexas.edu/
career/KHE/newsletter

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Career Essentials

Resume + Cover Letter = Your Personal Marketing Strategy

A **resume** is YOU on paper. It is a written representation of your educational background, work experiences, and co-curricular activities and accomplishments.

Resumes are still the most common method used by job seekers to convey to potential employers the type of information they need to know when considering candidates for employment. The generally accepted

length of a resume is two pages.

Every time you send out your resume, you should send a job-specific **cover letter** along with it.

Although the need for a cover letter is not always stated as part of a job posting, you should still take the time to write one.

A cover letter gives you the opportunity to highlight the information on a

resume. It also helps you expand on the aspects of your background that relates to the specific organization and the specific position. The generally accepted length of a cover letter is one page- no longer.

Information adapted from "What Color is Your Parachute?" 2007

Helpful links and information

www.telosfitnesscenter.com

www.workinsports.com

www.teamworkonline.com

www.edb.utexas.edu/career

accessut.utexas.edu

www.quintcareers.com

www.aftercollege.com

www.jobing.com

www.wetfeet.com

www.bls.gov/oco

www.hpcareer.net

[www.utexas.edu/cola/lacs/
pre-law_services](http://www.utexas.edu/cola/lacs/pre-law_services)

cns.utexas.edu/hpo

www.sph.uth.tmc.edu/cert

1st Annual KHE Recruiter Panel Presentation

When: Wednesday, October 17

Time: 12:00-1:30pm

Where: Belmont 10th floor lounge

Food: Pizza and soda will be provided

Topics covered: Educational background and training, career path choices, job search advice and suggestions.

Recruiter panelists:

Sandy Abney, *UT Strength and Conditioning Coach*

Jessica Anderson, *Texas Rangers*

Darcy Downey, *UT Athletic Training*

Joanna Mesecke, *Austin Parks and Recreation Department*

Merrick Mycue, *UT Communications*

Erin Slade, *Lifetime Fitness*