

CAREER BUILDER



Where Xceptional Careers Unfold

Dec 5

Strategizing Over the Holidays

The end of the semester is in sight! *Phew*. After just a few more projects and finals, the 16-week stretch will come to a close. Winter break is one of the most anticipated and relaxing times of the year, and having the chance to close the books after a productive semester makes it all the more enjoyable - not to mention the family, friends, and food of course!

In addition to sleeping in and decorating your Christmas tree, the winter holiday break offers students a unique time for creating a *professional plan of attack*. Don't worry, there's no dueling involved. Begin by exploring internships, jobs, or graduate programs through your contacts, eRecruiting, and research in order to focus your efforts and goals toward specific companies and opportunities. Next, take a moment to assess yourself as a prospective candidate from a recruiter's perspective. Do you stand out? What can you offer them? Taking an honest look at your professional reflection can be an extremely effective tool to assess skills or experiences that need building upon or polishing.

As career goals begin to take shape and you become more self-aware of strengths and areas to improve upon, begin to map out a plan for your 2012 debut in the spring. What clubs or extracurriculars can you get involved in to sharpen specific skills? What sort of experience do you want that will help you along the way to your career goals? What contacts or networking events can you utilize to begin to hone in on specific organizations and their opportunities? The [Spring Career Fair](#) on February 22 will be here sooner than you think; begin to formulate some goals for this event. Informational interviews with companies can also be a great starting block in exploring professional goals. What else will you need to polish up for the spring semester - your resume, professional attire, elevator pitch? Think about specific things you can work on when you return in the spring semester. As always, Career Services is available to help you navigate the waters.

All this preparation doesn't mean you have to completely forget about hanging your stocking or watching the ball drop on New Year's Eve; however, spending a few hours (possibly even during your Christmas movie marathon) will have

[Like us on Facebook](#)



Gain timely career development tips and stay up-to-date on CSC events

[New Positions in eRecruiting](#)

[Family Nurturing Center](#)

[Behringer-Crawford Museum](#)

[Cincinnati Chamber Orchestra](#)

[Center for Chemical Addictions](#)

[Jobs for Cincinnati Graduates](#)

[Easter Seals WRC](#)

[Greater Cincinnati Health Council](#)

[Wood Hudson Cancer Research Laboratory](#)

[Upcoming Events](#)

powerful results that will stand out and impress recruiters. It's no surprise that we live in a very competitive day-and-age, and coming back from winter break with a strong plan of attack for your professional life can give you an edge against other candidates. This way, when you return in the New Year, you will have something a little more fruitful than a new iPad or sweater from grandma.

Check out our [new student blog](#), giving you great professional tips while offering career and student life discussion from your peers.

A Moment for Mentoring

As we gear up for final exams, employers have begun their search for spring and summer interns. With just two weeks left in the first semester, one of the most important items on your to-do list should be applying for internships. Here are some ways to get started:

1. Log into [eRecruiting](#) to view opportunities employers have sent directly to Xavier.
2. Check out [Xavier's internship databases](#) for a list of over a dozen online internship sites.
3. Utilize your Xavier network. Talk to other students in your major-perhaps a classmate can recommend you for the internship he/she did last summer. Also, don't be shy asking professors if they have any contacts; they are usually happy to help.
4. Come into the Career Services Center to browse our library of internship binders and career books, periodicals, and publications.
5. Make an appointment with a CSC staff member by calling (513) 745-3141.

Don't have enough time for an internship? Ask your mentor to assist you in job shadowing, volunteering or conducting informational interviews. Also, it seems that between studying for finals and packing for winter break, it may become very difficult to squeeze in time for mentoring right now. The good news is that you will have a three-week break to set yourself up for next semester. Here is a week-by-week checklist for winter break. In setting aside just thirty minutes week for these suggestions you will be able to reach the full potential of your mentor relationship this spring.

Week 1:

- E-mail your mentor. Be sure to tell him/her that you have been busy with final exams and now you are on break until January 10. Let your mentor know if you are open to communication over the next three weeks.

Week 2:

- Study your resources. We know there are a lot of links

[Xavier MBA Program Information Session](#)

December 7, 6:00 - 7:30 PM
Smith 308

[Spring Career Fair](#)

February 21, 2012, 3:00 - 6:00 PM
Cintas Center

on the Career Services site. Now is the perfect time to browse through them.

- If you haven't already, read the [Mentee Handbook](#) to review the expectations of the program and learn how to sustain your relationship.
- Set up your [LinkedIn](#) account. Not sure what to do? Check out other [Career Builder issues](#) for tips.

Week 3:

- E-mail your friends about the mentoring program. Don't forget to mention the T-Shirt Contest!! Tell your friends about the benefits you've received and how to [apply](#).
- E-mail your mentor all your goals so he/she knows what you hope to accomplish in the upcoming semester. Set up a date to meet in person or talk on the phone so you can hit the ground running in January.

From all of us at Career Services, we hope you have a safe, relaxing, and productive holiday break!

Office Hours: Monday-Friday 8:30 a.m. - 5:00 p.m.

Daily Walk-In Career Advising:

Monday-Wednesday: 1:30-3:30 p.m., Career Services Center

Thursday: 11:00 a.m. - 1:00 p.m., Office of Multicultural Affairs

Friday: 11:00 a.m. - 1:00 p.m., Career Services Center



Career Services Center - Conaton Learning Commons, Room 530
www.xavier.edu/career - (513) 745-3141