

Career Services Center Where Today's Braves Look to Plan the Future

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Career Center Info:

Location

University Center, Suite. 210,
521-6270, cs@uncp.edu,
www.uncp.edu/cs

Hours M-F, 8:00 am - 5:00 pm
Appointments may be made for
Career Consulting, DISCOVER,
Resume Critiques, Mock Inter-
views, Job Search, Graduate
School Planning

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Brave Opportunities

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How to Request a Letter of Recommendation

Letters of recommendation can be needed for a variety of things. Students request recommendations for jobs, graduate school admission, scholarships and internship positions. Most of the time the applications for these positions will include references or recommendation letters. How students go about asking for the reference or recommendation can hurt their recommendation or secure a positive one. Here is a list of things to remember when requesting a reference.

1. Don't ask family or close friends to serve

as a reference. While your family may support you, they are not always the best judge of your work performance.

2. Do ask employers and professors who have witnessed your work abilities and/or academic performance.
3. Always request a reference with plenty of time to spare before the deadline. Asking for a letter that needs to be submitted by tomorrow is not going to impress your potential reference, and they may question your time manage-

ment skills.

4. Be sure to provide your reference with copies of your transcript and resume so they are fully aware of your accomplishments and activities.
5. Include information on where the letter is to be sent. It also helps to give them an envelope-addressed, stamped, and ready to be mailed.

A letter of recommendation is submitted on your behalf by someone who volunteers to do so. No one should feel obligated to write a letter for you. Be confident before

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Career Expo Fall 2007 Recap

October 10th, 2007 began early as the Career Center Staff welcomed a

variety of employers and organizations to campus. Representatives from

graduate schools, government agencies, school systems, and employers visited UNCP to meet with students to advertise their programs and opportunities for employment.

Students were treated to a brand new event, combining the smaller career events of past years into one all-star event. Adding to the excitement was the new location of the Career Expo. The UC Annex, located between the UC and GPAC, was

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Major of the Month: Management

The UNCP School of Business offers students a Bachelor of Science in Business Administration, with several different concentration possibilities. Management is one of the most popular concentrations. It is housed in the Department of Management, Marketing and International Business. Other departments include the Department of Economics and Finance and The Department of Accounting and Information Technology. A Bachelor of Science in Accounting degree is available to students also.

This school offers students an education that will prepare them for careers in fields ranging from the public to private sector, but a concentration that is sure to be utilized in many different industries is management. Leaders are something every company needs, and UNCP strives to teach students the skills to become an effective manager.

Part of the curriculum for

those pursuing a concentration in management is the focus on all aspects of business administration. Students are required to take courses in Accounting, Business Law, Finance, Economics, Marketing, Decision Sciences, and Information Technology in addition to their core Management coursework. This program also will prepare those students that choose to pursue an advanced degree in business, such as the MBA.

Managers work in a variety of settings. The hospitality industry, customer service industry, transportation industry, government, and retail industry are just a few examples of a vast array of employment opportunities.

Some characteristics and skills that management majors identify with are the ability to make decisions, communicate effectively, work as part of a team, and remain up-to-date on the latest technology.

Professional development is a key to success in the management field. The American Management Association is an international organization devoted to the continued education and development of its members. For over 80 years this organization has expanded its seminars and events to reach managers in a variety of fields. It also has relationships with international institutes in China, Canada, Mexico and Europe.

Professional organization memberships can be expensive, but students can take advantage of what the AMA has to offer through its Student Membership option. Professional organizations are an excellent networking tool, and should be utilized before students begin job searches.

Sources: UNCP School of Business Web site, www.uncp.edu/business; American Management Association Web site, www.amanet.org.

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you make the request that the person you ask would be willing and able to write you a positive recommendation.

You can follow up with a reference to confirm he/she sent the letter, but do so in a polite and professional manner. Consider writing him/her a thank you note after you have completed your application. Most references also appreciate knowing the outcome of your application. Let them know if you were accepted into graduate school, hired for the job, or were awarded the scholarship or internship. References are a precious resource, so keep in touch with them over the course of your career.

Sources: Yale Career Services: www.yale.edu/career
About.com: www.jobsearch.about.com.

(CAREER EXPO Continued from page 1)

completed and open for business.

Another change this Fall was offering the Business Etiquette Dinner the night before the Career Expo. Employers were invited to sponsor the dinner, and this gave them an opportunity to meet with students in a different setting, enjoy a nice dinner and learn from Karen Thompson, Business Etiquette and International Protocol Trainer.

The Career Center Staff would like to thank the brand new student organization, the Career Peers, for their assistance during the Business Etiquette Dinner and Career Expo. The next Career Expo will be held March 19th, 2008. Keep an eye on the Career Center Web site for more details and a list of organizations that will be attending.



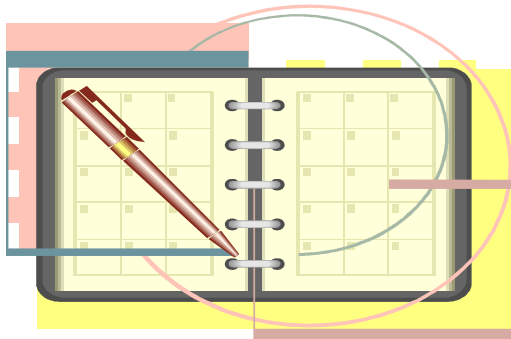
Career Center Planner

Career Mishaps

Making Mistakes

Making mistakes at work is something that we all do from time to time. The problem comes when we don't learn from our mistakes. Repeating the same errors again and again can damage working relationships and employment productivity. Don't get caught in a "mistake trap."

www.black-collegian.com



Career Definitions

Ever wonder what certain terms mean?
We have the answers!

Informational Interview

Just what it sounds like-interviewing designed to produce information. What kind? The information you need to choose or refine a career path, learn how to break in and find out if you have what it takes to succeed. The process of spending time with a network contact in a focused conversation that provides you with key information.

www.quintcareers.com

Upcoming Events

11-1 Careers In...Arts, Communication, and Media, Career Center, UC 210, 3:30

11-13 Global Career Connections, Career Center, UC 210, 3:00

11-14 Interviews That Get you the Job, Career Center, UC 210, 10:00 & 3:30

11-15 Working Lunch-Interviews and Job Search, Career Center, UC 210, 12:00

11-20 "Resume Critique Station"

Come by for an "on-the-spot" resume critique
UC Mall, 10:00-2:00

The Career Center Career Peer Program

Interested in learning how to succeed in your career?
Want to help your friends with their careers?

Apply to become a Career Peer!



Visit the Career Center
Web site, www.uncp.edu/cs
to apply online today!

THE CAREER CENTER WISHES TO
CONGRATULATE ALL DECEMBER GRADUATES!
COMMENCEMENT DECEMBER 8TH, 2007