

# THE CAREER MONTHLY

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## OPENING

Welcome to the monthly issue of “Career Monthly,” brought to you by Kent State Trumbull’s Office of Career Services. The newsletter will keep you up-to-date with office happenings as well as provide resources and tools to help guide you through your career development journey! Do not hesitate to reach out to the Coordinator of Career Planning for any career related assistance

or stop by her office, located in the Student Services Building, Room 143. Tune back in every first week of the month for a new issue of “Career Monthly.”



## RESUME 2.0: RULE BOOK

- ◆ Resume must be flawless and contain no spelling or grammatical errors.
- ◆ Format must be visually attractive with appropriate spacing and headings highlighted.
- ◆ Quantify accomplishments when possible (numbers, dollars, percentages).
- ◆ Content must be accurate and honest.
- ◆ Avoid personal information such as age, marital status, height/weight.
- ◆ Print resume on conservative paper (ivory, gray, or white is best for scanning).
- ◆ If two pages, do not staple. Place your name and "Page two" on the second page.
- ◆ Indicate numbers 10 and over as numerical, nine and under as written words.

“It does not matter how slowly you go as long as you do not stop.”

- Confucius

## RESUME WRITING, DOS & DON'TS

- ◆ Do include soft skills (interpersonal, project management, problem solving, etc).
- ◆ Do tailor your resume for different jobs.
- ◆ Do keep a master resume (that includes every position you've ever held).
- ◆ Don't use weak action verbs.
- ◆ Don't use personal pronouns or complete sentences.
- ◆ Don't forget to ask someone to proofread!
- ◆ Don't steal the job description's exact wording.

"You will never feel 100% ready when an opportunity arises. So just do it."

- Unknown

## RESUME Q & A

1. How many pages should my resume be?
  - 1 page ideally, 2 at the max.
2. Do I need to include my home address?
  - No.
3. Which resume format should I use?
  - Chronological order of most recent employment is best.
4. What do I do if I do not have a lot of work experience?
  - Make up for it in other areas on your resume.
  - Think about anything that could be relevant to the job you are applying for (i.e. coursework, specific projects, volunteer work).
5. How do I trim the length of my resume?
  - Play with margins.
  - Utilize your lines effectively.
  - Avoid lengthy bullet points.
  - Ask yourself if it's relevant (to the position you're applying to).
  - Take out "References available upon request."
6. What should I do if I am finding it challenging to put together my resume?
  - Take a look at the resume examples on KSU Trumbull Career Services webpage, <https://www.kent.edu/career/resumes-letters>.
  - Make an appointment with the Coordinator of Career Planning.



## CAREER SPOTLIGHT

This month's Career Spotlight goes to KSU Trumbull alum, **Melissa Kuneli**.

### Job Title:

Admissions Counselor

### What do you like to do in your free time?

"I like to play the piano, organize, and walk with friends. If I have more than a couple days of free time, I may go up to visit my family and friends in Michigan, where I grew up."

### Favorite thing about your job:

"First of all, I love the people I work with; they've become a second family to me. I also love that I get to go out in the community and talk with people of all ages and tell them about my great experience as a student at Kent State Trumbull! A lot of people have no idea of our low tuition, wonderful faculty, and awesome programs/degrees."

### What does getting an education mean to you?

"A college degree is a way to fine-tune the passions and gifts you already have and turn them into a workable set of skills. After high school, I wasn't sure if I wanted to go to college, but I'm so glad I did. Over the course of my four-year degree, I gained skills to become successful in the professional world as well as in my personal life. College is a chance to learn not only hard skills, like designing a web page or putting in an IV, but also soft skills, like good time management or resilience."

### One piece of advice for college students:

"Take one day at a time! Looking at the whole semester (or your whole degree) can be overwhelming, but if you just look at today, you won't feel so overwhelmed. Also, try to get a job in the field you are interested in. It can be helpful with building experience and with finding out what you enjoy. Both were true for me."



## MAJOR + CAREER CONNECTION

This month's major: **Communication Studies**

Possible areas to go into:

- Business– sales, customer service, management, real estate, insurance, etc.
- Public Relations/Advertising– marketing, event coordination, development, etc.
- Media– writing, editing, producing, publishing, broadcasting, etc.
- Non-profit– administration, management, grant writing, religion work, etc.
- Government– program administration, community affairs, social service, etc.
- Law– prosecution, defense, corporate, mediation, law assistance, etc.
- Higher Education– teaching, research, library science, admin & support services, etc.

For more info, check out <https://whatcanidowiththismajor.com>

### Did You Know?

**Papua New Guinea** is the most linguistically diverse country in the world with 851 individual languages listed.

Don't miss out:  
**Career Week** is Oct. 21-24

**Office of Career Services webpage:**  
<https://www.kent.edu/trumbull/career-services>