

Student Employment Newsletter

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Social Networking Sites: How They Affect You Now

Social Networking Sites are very popular among college students. These sites include Facebook and MySpace, but there are many different variations of these sites.

Many students do not realize how such networking sites can affect them while they are in school. In fact, the content of your page may affect your current employment status. You may not think about changing your page until graduation approaches, but by then it may be too late.

Employers are using this

information to screen applicants.

Currently, there are no specific laws against viewing this information because it is considered public information. Therefore, students can be passed up for job or internship opportunities based on this information alone.

It is best to keep your profile private and exercise the security that you do have. Remember, if you would not like your parents to see the content, it may be inappropriate for



employers. Consider modifying your site to reflect employment interests or goals.

*Adapted from the WSU Student
Employment Center Newsletter*

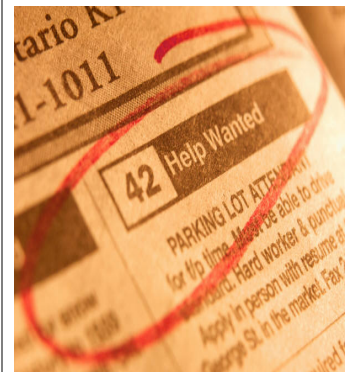
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Seven Things to Know Before Writing Your First Resume

1. Start with the basics. Include your address (current and permanent), telephone number, and e-mail address (if your personal e-mail address is not professional appropriate, set up an account just for job searches).
2. Include an objective and summary of skills. These sections come right after your personal information and, for a first-time job seeker, should be concise.
3. Choose the right resume style. There are three types; chronological (which focus on work experience), functional (which focus on skills), or a combination of both.
4. Brainstorm your experience and skills. Don't underestimate the skills you have gained in your previous employment.
5. Your academic and volunteer experience is relevant. Skills and strengths which can be found here are important to employers.
6. Know the cardinal rules of resume writing. Use strong action verbs and leave out the word "I". Resumes should be one page most often and never send it out without proper proofreading.
7. Never, ever lie. If you lie on your resume, you will be caught. Don't misrepresent the past, it will come back to haunt you.

Adapted from "Seven Things to Know Before Writing Your First Resume" By Kate Lorenz, CareerBuilder.com Editor



“One cannot manage too many affairs: like pumpkins in the water, one pops up while you try to hold down the other.

-Chinese Proverb



How will my degree help me with my future profession?

Juggling Act, *By Molly Haas, M.A. & Jamie Brass, M.A.*

One of the biggest problems facing student employees is balancing their time effectively between school requirements, work responsibilities, and other time commitments like clubs, intramurals, friends, and relationships. Plus, there are things like eating, sleeping, and laundry to think about...and that doesn't include time for relaxing and having fun.

With all of these demands on your time, it helps to have effective time management strategies in place. We've included some that may be helpful.

• **Write it down:** When you're busy, it's easy to forget things you need to do. Keep a

planner with your weekly schedule and a To

Do List, so that you remember meetings

and assignments.

• **Set goals:** Once you have your To Do List

written down, figure out what is most

important to finish first. It can be tempting to

do something easy like

laundry when an assignment deadline is looming, but the laundry can probably wait. Try to cross off at least one of your important items every day.

• **Divide and conquer:** Sometimes, projects

can be overwhelming. It can help to break

things down into smaller parts. Have a big

paper? Get an idea of the work involved,

and then break it down into smaller pieces.

Try to figure out how much time each piece

will take, and then set aside time for each

piece.

• **Know your limits:** If you know you're not a

morning person, don't tell yourself you'll

wake up early to finish an assignment. If

you're an early bird, try to get as much done

early in the day as possible when you're at

your best. Either way, make sure you're

getting plenty of sleep. Know your patterns,

and make your schedule around them.

• **Enlist a friend:** It can be

a lot easier to get things done if your friends are involved.

Having trouble making time for the gym?

Make plans with a friend; you'll be less likely

to cancel if someone is depending on you.

• **Reward yourself:** Just as kids are more

likely to eat their vegetables if dessert is a

reward, you're more likely to finish what you

need to do if you know there is a reward

waiting for you. Favorite TV show on at 10

p.m.? Make a deal with yourself to work

hard on your To Do List before then (and

mean it); then you can reward yourself with

your show.

• **Just Say No:** It can be hard not to take on

too much at college. Some things, like

school assignments, can't be avoided

without a negative outcome, but there are

some things that are more optional.

Remember that it's ok to say no sometimes.

Interesting Tidbits

• After retiring from competitive ice skating at age 20, **Vera Wang** began studying [theater](#) at Sarah Lawrence College, but soon convinced herself that she wouldn't be able to make a career of being an actress. So Wang switched majors, received her bachelor's degree in [Art History](#), and embarked on what would be a successful career... as a fashion designer.

• Before he became a recording artist, singer/songwriter **John Legend** was studying comma splices and misplaced modifiers as an [English](#) major at the University of Pennsylvania.