

COALS Career Services ...
Skills for Life!



Enjoy the Texas A&M Career Corner!

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Adding Tools to your Eti-Kit

Weekly Etiquette Workshop Series

Four Step Workshop that helps develop your "Eti-Kit"

1. **Effective Business Communication Etiquette**
March 30 5-6 PM in Rudder 401
2. **Dress Professional Best**
April 6 5-6 PM Rudder 401
3. **On the Job Etiquette**
April 13 5-6 PM Rudder 401
4. **Dining Etiquette**
Must pre-register on hireaggies.com

For more information go to Hireaggies.com

Job Skills: Facebooking and Tweeting?

By Aman Singh Das on November 23, 2009 <http://careerinsider.vault.com>

"Skills: MS Office, Facebook, Twitter"

"Additional Interests: Social networking, Mets fan, and Steven Spielberg movies."

"Objective: To become a skilled writer in the social media domain"

These are excerpts from some of the resumes that came my way this summer in response to an internship posting. Resumes have always been considered the cornerstone of a job search but choosing what you put in and how you term it is equally important. So when did Facebook and Twitter become skills important enough to emphasize on a resume?

As publishers of the highly-acclaimed [Vault Guide to Top Internships](#), we at Vault regard internships as an important civic duty. With more professionals looking at internships to keep earning that paycheck, we have for many months now written and blogged about this evolving trend as well as its multifaceted aspects. Our team of interns has been instrumental to our efforts this year in completing projects, brainstorming new ideas and contributing to the launch of our new website.

Earlier this year, Caroline Ceniza-Levine, cofounder of SixFigureStart and [Vault blogger](#) discussed how employers look at social media. According to her interaction with recruiters, social media signifies quality and allows them to parse candidates qualitatively. She even cited the CEO of staffing agency Adecco as a frequent tweeter. Given that, surely it's fair game for the candidates I excerpt above to list Facebook and Twitter as important skills? No, it's not. Yes, it may have become an acknowledged fact that using LinkedIn, Twitter, etc. for conducting your job search and networking elevates your hiring chances considerably. And, yes, there is also an unwritten rule that HR personnel navigate through these channels to help weed out the best (or worst) candidates from the stack of resumes. However, to list Tweeting as a skill is still not okay. If you used Facebook to land your present job, it's okay to mention that in the interview to show your networking skills. But it is not okay to list it as your foremost skill on a resume.

At present Generation Y resumes probably don't come across the average executive's desk as often as they do for candidates for positions higher up the ladder—yet. (Intern and entry-level hiring tends not to be something that many executives play a direct role in.) Eventually though, as this newest generation gains experience in the workforce and begins its corporate climb, Gen Y resumes will begin appearing on the desks and computer screens of the most important people in an organization. How likely are they, then, to consider “*an excellent Facebooker*” or a “*highly skilled Tweeter*,” for top positions at their company, unless the role specifically requires those skills?

Meet with your Career Coordinator EARLY and OFTEN

The Career Coordinator for the College of Agriculture and Life Sciences is Mrs. Brook Dickinson. She and her program aide Samantha Winter work with students from freshman to senior year helping with their professional development process. They would be more than happy to assist with your career endeavors while you are here at Texas A&M University.

You can make appointments to meet in Koldus, Kleberg, or Blocker: call the Career Center at (979) 845-5139. You can also reach them through email at brookd@careercenter.tamu.edu or swinter@careercenter.tamu.edu

Upcoming Events **Exploring your options with your Ag Degree**

Exploring your options with your Ag degree panel will be taking place April 8, 2010 from 5:30-7 pm in Kleberg 121. This is an opportunity to network with successful professional within the agriculture industry. The panel will be an open forum setting where you can ask questions and advice of the panelist.

Come join us for this panel opportunity! This is an excellent time to network with current industry leaders and gather information to make your career choices. Please come and enjoy information and refreshments! If you have any questions about the event please feel free to contact Samantha Winter by email swinter@careercenter.tamu.edu or by phone (979) 845-5139.

Texas Department of Criminal
Justice
[CLICK HERE](#)

Company Spotlight

Texas Department of Criminal Justice- Agribusiness, Land & Minerals

The Agribusiness, Land and Minerals Section of the Texas Department of Criminal Justice is responsible for the oversight and management of the agency's land and mineral resources to include administration of oil and gas leases, easements, and other land issues. Land considered suitable for agricultural use is employed in the production of fresh vegetables, cotton, grain, hay, and livestock. In addition to these primary activities, agribusiness manages and operates several food processing plants as well as layer hen and swine production facilities that provide canned vegetables, eggs and various finished meat products required to feed the incarcerated offender population.

The agency's agricultural operations are among the largest and most diversified in the nation. We operate and manage over 140,000 acres located in 47 counties throughout Texas. Employing approximately 300 employees and utilizing over 6,000 offenders, the department has agricultural operations on 50 different prison units. Our goal is to produce as much as possible of the food and fiber requirements of the TDCJ at long-term economical levels and utilize available offender labor to reduce cost of operations while providing offenders the opportunity for job skills and work-ethic training during rehabilitation to increase employment opportunities after release.

Our staff is continually attempting to increase productivity by efficiently managing all of our resources including land, labor, machinery, and funding. They constantly monitor and manage all of our agricultural production programs and are responsive to the needs of the agency and perform those agriculture functions that will be of true value to the State of Texas.

If you are you interested in a career with one of the largest, most vertically integrated production agricultural operations in the nation, we are always looking for knowledgeable, dedicated people to join our team. The Texas Department of Criminal Justice offers a wide range of job opportunities across the state. To learn more about us and what opportunities we offer, please visit our website at: www.tdcj.state.tx.us

Employer Advice

Matt Demny '84 Director- Agribusiness Land & Minerals- Texas Department of Criminal Justice

First impressions are very important! I know it is old advice, but in the job interview process, it is true.

For many jobseekers, the first thing a prospective employer sees about you is your resume or a job application. Pay close attention to what these documents are saying about you.

Not just listing your credentials, but more specifically, how the information is presented. Use proper grammar and spelling. Present the information in a clear, concise, understandable manner and use a word processor if at all possible. After all, keep in mind, that you will most likely be creating reports and documents throughout your career and they will be a reflection of the organization that you represent. If you don't take the time to professionally complete a job application, then what can an employer expect from you throughout your career? When you submit a document that is handwritten, not legible, or contains grammatical or spelling errors, it greatly diminishes your chances of getting into that interview. Pay attention to the details and pay attention to what first impressions the reader is forming about you even before you ever meet.

Director- Agribusiness Land & Minerals- Texas Department of Criminal Justice

2405 Ave. I Suite E

Huntsville, TX 77340

936-437-5433

Department Spotlight

Forensic and Investigative Sciences

WHY STUDY WITH US? CATCH A CLUE!

Interested in applying life sciences to all occupations from the courtroom to the board room - including crime scene investigation? We're the place to be! In Texas A&M's Department of Entomology, you'll learn about collecting, preserving, processing, and using evidentiary information in problem solving.

JOB OPPORTUNITIES

- Local, state, and federal investigative services
- Homeland security
- Quality assurance laboratories
- Graduate programs
- Professional schools – med/vet/law

LIFE IN OUR DEPARTMENT

We represent a broad spectrum of students from across Texas. Because enrollment in this degree program is limited, you're guaranteed the opportunity to get to know the faculty, staff and your fellow students on a personal level. And you'll be getting in on the beginning of one of the most exciting new degree programs in the country — your ticket to open doors into the fascinating world of forensics!

FROM THOSE WHO KNOW

"The creation of the new Forensic and Investigative Sciences B.S. Degree program within the Entomology Department has come at a great time. The rapidly expanding and growing discipline of forensic sciences is creating the need for highly educated individuals who can perform top-notch research as well as compete in the highly competitive job market within the forensic sciences industry; this B.S. program will prepare students to do just that, and much more."

For more information!

Forensic and Investigative Sciences
Department of Entomology
Ph.: 979.845.2516 Fax: 979.845.6305
Web: <http://forensics.tamu.edu>
<http://WeAreLife.tamu.edu>

Jobs posted on [Hireaggies.com](http://www.hireaggies.com)

Internship

Harris County Flood Control District : Forestry Technician

Open

SchedID: 50821-T15

Location(s): 7522 Prairie Oak Drive, Houston, TX 77086

Department: Facilities Maintenance Location: 7522 Prairie Oak Drive, Houston, Texas 77086

Employee Status: Non-Exempt Hours: 40 hours per week Job Summary GENERAL DESCRIPTION:

Resume Drop Deadline: 04/06/10

The Women's Home : Sales & Marketing Internship

Open

SchedID: 56653-T4

Location(s): Houston, TX

The Women's Home serves women from Houston and Harris County in a long-term residential setting. Through its WholeLife Program, women receive residential care as well as psychiatric, psychotherapy, vocational, spiritual, nurse practitioner and chemical dependency services. There are 57 women in re

Resume Drop Deadline: 04/15/10

Career Center Services for the College of Agriculture and Life Science

TAMU Career Center Library

Officially, the library located within the Career Center is called the Accenture Career Resources Library. The endowment fund that supports the library was established by employees of Accenture who are also former students of Texas A&M University. This support allows the Career Library to maintain a large selection of the most current career resources available. The Accenture Career Resources Library, with more than 1,000 volumes of books, directories and other publications, is a great place to begin researching occupations, career options, and prospective employers and to prepare for interviews. Professional development videos are also available for viewing.

The Career Resources Library is home to numerous volumes of career development and planning guides. Whether you are researching careers, preparing for an interview or seeking employment, the library will have a publication that can help you. Below is just a sample of the resources the library has to offer to assist students with the career development process.

- International Jobs
- Power Networking
- Occupational Outlook Handbook
- 10 Things Employers Want You to Learn in College
- What Color is Your Parachute?
- Do What You Love, the Money Will Follow
- Answers to Tough Interview Questions
- Generations at Work

Visit the library and use our computers for online research or explore our extensive selection of print materials, including numerous resources for locating internships.

Internship Publications

- Vault Top Internships
- Government Internships
- Music & Entertainment
- Sports
- Environment
- International Internships

- America's Top Companies

In the Career Resources Library, you'll find the most current job listings available for review and **JobBank** books for most major U.S. cities. Recruiting materials on approximately 2000 employers are also kept up to date.

Periodicals

- The Wall Street Journal
- Houston Chronicle
- Fortune
- Business Week
- Hispanic Business
- Forbes
- Bryan-College Station Eagle
- U.S. News and World Report
- The Chronicle of Higher Education
- Business Journals for Austin, Dallas, Houston and San Antonio

Free publications are available in the library, for example: Job Choices, Career Planning Guide, Black Collegian, What Can I Do with a Major In..., and brochures on Resume Writing, Cover Letters, Networking, Salary Negotiation, Dress for Success, etc.

Professional Directories

- World Chamber of Commerce Directory
- Texas High Tech Directory
- The Corporate Directory
- Hoover's Handbook of Private Companies
- Directory of Executive Recruiters
- National Trade and Professional Associations
- The Sports Market Place Directory
- American Firms Operating in Foreign Countries

We maintain resources to help students prepare for graduate school and to aid graduate students as they prepare for careers upon graduation. In the Career Resources Library, you'll find a selection of publications that focus on unique career issues faced by special populations, such as ethnicity, sexual orientation and disabilities. For former students interested in career advancement, personal development, or in making a career change, the library contains various resources designed to facilitate this tough decision-making process.

- Graduate Admissions Essays
- The Curriculum Vitae Handbook
- Game Plan for Getting In
- Winning Strategies for Getting in With or Without Excellent Grades
- Cash For Grad School

Online Resources

- SIGI 3 - career interest test
- CareerSearch – company database
- Internships USA
- Career Beam
- Vault
- Current Jobs
- Going Global

Questions?

If you have any questions or comments about the Career Center for the College of Agriculture and Life Sciences please [contact us swinter@careercenter.tamu.edu](mailto:swinter@careercenter.tamu.edu)

Good Place to start for your COALS job search

www.agcareers.com
www.usajobs.com

<http://greatjobs.tamu.edu>
www.jobsforaggies.com

www.HireAggies.com
www.agr.state.tx.us

www.ag1source.com
www.usda.gov