How to Make the Most of Your Winter Break

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Polish up your resume and cover letter – The more you begin to work on these, the more well-versed you will be in your own skills. That way, in preparation for upcoming interviews, you will be better prepared to list your accomplishments with confidence. Having thoroughly reflected upon the strengths from your past experiences and job positions will really show.

Take on some career exploration of your own – Whether you are a decided or an undecided major, do some research on where your major or potential major can take you. This will give you better direction when thinking about positions where you can apply.

Network, network,

Going home for the holidays can have its advantages when it comes to finding professionals with whom you can network. Now is the time to get in touch with your family friends who work in professions in which you are interested. Consider job shadowing or sitting down for some informational interviews to get tips on how to better prepare for your upcoming job or internship. If you are still in your job search, this is a perfect time to take the opportunity to get a professional in your field to look at your resume or give you some field-applicable interviewing pointers.

If you have not yet found a position, continue networking via friends, employers with whom you have had previous contact, and online sources such as LinkedIn. Be sure to also brush up on your interviewing skills over break. If you are not sure where to begin, do an online search or check out the OCS resources on UNet for sample interview questions and other helpful tips. Then, when you return, schedule an appointment or a mock interview with a career coach in our office to keep up on your search progress.

If you have found a summer position already (internship or full-time), remember when you get back from break that your work is not over. Keep up your grades, enroll in classes that will further your professional development, and make sure you are taking full advantage of the rest of your undergraduate career (especially for seniors when graduation is so close on the horizon). Your Spring semester, whether it is your final semester at Maryland or just of this school year, is the perfect time to close out the year strong by taking advantage of any final opportunities that you think will benefit you, wherever your next step takes you.

If you have room in your schedule, take some electives outside of your field, and take the chance to expand your knowledge base. You never know what skills you can pick up that will come in handy in the future.
Congratulations to the newly elected SUSA Executive Board and Committee Chairs. The new officers and committee chairs are listed below:

President – Khalil Pettus  
Susa.president@gmail.com  
VP, Administration – Melanie Tran  
Susa.admin@gmail.com  
VP, Finance – Geoffrey Wang  
Susa.finances@gmail.com  
VP, Marketing – Kushal Choxi  
Susa.vpmarketing@gmail.com  
VP, Events – Brittany Walker  
Susa.events@gmail.com  
Committee Chairpersons  
Community Service – Evan Struke  
Susa.service@gmail.com  
Fundraising – Kevin Rudd  
Susa.fundraising@gmail.com  
Social Programming - Meha Upadhyaya  
Susa.social@gmail.com  
New Student Involvement  
Kyle Forbes  
Susa.involvement@gmail.com

### Student Career Tips

**Gearing Up Freshman Year**

*By Julia Chi, Class of 2014*

*Student Career Advisor, Office of Career Services*

Julia Chi, is one of the Undergraduate Team’s two Student Career Advisors this semester. We asked Julia to share her advice with freshmen about things they can do in their freshman year to move their job search forward.

During freshman year, internships, jobs, and careers may seem far away. However, now is the time to start building your resume and understanding the job search process to get ahead. Here are some tips on how to prepare as you start looking for internships early in your undergraduate career.

**1. Get involved now!**

This is important because it takes

**2. Build networks with your favorite professors**

Professors are great resources for networking because they have experience in the field and great connections.

Start building these relationships early: Stop by during office hours at the beginning of the semester, introduce yourself, always ask questions if you need help, and try to stay in contact. Your professors could be where you turn when you need recommendations when applying for a job!

**3. Be prepared for any opportunity**

Keep your resume polished, updated, and ready for any opportunity. Buy a business professional outfit. Many Smith events have strictly enforced business-professional/business-casual dress codes. You wouldn’t want to miss out on an event opportunity like the Career Fair.

**4. Utilize the Office of Career Services**

The OCS is host to events, interview preparation opportunities, and walk-in hours for you to get help with things like your resume and job search. Use the HireSmith job search portal (www.hiresmith.net) to apply for jobs and internships, and find out what other opportunities the OCS has to offer.

Interested in applying for the Student Career Position for Spring 2013? Please contact Morgan McMillan in the Office of Career Services at mcmillan@rhsmith.umd.edu.
UNDERGRADUATE RECRUITING

Employers will continue to recruit and hire talented Smith School undergraduate students between now and the end of the semester. Check HireSmith regularly if you are seeking an internship or full time position. For more information, resume deadlines, and event location, please visit HireSmith at www.hiresmith.net.

Employers are posting positions now for on-campus recruiting that will be conducted in the Spring 2013 semester.

Check HireSmith regularly during Winter Break so that you do not miss important resume submission deadlines. If you have gained additional work experience this fall, upload an updated resume to HireSmith. Also check your profile to be sure your year, major, and graduation date are correct so that you are able to view and apply for positions for which you are qualified for.

Please contact us at (301) 405-2301 for additional information.

DECEMBER/JANUARY UNDERGRADUATE CAREER COACHING HOURS

Walk-in Hours 12-2, Monday – Friday, through December 12th. Appointments and mock interviews can be scheduled with an OCS UG Programming Team Membr between now and the end of the semester and during Winter Term. Please email (emails provided below) the coach directly to schedule an appointment. Walk-in hours will resume on January 23, 2013.

Jeanni Simpson
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Ashlee Kerkhoff
akerkhof@rhsmith.umd.edu

Rachel Loock
rloock@rhsmith.umd.edu

Mark Your Calendar Now to Participate in the First Smith School of Business Virtual Career Fair on February 12, 2013.

Good Luck with Finals! Enjoy Your Break!

We’ll See You in January 2013!