

Overseas resources available

INTERNATIONAL from Page 6

"Guidelines for International Careers," an OOC resource, lists economics, for example, as an academic specialization needed in government jobs, non-profit organizations, international business and banking, international communications, education and international law careers.

Guidelines lists Peace Corps and internship experience as experience needed for all these job fields. Language training is also helpful.

The UNL Internship and Cooperative Education Office helps students get overseas and domestic internships that give them the needed experience to do better in any job market.

Academic credit

Millie Katz, coordinator of the ICE office, said students have a difficult time getting professional internships with pay, but the educational experience is valuable.

The ICE office works with many international internship programs. Many work on a reciprocal basis only. Students often work at professional non-paid internships and paid part-time jobs while overseas.

One program called Educational Programs Abroad allows students to receive academic credit. A UNL student could go to London for a summer with the EPA program for \$1,880. This fee includes job placement, three university courses, room and board.

Katz said technical skills such as chemistry, physics or biology are in high demand. Many internships also are available in areas such as art history, political science and government, she said.

Because of the worldwide unemployment problem, Katz said, it is difficult for students to get permanent positions, but some might.

Permanent jobs

Jill Fujan, president of UNL's

International Association of Students in Business and Economics, said many student members who participate in their foreign trainee exchange program get permanent jobs overseas.

"The work experience is so good, and once companies see how well the trainees can work, they like to keep them," Fujan said.

Trainee positions are available in all business related fields.

Another resource for international job information is the Career Planning and Placement Center.

Many companies that interview regularly through the placement center have international offices.

The Career Library in Room 225 in the City Union has job listings for many overseas education positions. James Schiefelbein, assistant director, said educational positions are their biggest contact, but they are trying to expand and improve their resources.

Letter highlights resume

A cover letter introduces a job applicant because he can't be there to do it, said Janel Queen, assistant director of UNL Career Planning and Placement.

Cover letters are used so resumes aren't sent out alone, she said. Resumes without letters usually don't indicate the kind of job the applicant wants.

The UNL Placement Manual gives the following guidelines for writing a cover letter:

A cover letter is about three paragraphs long. Highlight experiences, training, and interests without going into a long-winded discussion. Provide the employer with relevant information but do not repeat the whole resume in the cover letter. Write in an interesting, conversational style using correct grammar and sentence structure. A cover letter should be no longer than one page.

The general outline of a letter might be as follows:

First paragraph — two to three sentences in length. Start with an interest-creating sentence in which you appeal to the employer's needs and also indicate that you know something about the organization.

Move on in the same paragraph to indicate what position or type of work you are applying for, why you are applying for that position, and how you found out about it (if how you found out about the position is relevant).

Second paragraph — two to three sentences in length. This paragraph can be used to highlight your best qualifications for the position, briefly, to the employer. Emphasize

SAMPLE COVER LETTER

Judy Smith
2590 Zenith Road
Omaha, Nebraska 68000
(402) 423-1259
June 5, 1986

Ms. Diane Anderson, Manager
College Relations and Recruitment
Diversified Computer Corporation
521 South Tasmanian Avenue
Los Angeles, California 90017

Dear Ms. Anderson:

Dr. William Jones, professor of marketing at the University of Nebraska-Lincoln, suggested I write you concerning the marketing vacancy you have in your organization. He has described Diversified Computer Corporation to me, and I am very interested in the position you have available.

The marketing department of Procter & Gamble has provided me with substantial experience doing market research for a new line of products they hope to merchandise soon. My summer employment with Procter & Gamble also included work for a short period in their advertising department where we conducted test marketing in several locations throughout the Midwest.

This and other marketing experience coupled with my degree in marketing from the College of Business Administration, give me a solid marketing background. I believe that my experience combined with my energies and resourcefulness make me a well qualified candidate.

Please refer to the enclosed resume for further elaboration of my qualifications. I would very much like to arrange an interview to talk with you personally about the position opening. I will call your office the week of June 21 to arrange an appointment time. Thank you for your time and consideration.

Sincerely,
Judy Smith
Judy Smith

Courtesy of UNL Placement Manual

training, education or experience you have which qualify you for the position or area of work. Try to indicate how you can benefit the organization.

Third paragraph — two to three sentences in length. This paragraph has three purposes: to direct the

reader's attention to an attached resume to indicate what the next step will be — usually this would be that "I will contact you to set up an interview." — and thank the person for taking the time to give you consideration.

Interview, resume workshops offered

The Career Planning and Placement Center is offering workshops on interviewing and resume writing. These workshops will be held in the Nebraska Union throughout the year and will last for about one hour. Please check the Union schedules for the room location.

The February workshop and orientation session schedule is as follows:

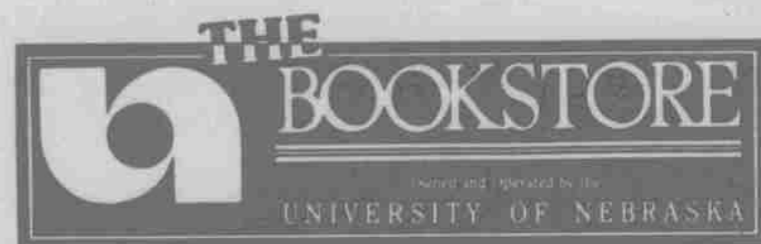
- Feb. 10: Orientation, 10:30 a.m. Interview 2 p.m.
- Feb. 11: Orientation 2 p.m.
- Feb. 12: Resume Writing Workshop 2 p.m.
- Feb. 17: Resume Writing Workshop 10 a.m.
- Feb. 18: Orientation 10:30 a.m.
- Feb. 19: Orientation 2 p.m.
- Feb. 24: Interview Workshop 10 a.m.
- Feb. 25: Orientation 10:30 a.m.
- Feb. 26: Resume Writing Workshop 10 a.m.

Do it by the book!

You use a textbook to study for class, so why not take advantage of our complete career and resume book section to help you find a job. We have books on:

- Resume Writing • Career Guides
- Job Finding • Interview Guides

The University Bookstore handles a large variety of books to give you basic information to help you get started on the career of your choice.



Plaza Level City Campus Union — 472-7300
Garden Level East Campus Union — 472-1746

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You're ambitious, you're educated, and you're ready to make an important career decision. Your first move could determine the success of your entire career strategy. Therefore, you want to choose a solid company that offers the right opportunities.

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If you would like to play a part in the exciting world of fashion apparel — with a growth-oriented company — write or phone us at the K mart Apparel Corp. office nearest you listed below. It's your move.

- Central Region**
K mart Apparel Corp.
PO Box 241 Plymouth, MI 48170
616-337-8500
- Eastern Region**
Deer Park Mall 645 Highway #18
East Brunswick, NJ 08816
(201) 360-7270
- Midwest Region**
7300 West Higgins Road
Rosemead, IL 60018
(312) 844-3840
- Southern Region**
2901 Clearmont Road N.E.
Atlanta, GA 30329
(404) 320-2723
- Southeastern Region**
333 South Industrial Blvd.
Lawrenceville, GA 30046
(404) 949-2200
- Western Region**
1111 West State Avenue
Salt Lake City, UT 84119
(801) 466-1000
- Headquarters**



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- Wednesday - Domestic Beer #1.99
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