

Be productive with time

Right after graduating from college can be a time like no other in the lives of new graduates. It can be easy to grow dejected as weeks or months go by without receiving a job offer. But spending time after graduation as productively as possible can help graduates overcome any dejection they might feel and increase their chances of landing a job.

- Contact career services offices at your alma mater. Career services offices can help recent graduates as they look for their first jobs out of college. Such offices may have access to job and internship opportunities that grads do not. In addition, they may coach grads on interviewing techniques and on ways to stand out in crowded job markets.
- Seek internships. If part- or full-time employment is proving elusive, don't be afraid to seek and ultimately accept internships, which can provide a way for grads to get their foot in the doors in certain industries.
- Start networking. Students who interned can get in touch with their past supervisors or mentors and find out if the company is hiring. Such people may be more inclined to bring someone with direct experience onboard — even if that experience was brief and unpaid. In addition, grads can connect with adjunct professors who work in their

desired fields.

- When job hunting, don't get pigeon-holed by your major. Just because a student graduates with a particular degree does not mean he or she needs to look for work in that field. In fact, many companies may prefer entry-level applicants with degrees that are not specific to their industries so their new hires are blank slates who can be easily trained.
- Attend job fairs. Enterprising people looking for work should attend as many job fairs as possible. Graduates likely won't leave job fairs with employment offers in hand, but job fairs are a great way for grads to meet hiring managers and submit their résumés to potential employers.
- Customize a résumé for every job. Be sure the curriculum vitae is not static. Write and refine résumés for each job you apply for, mildly tweaking the wording or accomplishments to address the key phrases used in each job listing.

It can be tempting for recent college grads to spend the months after graduation re-



Using contacts at previous schools may help people with current job searches, especially right after graduation.

laxing, but those who spend that time productively may land jobs more quickly than those who do not.

Jobs for people proficient in math

Math is an important subject — and proficiency in arithmetic serves people well when it comes time to leave the classroom and enter the workforce. As demand for workers proficient in science, technology, engineering and mathematics (STEM) continues to grow, students can benefit by working as hard as possible when studying such subjects.

People with strong math skills who thrive on data and crunching numbers may find a diverse array of jobs available to them when they are ready to enter the workforce. The following are just some of the positions that require math skills, courtesy of the Occupational Information Network, U.S. Bureau of Labor Statistics and CareerCast.

- **Economist:** Economists study and analyze the effects of resources on costs and their relation to industry and government.
- **Accountant:** Accountants are responsible for keeping accounting records and preparing financial statements for businesses or individuals.
- **Game designer:** Mathematics is involved in game theory, and programmers regularly utilize trigonometry, physics and calculus. The same can be said for movie or television animators.
- **Stockbroker:** Stockbrokers purchase and sell stocks, bonds and other securities. Exchanging large sums of money involves a strong command of math.
- **Chemist:** Chemists conduct analyses and experiments in laboratories that require qualitative and quantitative computation.

• **Engineer:** Mechanical engineering, aerospace engineering and civil engineer go hand-in-hand with math. Engineers in various fields perform a host of tasks, including designing equipment and evaluating the adaptability of materials.

• **Pilot:** Navigating, calculating wind speeds and fuel ration and much more are involved in piloting an aircraft. Math skills can be life-saving when pilots have to make adjustments and calculations thousands of feet in the air.

• **Sports broadcaster:** Math is involved in many aspects of sports. Sports broadcasters often must add up statistics on the fly and proficiency in math makes that easier.

• **Astronomer:** Observing, researching and interpreting astronomical phenomena requires a strong understanding of mathematics.

• **Insurance underwriter:** Underwriters rely on math to assess risk as they make recommendations to insurance companies before such companies will issue policies.

• **Financial planner:** Financial planners help businesses and individuals map out the ways to grow their money so they can secure their financial futures.

• **Actuary:** Actuaries measure risk and uncertainty as they evaluate the likelihood of future events occurring as they apply to certain areas, including insurance and pension programs.

Strong math skills can provide an entryway into a lucrative and stable career.

Land the right internship opportunity

Internships provide great opportunities for people to get their professional feet wet. While classroom lessons provide theoretical senses of what a profession might be like, an internship gives an actual sense, shedding light on how a particular business or industry operates.

In its Class of 2015 Student Survey, the National Association of Colleges and Employers found that women (65.8 percent) were slightly more likely to have had an internship than men (64.6 percent). Competition for internships can be steep, and people who want to set themselves apart from the field can employ various strategies as they search for internships.

• Learn the recruiting schedule. Some professions may recruit interns year-round, while others may only look for interns during particular times of the year. Speak with an academic advisor, someone in your college or university's career placement department or look online to determine



when opportunities in your field are most likely to be available, and make sure your materials (i.e., résumé and portfolio) are ready when that recruiting season begins.

• Don't limit yourself. Cast a wide net when searching for an internship. If you want to be an investment banker, landing an internship that allows you to work alongside investment bankers may be ideal. However, limiting yourself to only those opportunities may be prohibitive, and you

may end up with nothing. Maintain an open mind when pursuing internships. Even if you don't land your dream internship, another opportunity may provide lots of hands-on experience while also allowing you to get your foot in the door.

• Tell the truth. Embellishing your résumé might help you get an interview, but chances are the interviewer will learn pretty quickly if your purported skills are authentic. Internship programs are designed for students,

recent graduates and people new to their fields with little or no experience who might one day turn into valued employees. If a company suspects an internship candidate of embellishing their skills and experience now, that candidate might never get their foot back in the door. Tell the truth and express your excitement at any opportunity that allows you to apply classroom lessons in real world settings.

• Don't accept just any internship. Not every internship is worth the effort. While interns may be asked to perform some menial tasks during their internships, the right opportunities afford interns the chance to get professional experience and interact with working professionals. If an opportunity is largely or exclusively clerical, you might be better off continuing your search or volunteering with a firm.

People looking for internships can take various steps to ensure they land the most beneficial opportunities available to them.

HOW TO ASK FOR A LETTER OF RECOMMENDATION

Knowledge, skills and personality can get students far, but having the right people in their corners can open doors for new opportunities that people might otherwise never have considered. Perhaps this is why recommendations are so coveted when applying to new jobs or even schools.

Asking for a letter of recommendation is something that should be done with forethought. The correct approach and proper timing can mean the difference between receiving a recommendation or not.

WHO TO ASK

The first step is to decide who to ask for a recommendation. Select teachers, colleagues or bosses who know you well or can validate how you performed or im-

proved. Opt for a recent adviser so the recommendation reflects who you are today.

It can also help to ask for a recommendation from people who have sufficient experience. Their input may carry more weight than someone whose career is less accomplished. A well-established teacher who leads a class that pertains to your academic goals is a good fit.

Remember to consider the requirements of the job posting as well. Applications frequently ask for recommendations from specific people, such as a teacher in a certain subject.

ASK EARLY

Teachers may be inundated with college letter recommendation requests around application

deadlines and at the end of semesters. It's better to leave plenty of time than to put teachers under pressure. The same rule applies to anyone else you're asking to write you a recommendation.

REQUEST IN PERSON

Underscore the importance of the recommendation by making it a personal request. Schedule an appointment with the individual and discuss why you believe he or she would be the right person to provide the recommendation. Remind the person of your attributes and point out something that exemplifies your skills. Speaking face-to-face shows respect and gives you the advantage to make your points personally, rather than through email.

MAKE THE PROCESS EASIER

Provide all of the necessary items to help the person along. This can include a brief résumé, academic progress report, required forms and so on. Also offer any college- or employer-directed requests. As the deadline looms, offer concise reminders that you will need the recommendation. Offer to pick it up personally. Make copies or scan and save the original just in case a mix-up in the admissions office occurs.

Recommendations are a key part of landing a job or being offered acceptance into a college or university. Asking the right people early will translate into recommendations that paint an accurate picture of applicants.

Did You Know?

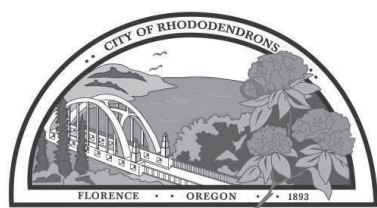
According to the U.S. Census Bureau, only about one-quarter of those working in the fields of science, technology, engineering and mathematics (STEM) are women. The percentages of women working in STEM are even lower in Canada, where Statistics Canada notes the percentage of women working in STEM has increased from just 20 percent in 1987 to 22 percent in 2015. Perhaps in recognition of those statistics, numerous organizations are working to promote women in STEM. One such organization is the National Girls Collaborative Project (ngcproject.org), which works to bring together organizations throughout the United States that are committed to informing and encouraging girls to pursue careers in STEM. Another organization with similar goals is the Women in Engineering Proactive Network (wepan.org), which works to promote the inclusion of women in the field of engineering. Female students in high school or college who are interested in STEM fields should make their interest known to teachers or advisors; they can even contact certain organizations to learn about the opportunities and resources available to them.

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City of Florence Employment Opportunities

The City of Florence is currently hiring for the following positions:

- ◆ Police Officer
- ◆ GIS Analyst I

Visit the City's website at www.ci.florence.or.us/jobs to view our current open positions, as well as instructions on how to apply.

The City includes a generous benefits package for full-time positions, including health, dental, vision, and life insurance, as well as employer contributions to a health savings account.



Contact recruitment@ci.florence.or.us or call 541-590-4012 for questions.

The City is an equal opportunity employer and service provider.



TopHydraulics

Making the best better

At Top Hydraulics, we thrive on excellence and team spirit. The team is like family, and we help each other out wherever we can. Customer satisfaction is our first goal, but if our team members are not happy with their jobs, then we have missed. Would you like to work in a team environment where everyone loves their job? Do you have a strong mechanical aptitude? Do you feel good about having done your best at the end of the day? Would you like to work for the #1 supplier in its field? Top Hydraulics currently has the following positions open for long term employment in a fast-paced production environment, located in Florence:

Job Duties for all positions:

- Rebuild and manufacture car parts for high end vehicles.
- Work in fast paced production environment with a focus on quality.
- Utilize good hand to eye coordination, meticulous attention to detail, and mechanical aptitude to perform job duties.
- Work at fast pace to keep up with production demand.
- Evaluate and assess parts for the job at hand.
- Assure quality control and prepare product for shipment.
- Other duties as assigned.

Production Technician

5 years work experience desired.
Minimum 1 year job experience or education / training program in high precision manufacturing or auto mechanics.

Mechanic

Minimum 5 years work experience in precision mechanics or automotive repair.
Demonstrate the skill to lead technicians by example and by mentoring, and show a track record of innovation.
Takes part in new product development, as well as production.

Machinist

Minimum 2 years work experience as a machinist, which includes machining prototypes on lathe and mill with speed and precision, as well as producing technical drawings.
Minimum 5 years of any type of work experience.
Prefer the ability to produce technical drawings, and to program Haas CNC machines.
Takes part in new product development, as well as production.

Please apply by emailing your resume to info@tophydraulicsinc.com