

THE UNDERGRADUATE GUIDE TO CAREERS

PREPARED BY:
THE CAREER SERVICES OFFICE
Kaslik - 2018

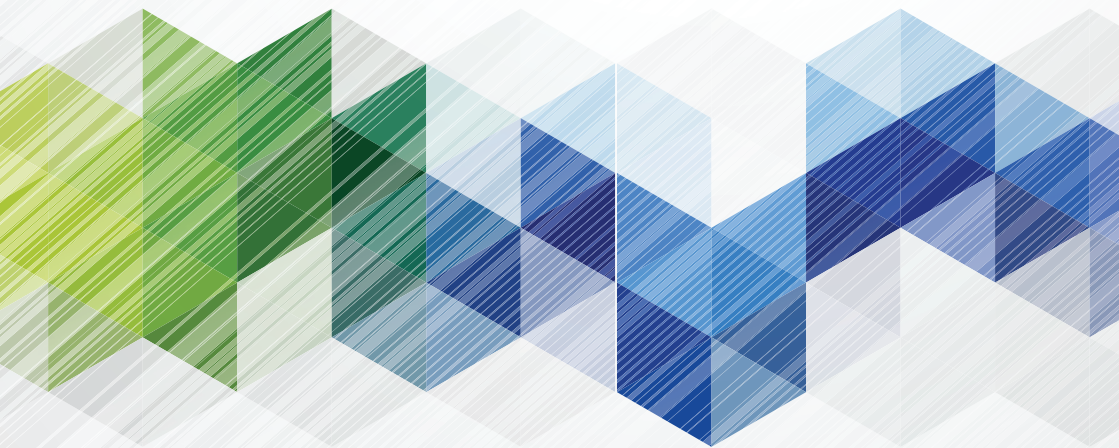


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WELCOME FROM THE DIRECTOR

WELCOME TO THE 2018/19 USEK CAREERS GUIDE.

The USEK Career Services team provides students and alumni comprehensive development resources and advice, in addition to access to internship opportunities for existing students.

Our mission is to make Career Services a vital part of your campus experience by working closely with faculties, employer partners, and professional networks. We go the extra mile; explore new avenues so that you can reach your goals with confidence and enthusiasm. We will work with you to help you achieve your individual career aspirations: develop your potential, employability, and work towards a rewarding future.

Our networking events, job fairs, career panels and workshops, are designed to support you in developing essential skills and personal attributes, ensuring utmost readiness to meet the demands of the job market today and tomorrow.

Even though the graduate market, globally, is less favorable at the moment, be assured there are opportunities out there and the CSO has up-to-date information and the expertise to help you make the most of those job possibilities.

The CSO would like to wish you a successful academic year ahead. We look forward to meeting you in person - book an appointment with us today.

Khalil Abboud
Director of the CSO





INTRODUCTION

This guide is for all undergraduate students at USEK. Whether you are a first year taking your first steps towards considering your career options, or a final year student actively job hunting for a job in your field, this guide will provide you with help, information, tips and advice we at the Career Services Office (CSO) can offer you. The CSO would like to share some tips and advice on the skills you need to get the job you want. As experienced professionals who care about your future inside and maybe outside of Lebanon, we can offer you genuine and realistic advice about the different steps in the process of job hunting. We are here for you and want to support you throughout your time at USEK. We hope the material in this guide is helpful and wish you every success in your search for the right job for you.

We hope you find this material helpful and we wish you every success in your search for the right job for you. Please let us remind you, the Careers Service Office is at your service, and you can make an appointment with us at any time during and after your studies at USEK.

We look forward to meeting you soon at the CSO office on campus or at one of our special events on campus.

Come and see us.

WHERE TO FIND US

MAP OF THE CAREER SERVICES OFFICE



MAIN BUILDINGS LOCATION MAP

BUILDING A

BLOCK AA

- Rectorate
- Secretary General
- Registrar Office

BLOCK AB

- Library

BLOCK AC

- Pontifical Faculty of Theology
- Institute of History
- Institute of Liturgy
- National Fund of Social Security
- Social Service Office
- Student Affairs Office
- Career Services Office
- Orientation Office
- Holy Spirit Chapel

BLOCK AL

- Library

BLOCK AM

- Faculty of Music
- Pastoral Office

BUILDING B

- Faculty of Law
- Faculty of Letters
- Faculty of Philosophy and Humanities

BUILDING C

- Faculty of Fine and Applied Arts

BUILDING D

- Faculty of Business and Commercial Sciences

BUILDING E

- Faculty of Agricultural and Food Sciences
- Higher Institute of Political and Administrative Sciences
- Archaeological Museum
- Conference Hall

BUILDING F

- Hall of Residence

BUILDING G

- Administrative & Technical Units
- Alumni Office

BUILDING H

- Faculty of Engineering
- Faculty of Medicine and Medical Sciences
- Faculty of Sciences
- Higher Institute of Nursing Sciences
- Jean El Hawa Auditorium

BUILDING I

- Sports Centre



Kaslik Entrance



Main Entrance



Exit

THE CSO TEAM



Mr. Khalil Abboud
Director



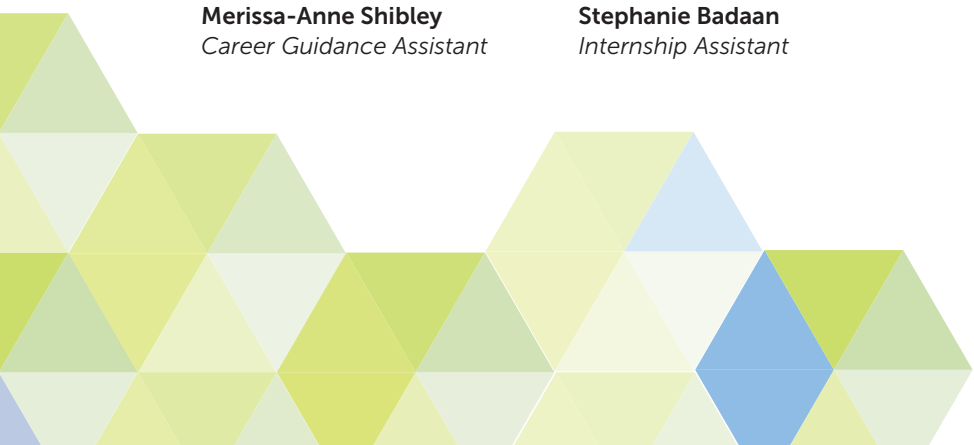
Johny El Kamar
Career Guidance Coordinator



Merissa-Anne Shibley
Career Guidance Assistant



Stephanie Badaan
Internship Assistant



GETTING ADVICE

Visit the Career Services Office and meet the team. Let us explain to you how we can help you make your career decisions. By helping you become more self-aware and aware of occupational opportunities you will be able to make the right decisions for yourself and take action.

We have come up with a strong 4 Year Action Plan (see below) to help you build up your job search strategies. There is a timeline you can follow, which will guide you on what to do and when; with a mixture of self-knowledge, knowledge of the sectors and skills, you will be preparing yourself for the job market.

4 YEAR CAREER PLAN

1ST YEAR DISCOVER

- LEARN ABOUT THE CAREER SERVICES OFFICE.
- EXPLORE YOUR CAREER OPTIONS AND POSSIBILITIES.
- BOOK YOUR FIRST ADVISORY APPOINTMENT.

2ND YEAR PREPARE

- START BUILDING YOUR CV/REGISTER AT THE PORTAL.
- MEET WITH THE INTERNSHIP ASSISTANT TO LAND AN INTERNSHIP.
- DEVELOP YOUR LANGUAGE SKILLS.
- STRIVE FOR A STRONG GPA AND ACADEMIC ACHIEVEMENTS.

3RD YEAR CONNECT

- ATTEND THE CAREERS SERVICES WORKSHOPS.
- START NETWORKING WITH EMPLOYERS.
- UPDATE AND FINE-TUNE YOUR CV.

4TH YEAR ACHIEVE

- MEET US FOR ESSENTIAL INTERVIEW TIPS.
- GET YOUR CV REVIEWED BY THE CAREER SERVICES TEAM.
- ATTEND THE MANDATORY PRE-GRADUATION SESSION.

MAKING THE MOST OF YOUR TIME AT USEK

Employers seek candidates who actively participate in more than their studies at university. USEK offers more than your studies. Be proactive! Get involved!

Transferable skills: Aptitude and knowledge acquired through personal experience such as schooling, jobs, classes, hobbies, sports etc. Basically, any talent developed and able to be used in future employment. (<http://www.businessdictionary.com/definition/transferable-skills.html>)

For example, a transferable skill applied to a business could consist of group work skills in a university basketball team.

What other activities can I be involved in to develop my transferable skills?

Join a club or a committee or sign up for a voluntary experience, such as helping

with academic conferences, offering your assistance at on-campus student events, joining the Psycam film club, etc.

Doing any of these is a great way to develop your skills and competencies that are valuable in the workplace, such as teamwork skills, independence, self-awareness, creativity, and problem solving. USEK is a place where you can practice these core skills – do not waste this opportunity because as well as being good for personal development, you can use extra activities you have done at USEK to demonstrate these essential skills employers desire.

What employers are looking for:



The CSO can also help you develop your soft skills, such as time-management, teamwork, leadership and interpersonal communication and professionalism. We can advise you about where to find training to develop these qualities through workshops, clinics, and career consultations.

-CAREER-



Follow us on [f/usekcs/](https://www.facebook.com/usekcs/) [@usekcs/](https://www.instagram.com/usekcs/)
to keep up-to-date

with our events and activities, including:

- Annual job fair
- Field-specific conferences
- Soft skills workshops
- Career Panel Discussions and job opportunities + website as well

SEARCHING FOR EMPLOYMENT – A GUIDE FOR UNDERGRADUATES

This guide has many suggestions on how you can develop your careers skills while you are studying at USEK. Even if you think you are not ready to think about your career yet, there are some activities to complete and suggestions to consider. The guide has been broken down into many parts, which can be worked through from the first part to the last, or each part can be considered as individual, to be read according to the point you are at in your search for a career job, voluntary work or internship.

We have included, advice about internships, and sections covering your skills development for your future careers, such as researching employers, how to

write a CV, how to work abroad, how to answer interview questions and much more. We have tried to provide genuine and realistic sample material throughout this guide, such as real CVs, cover letters and follow-up letters as an example to help you when you write your own versions.



RESEARCH YOURSELF!

Before you even begin to look for a job to apply for, it is essential you have some self-awareness. You will need skills beyond your degree to secure a meaningful career. Recent research of HR departments revealed that students who had a high level of self-awareness and transferable skills were more successful in a job interview. So, what are your strengths, and what areas do you need to improve? It is time to start making lists!

Study the list below and choose a few of these qualities that describe you and try to think of a real-life example to demonstrate them.

Tip: If you find it hard to summarize the strengths and weakness in your personality, it can be useful to ask a real person who has recently been your boss or ask friends and family to describe qualities they observe in you that would be useful in a working environment. Ask them to give specific examples. If you agree with them, think of your own examples you can use in a professional interview.

- Active and dynamic
- Creative problem-solver
- Critical thinker – strong analytical skills
- Detail-orientated and precise
- Effective team player
- Effective team coordinator
- Emotionally mature – a calming influence
- Financially smart
- Good researcher
- High standards of honesty and personal integrity
- Innovates and makes things happen
- Methodical approach to planning
- Positive attitude – seeks and finds solutions to challenges
- Reliable and dependable – meets deadlines
- Self-aware – always seeking to learn and grow
- Task-orientated – good at identifying problems and implementing solutions
- Use initiative
- Well-organized; good planner and time-manager



PSYCHOMETRIC TESTS - THE HOLLAND CODE TEST

Psychometrics is a branch of psychology that deals with the design, administration, and interpretation of quantitative tests for the measurement of psychological variables such as intelligence, aptitude, and personality traits.

A good way to gain knowledge of your competencies is to complete a selection of some psychometric and personality tests. The CSO has some tests you can take and there are plenty of free online tests you can take. Used appropriately, personality tests and psychometrics can be hugely beneficial in improving knowledge of self and other people - motivations, strengths, weaknesses, preferred thinking and working styles, and also strengths and preferred styles for communications, learning, management, being managed, and team-working.

A list of some popular tests you can take:

Personality profiling

Reasoning abilities: Verbal, numerical and abstract reasoning tests

Honesty and integrity tests

Myers-Briggs Personality types

Belbin team types

Holland Code Test

WRITING LISTS

As well as thinking about what you would like to do, it is also useful to write a list of what you don't want to do. Writing it down should help clarify your thoughts and make it easier to reduce your options so you can focus on following the right track.

Example questions you can ask yourself:

- *Do you want a 5-9 job?*
- *Do you prefer routine or a more flexible schedule?*
- *What type of starter salary are you looking for (be realistic)?*
- *Where are you prepared to work? How far will you travel this applies to inside Lebanon as well as relocating abroad?*
- *What languages would you like to use in your working life?*

- *Do you want to make a difference, contribute to society on a humanitarian level, or simply want a living wage?*
- *Do you prefer to manage other people or be managed?*

By writing these lists you can decide on what is important to you and what appeals to you.

Task# Talk to people

Speak to someone who is working in the field you are interested in. Come and speak with us about shadowing opportunities within companies.

If you need help with identifying your qualities please book an appointment with the CSO for some hands-on advice and practice.



WHAT TYPE OF WORK AM I LOOKING FOR?

Internships

Voluntary
Work

Part-time
work

Career (full-
time job/work)

Internships

- WHY INTERNSHIPS ARE IMPORTANT
- HOW TO MAKE THE MOST OF IT

Visit the CSO website to find out about Internships, part-time and full-time Work opportunities.

Why are internships important?

An internship is the best way for you to test-drive your career choice before you leave university. Also, interviewers believe relevant work experience is one of the most important factors in choosing a candidate for an interview, as significant as academic achievements. In fact, if you are serious about applying for a job in your field of study, you should not leave university without internship experience. Recent studies show that an internship can often lead to a job. An internship gives the employer the opportunity to see your skills and competencies in action. This is why some employers think internships are more important than interviews.

How do I make the most of it?

Internships are generally unpaid, yet places for internships are highly competitive. If you are lucky to secure yourself a place in a company of your choice, make the most of it. It is unlikely you will be given a large amount of responsibility during your internship, but by being professional, maintaining your enthusiasm, and showing some initiative you can impress your boss and leave a lasting good impression. Who knows, the next time there is a graduate vacancy, you may be the obvious choice!

Voluntary
work

- HOW DO I FIND OUT ABOUT SUMMER WORK
- HOW TO MAKE THE MOST OF IT

Why is voluntary work important?

Some degrees require some experience – journalism, business administration, graphic design, voluntary work, for instance. The contacts you make while on the job could prove invaluable. Some organizations who run volunteering programs will offer extra training opportunities for their volunteers. Voluntary work, as well as being personally satisfying, can also put you in direct contact with people who might have information about future paid opportunities.

How do I make the most of it

You can learn a lot from voluntary work. It is also another opportunity for you to showcase your skills and competency as well as being very rewarding on a personal level. Even if you are given simple tasks, or are there just to observe you will have an inside view of how an organization works and gain valuable information which may help you in the future. Talk to as many people as possible and look for opportunities which will let you contribute in a meaningful way.

How do I find out about Internships or Voluntary work?

To find out about opportunities please follow us on [f/usekcso/](https://www.facebook.com/usekcso/) [@usekcso/](https://www.instagram.com/usekcso/) – we post all opportunities as soon as we receive information from companies and non-profit organizations (NGOs).

Networking: ask friends and family to look out for you. They may not know you are looking for this kind of experience, so be sure to inform them you are interested in this kind of work to gain some valuable work experience.



**Part-time
work**

• HOW DO I FIND A PART-TIME JOB

WHERE DO I START?

HOW DO I FIND VACANCIES?

Part-Time Work during Your University Years

Taking on a part-time job while you are studying for your degree is hard work, but the benefits are many. Students who have a job or jobs while at university will develop soft skills and transferable skills which will help them in the workplace and this is viewed favorably by employers. For instance, if you have worked you may have better time-management, a sense of responsibility, enhanced people skills, team-work abilities and a sense of the value of earned money that can be used for fun or for tuition. The biggest plus of having experience in the workplace is that the skills you have acquired will be attractive to future employers after graduation.

Does it matter if the work is not related to your studies?

No. When companies interview recent graduates they don't expect you to have a wealth of experience, they are looking at your **potential** ; they are trying to assess how useful you will be to the company in the long-term, and in what areas you can grow and develop. Having some part-time work experience indicates a higher level of maturity and shows you are already familiar with the working world, and, therefore, will not take long to adjust to a professional environment.

Career

• HOW DO I FIND A CAREER JOB

Thinking about the career job-seeking processes is scary for some people. Many students don't want to think about life outside of USEK, or are still uncertain about which profession to pursue. The good thing about tackling this important part of your adult life before you finish your studies is that you can build up your skills, competencies and experience over a long period of time, and make the most of passing opportunities, plus won't feel pressured to think about your future just in your final year, your hardest and most stressful year at USEK.

This part of this career guide looks at the steps you can take to help you help yourself find the job worthy of your skills and talents. Whether you have known what you've wanted to be since you were in Kindergarten, or have no idea of what you want to do after USEK, we can help you.

In actively and successfully preparing yourself for the job market you should identify the stages in the job application process. We will give you answers to common questions we receive from students about the process of job-searching.

RESEARCH THE MARKET!

Once you know more about yourself, you will be ready to research the market – find out more about the type of job you want and the companies/organizations that appeal to you, and find vacancies that match your criteria for work.

Target specific employers by checking company websites; find their vacancies on the careers page of their website and look for positions you are qualified to apply for.

You can search for vacancies offline and online:

Offline: meet employers at Job Fairs – https://www.facebook.com/USEKOfficial/photos/?tab=album&album_id=1106217576109161 , network at career specific conferences, cold-call/email companies to enquire about opportunities which have not been advertised, ask family and friends.

Online: Check out the CSO Facebook page and website, target specific employers by checking company websites. Go to the vacancies page on the website (see below) and look for positions you are qualified to apply for, also try recruitment companies like monster.com or bayt.com, and online newspapers and magazine with job sections.

monster

Send me more jobs like this Get Email Alert

Social Media Executive

Gulf Drug

Keywords / Skills : Social Media, Social Networking, Online Marketing, Graphic Designer, Creative Writer, SEO

📍 Dubai 🕒 1 - 3 years

Posted: 22nd Dec 2016

All Jobs by this Recruter APPLY

Job Description

Responsibilities

Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification

Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action

Set up and optimize company pages within each platform to increase the visibility of company's social content

Moderate all user-generated content in line with the moderation policy for each community

Create editorial calendars and syndication schedules

Continuously improve by capturing and analyzing the appropriate social datametrics, insights and best practices, and then acting on the information

Collaborate with other departments (customer relations, sales etc) to manage reputation, identity

Nationality

Afghan, Afghan, Austr, Azerbaijan, Belaru, B...

Industry

- FMCG
- Retailing

Function

Marketing & Communications

Role

Social Media Executive

Education

Bachelor's Degree

Stream:

- Advertising/Press Communication
- Marketing

Posted On

22nd Dec 2016

Similar Jobs [View All](#)

Graphic Designer/ Web Designer

Jobhunt W And Management Consult...
website, Content, Content, Content, Web...

📍 Dubai 🕒 3 - 8 years

Graphic Designer And Admin

Jobhunt W And Management Consult...
Content, Graphic Designer/Photoshop, Con...

📍 Dubai 🕒 3 - 4 years

(sample of website with careers opportunities)

Check the vacancies/careers/opportunities/job pages on company websites

Social Media: Social media and social networking

Using sites like LinkedIn, Twitter and Facebook can help you network for inside information about jobs and roles and to find out about organizations for speculative applications or just keep you up-to-date with the latest news in an industry.

The following article explains how social media can be used as an effective tool:

<http://www.forbes.com/sites/jacquelynsmith/16/04/2013/how-social-media-can-help-or-hurt-your-job-search/6#f3cab6a24fd>



HOW CAN I KNOW IF I AM QUALIFIED FOR THE POSITIONS ADVERTISED?

Read the job description several times and try to identify the qualities and skills required for the jobs you want.

Reading a job ad

To write the best CV for the job you want, it is important to analyze a job description and try to understand what the company wants from you if you were to get this job. What are the important skills you need for this job? What do they emphasize – experience? Qualities? Skills? What specific skills do you need, practical as well as interpersonal? What does this ad mention as essential and what skills are desirable? What experience do you need? Do you have transferable skills? (See section with transferable skills)



READ THE JOB AD BELOW AND ANSWER THE FOLLOWING QUESTIONS:

What are the required qualifications?

What skills and qualities are needed to match the job?

Marketing/ Administrative Assistant

About the Job:

We are a leading marketing firm with 3 offices in Lebanon – Byblos, Beirut and Khalde.

We are looking for a bright/energetic individual recent graduate in Marketing to grow with our firm.

The ideal candidate for this position is motivated, highly organized and a self-starter and creative with marketing and sales skills.

Primary Responsibilities

Administrative tasks

Qualifications

Self-motivated and be able to multi-task with minimal supervision

Excellent interpersonal skills

Ambitious, problem solver and proactive with solutions

Organized with ability to follow through with projects

Professional phone skills, friendly, personable, courteous

Software skills needed:

Exceptional PC skills, Excel, Powerpoint, Publisher, Outlook, Word, Adobe, familiarity with Apple products, and intermediate knowledge of social media.

Excellent working environment and compensation package.

HOW TO WRITE CVS AND COVER LETTERS

CVs

Now you have researched yourself and identified your skills and qualities, and have found a job to apply for, you can begin to draft your CV and target the job. Your success in finding a job may well depend on how carefully you plan, write, and complete your CV.

If you need help with your CV please make an appointment with the CSO for some hands-on advice and practice.

The CVs you write could be the most important persuasive documents you will write in your lifetime. A strong CV, targeted for the right job in the right company for you will get you an interview - an opportunity to showcase your experience, qualities, and education.

A CV or résumé is a structured, written summary of a person's education, employment background, and job qualifications and must include:

- 1. Your personal details.**
- 2. Your educational background (your degree).**
- 3. Your work experience – If you have a lot of work experience, include the experience which is most relevant to the job you are applying for.**
- 4. Any additional certified workshops or conferences you have (relevant to the job you are applying for), competitions you have been shortlisted for or won.**
- 5. Your internship experience(s).**
- 5. Your computer skills.**
- 6. Your language skills.**
- 7. Your hobbies and personal interests.**

Please note: your CV should be %100 error-free, and should also be free from 'exaggeration' of the truth.

If you need help with identifying your qualities please book an appointment with the CSO for some hands-on advice and practice.

SEARCHING FOR EMPLOYMENT – A GUIDE FOR UNDERGRADUATES

Types of CV's

The most common types of CV's for graduates are the chronological and functional CV's.

The **chronological CV** is the most common, and employers prefer it. This CV lists your education and experience in reverse order, starting with the most recent and going backwards.

The **functional CV** is sometimes called a skills CV and emphasizes your skills and capabilities while identifying your employers and education in subordinate sections.

Look at these samples and decide which is the best option for you: <http://www.usek.edu.lb/en/prepare-for-a-job-hunt/resumes>

Make a Positive Impression

Your CV needs to make a positive impression in a matter of seconds, so be sure to think about your CV from the employer's perspective.

When you have finished the first draft of your CV, ask yourself:

Have I included the key qualifications the employer is looking for?

Have I included information that would set me apart from other candidates? (Extra courses you have taken, workshops you have attended, competitions you have taken part in or have been shortlisted for or won etc...)

HOW TO WRITE AN EFFECTIVE COVER LETTER/LETTER OF APPLICATION/ PERSONAL STATEMENT?


A company may ask you or expect you to provide a cover letter/letter or application/personal statement to explain why you want this particular job and what you have to offer the company. The text should be persuasive, and should tell the reader more about you, your achievements and your

future goals. You need to expand on the information on your CV, taking care not to just repeat the information without giving more details.

There are three parts to a cover letter/email:

<http://www.job-analysis.net/G053.htm>





The Introduction - persuasive opening paragraph.

The main body – demonstrating how your education, skills, and work experience match the job advertised (It can be more than one paragraph).

Final paragraph – leaving a final positive impression of yourself and asking for interview.

<http://www.usek.edu.lb/en/career-services-office/prepare-for-a-job-hunt>

*Note. Don't forget to use plenty of action verbs to skills and your past work responsibilities. Click the button for a list of comprehensive action verbs associated with professional experience.

Now you have your CV and cover letter! The purpose of these documents is to get you an interview appointment. If you are asked to attend an interview, Congratulations! You have impressed the company with your skills in applying for a job and created a good first impression. The following answers to common interview questions and some tips and guidelines should help you keep up the good work.

The interview is where you will prove you are the best candidate for the job. You will be competing with other hopeful candidates, so you need to prepare well for the interview.

THE INTERVIEW

How do I prepare to make a positive impression before a Face2Face interview, during and after the interview?

FACE2FACE INTERVIEWS

Common interview questions can include:

Tell us about yourself.

Why have you chosen our company?

Describe a time when you have worked under pressure.

Tell us about a time when you solved a problem.

Tell us about a time when you faced a challenge as a team leader.

More information:

It is advisable to schedule an “advisory appointment” with the CSO team for interview tips and practice.

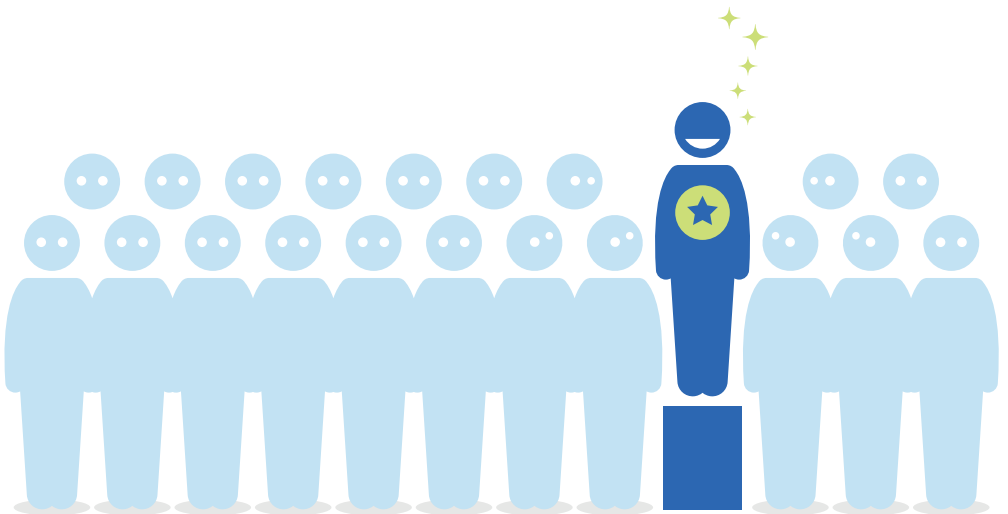
How to create a good first impression – appearance, dress code and the art of small talk.

Giving intelligent answers to typical interview questions – proving you have the skills, qualities, and experience for the job. Using the STAR and PAR methods (see below) can help you structure the answers to some interview questions.

Proving you have done your research.

Asking questions of your own – questions to ask.

Sending a follow-up letter and keep in contact: thank the interviewer for the interview, request feedback, Handle rejection – learn from failure, accept the job, reject the job, negotiate terms and conditions.



STAR & PAR APPROACH TO ANSWERING QUESTIONS EFFECTIVELY:

Interview question: Tell us about a time when you solved a problem with a presentation situation.

SITUATION – set the context for your story. For example, «We were due to be delivering a final presentation to a jury of 6 examiners on our new project about motivating Generation Y in the workplace and Joe, a team member, got stuck in traffic on the highway.

TASK – what was required of you? For example, «As a team leader it was my responsibility to find a quick solution so it didn't reflect badly on the team and we didn't ruin the opportunity to present our final project successfully.»

ACTIVITY – what you actually did. For example, «I spoke to the Jury, explained the situation and asked them if they would mind if we change the running order of the final presentation. They agreed so we bought ourselves some time. We stepped outside of the presentation room and we divided Joe's work among other members of the team who felt they knew Joe's part well enough.

RESULT – how well the situation played out. For example, «Joe didn't make the presentation on time but we explained the problem to the jury and the rest of the team stepped up and the presentation went well. Joe managed to get there for the last 5 minutes to answer questions. As a result, the jury saw how strong our team was and how well we adapted to the situation and presented successfully under pressure.

Or, for projects, the PAR approach is another effective structure to use when answering behavioral interview questions. Some people argue that The PAR Method is a great way to answer most interview questions.

Interviewers are looking for specific examples from your experience. Your answers can come from work, the classroom, personal and volunteer experiences.

- Problem: Describe the situation or task
- Action: Explain what YOU did, what YOUR specific role was or what steps YOU took in the situation
- Results: Share how the situation turned out EXAMPLE (using the PAR model)

Question: Tell me about a time when you faced a challenge as a team leader?

PROBLEM: Last year I was the team leader for a management class project on Emotional Intelligence. I divided tasks to each of my team members according to their strength and abilities. One member approached me afterward and asked to be given a different task since he lacked faith in his ability to perform the task of research well.

ACTION: After discussing the problem with this member and then to the entire group, I identified one other team member who felt they had the ability to research well and they were willing to work with the worried team member and assist them.

RESULT: By communicating the problem to the team, in a sensitive way, another team member was able to balance our team's weaknesses and allowed us to focus on our strengths. With this renewed focus, we were able to effectively prepare and the project far exceeded the expectations of the professor. We also received positive feedback from other groups and their respective leaders.

We also have some psychometric/personality tests you can take like the Holland Code Test– come try it and find out how it might help you.



SITUATION



TASK



ACTIVITY



RESULT

REMOTE INTERVIEWS

TIPS FOR ACING A **REMOTE INTERVIEW**



TELEPHONE INTERVIEWS



<http://advice.milkround.com/telephone-interviews-for-jobs-best-techniques-for-students-and-graduates>

HOW TO AVOID COMMON INTERVIEW MISTAKES

Not using examples to support your statements.
Not using your educational/academic/work experience to explain your reasons for applying for the job.
Lacking confidence.

Forgetting to mention specific details about projects.
Failing to demonstrate your teamwork spirit.
Not proving you have researched the company and the job requirements.

CAREER ADVISORY APPOINTMENT

It is advisable to schedule an “advisory appointment” with the CSO team for interview tips and practices.

WORKING ABROAD – FOREIGN COUNTRIES



We live in an age of globalization where opportunities to travel and working abroad have expanded. Multinational companies and organizations have opened many satellite offices outside of their country, offering employees the chance to move around the globe and be a part of the global workforce. You will find their vacancies on the Internet.

You will need to think about your needs and desires for working abroad. Is there

a specific country you would like to work in? How do you feel about possibly relocating several times, to different offices in different countries? Or would you prefer to work with multinationals virtually, over the Internet, rather than relocating and living the expat life? What might you need to know about the different cultures of the company and the country?

Visit the CSO to find out about work opportunities abroad and how to apply.

WRITING THE DIFFERENT SECTIONS OF A CV

Name:

Your name should be the first thing someone sees when looking at your CV, so use a big font size: font size 20 or 22.

You can left justify your name or center it, whichever position you think is nicer.

We would also recommend adding your major under your name.

Contact Information:

You need to list your current address, mobile number, email address and date of birth.

RAMI NASR

Business Administration

Date of Birth: March 16, 1984

Jounieh, Lebanon

(+961) 3 547896

rami.nasr@hotmail.com

How to write the Education Section

You should start with the most recent and go back. You are all USEK students so you will type your university starting date - Present.

You will give the following information and spell out all words:

- The complete name of the university and its acronym (Holy Spirit University of Kaslik (USEK)); in Bold
- The name of the degree (Bachelor of Business Administration) in Italic
- The location (Kaslik, Lebanon),
- Major (Finance, Auditing, Marketing, Management, Business Computers, Transport and Logistics, and Restaurant and Hotel Management),
- GPA (Only put the grade point average if it is impressive and is sure to give the scale.)
- Expected date of graduation (month and year).

I- Education:

January 2013 -Present	Holy Spirit University of Kaslik (USEK), Lebanon <i>Master's in business administration</i> Major: Marketing
October 2007 -December 2010	Holy Spirit University of Kaslik (USEK), Lebanon <i>Bachelor's in business administration</i> Major: Marketing
April 2006	Collège des Soeurs des Saints Coeurs - Bikfaya Lebanese Bacallaureate in Socio-Economics

How to write the Experience Section

In this section, you will list the most important jobs you have held; you start with the most recent and go back.

You will give the start and end dates, the job title/position (in bold), the company's name (in bold and underlined) and address (in Italic).

The most important part of this information is the job responsibilities; you will use impressive action verbs to list your job responsibilities.

You should use the present tense for your current job and past tense for all jobs you no longer hold. Start the responsibility with the action verb and write active statements that show results and are impressive.

Action verbs you can use to describe your work experience:

Analyze (data)

Carry out (processes and procedures)

Complete (projects on time and on budget)

Control (quality)

Coordinate (teams or projects)

Deal with (customers, both internal and external)

Deal with suppliers

Design and develop (new procedures)

Develop and coach (other people)

Increase (sales, productivity)

Initiate (changes in work practices)

Listen to, understand and help (colleagues)

Make decisions and implement them

Monitor, record and report (sales data, test results)

Negotiate (deals)
Operate (equipment and tools reliable and safely)
Plan (budgets)
Research and gather information
Work effectively in a team
Work under pressure (and meet demanding deadlines)
Write (reports)

II- Experience:

January 2011
-March 2012

Manager, Wooden Bakery S.A.L.
Awkar, Lebanon

- Controlled Staff discipline
- Maintained the inventory's minimum stock quantities

July 2007
-March 2008

Cashier, Wooden Bakery S.A.L.
Awkar, Lebanon

- Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct.
- Assisted in shelf stocking, product display and pricing.

What if you do not have experience working in your field/major?

You do not have to have experience in your field. What recruiters are looking for when they read your Experience section is that you are able to take instructions, carry out and complete tasks on time, show up for work and fulfill your responsibilities, etc.

Thus, you can put any responsible job. For example, if you are a management major but you only have experience working as a waiter and a sales representative, do not worry. Write these experiences on your CV.

What do I write in the Work Experience Section if I never worked?

You need to write something in the experience section. Most of you have planned an event for Scouts or for a church group or some similar organization. If so, you can put this in the Experience section under Event Organizer.

You can also write about your voluntary experience at USEK or your internship experience.

Example for the Business Forum:

March 2012 – June 2012 Agronomy Forum Participant; USEK
Agronomy Faculty *Kaslik, Lebanon*

Responsibilities:

a kiosk.

- Contacted companies to sponsor
- Coordinated with sponsor and team to design and prepare the kiosk.
- Created marketing strategy for the forum.

Example for an Internship:

May 2012 – June 2012 Architect Trainee; R-Rogers
Architects – *Tabaris, Lebanon*

- Assisted customers with queries.
- Resolved administrative problems.
- Researched local and world market.



How to write the 'Special Skills' section:

The special skills are divided into:
Language Skills and Computer Skills

How to write the Language Skills section:

Language

Arabic	Speaking	Writing	Reading
	Excellent	Excellent	Excellent
French	Good	Good	Good
English	Good	Good	Good

How to write the computer skills section:

List down the softwares that you use starting with the most relevant to your major

Rate your proficiency on a scale from 1 to 5.

IV - Technical skills

Microsoft Office	●●●●○
Adobe Illustrator	●●○○○
AutoCAD	●●●○○
Revit	●●●●●
JavaScript	●●●●○

How to write volunteering and activities section:

This section is important to your CV because it shows companies that you are well-rounded. Companies look for people who know about many areas like art, recent events, literature, geography, history, etc., because this gives them more creativity and a broader perspective. Also, they will be able to talk to many people, a plus in business.

For this section, you should include your interests, hobbies, club memberships, activities, and achievements.

Some of your information could help you get a job.

For example, if you are an artist, your creativity could help you get a marketing job. Maybe your experience as a Scouts leader could help you get a manager position.



Example:

Volunteering Red Cross Volunteer.
Enjoy basketball, swimming and traveling.

Note: Be sure that you are truthful. If you write that you enjoy traveling but have never traveled, what will you say if an interviewer asks where you have traveled?

FINAL WORD

It is better to start preparing now rather than leave it until your last semester of final year. Don't panic! The CSO can offer you practical advice about following a career development plan including exploring your options, understanding the career development process, identifying local, regional and international opportunities, acquiring relevant experience, and developing skills to compete in the labor market.

Email: careers@usek.edu.lb
Phone: 09-600580
Website: <http://www.usek.edu.lb/cso>
Facebook:  /usekcso/
Instagram:  /usekcso/
Working Hours: Monday – Friday
8:30 a.m. - 1:00 p.m. | 2:00 p.m. - 4:30 p.m.

