

MAKING CONNECTIONS FOR YOU

THE OFFICE OF CAREER SERVICES TEXAS A&M INTERNATIONAL UNIVERSITY 5201 UNIVERSITY BOULEVARD SC-114 LAREDO, TX WWW.TAMU.EDU/CAREER

EMPLOYER OF THE MONTH: WALGREENS



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Charles M. Wolf
Walgreens Manager



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**Coffee Talk
With Cassandra**



[Cassandra Wheeler, Executive Director, Office of Career Services](#)

Welcome to CAREER CORNER! This newsletter provides information to the University community about our services, and special programming. In addition we connect alumni and students to employers regarding networking and employment opportunities. The Office of Career Services is committed to provide the best services to the University community and is continually “Making Connections for You.”

This month, we will feature our Employer of the Month, Walgreen’. We are so excited to have this retail company in Laredo.

We hope you enjoy this issue. Email us at [Career Corner Newsletter](#) for comments or ideas for future newsletters. We would love to hear from you!

**EMPLOYER OF THE MONTH:
WALGREENS**

Wolfgang is employed with the Walgreens Corporation for four years and is still looking forward to 20-30 years more.

As a Walgreens Drug Store Manager, Wolfgang is responsible for directing the complete operations of a Walgreen Drug Store, and is accountable for improving unit sales, profits, and image through the overall development and protection of store assets, the selection, training, and development of personnel, and proper service to customers/clients.

What makes Walgreens unique and interesting according to Mr. Wolfgang, “is the ability to provide most common consumer household items and seasonal products within only 14,500 square footage.” The Walgreens Corporation is built on the concept of friendly customer service and the overall consumer convenience since 1901 which provides the unique qualities of our organization. These unique qualities have propelled the organization to over 6,500 stores across the United States and it plans to develop 7,000 stores by 2010.”

Every job or position with any company will have challenges, however if you plan, research, and continuously learn and adapt to difficulties or oppositions, challenges are not difficult to resolve and overcome. The most Challenging part as a Walgreens Drug Store Manager is to consistently look for challenges that provide opportunities of improvement.

According to Mr. Wolfgang, there are many types of employment possibilities with Walgreens depending on a candidate’s interests and abilities. Some opportunities are within operations such as an assistant store manager, pharmacy supervisor, training supervisor, or loss preventions. Other areas of opportunities are within our marketing, accounting, health services, investment, law, real-estate, and corporate purchasing departments.

Interested candidates should research employment opportunities at www.walgreens.jobs.

Charles M. Wolfgang is a graduate from University of Texas at San Antonio in 2004. He obtained a Bachelor’s Degree in Psychology with a minor in Business.

MEET THE STAFF



*[Lygia Perez](#)
[Data & Information Specialist](#)*
My job is to update the Division of Institutional Advancement’s WebPages & newsletters.



*[Dulce Gutierrez](#)
[Staff Assistant](#)*
My job is to tell you about our services and to help students, alumni and employers with Dusty Works.



Walgreen store located on Saunders

*Tips from
Terry!*



[Terry Chapa-Cantu](#)
Director, Student Relations

The Job Search Process

So, you've graduated with the degree of your dreams, and now it's time to get a job. Where do you start to look? How do you prepare? What do you need to know? Well, there's more to the process than circling an ad in the newspaper, picking up an application and submitting it.

To begin with, I hope you don't wait until your finals are over to begin the job search process. It's important to know that it can take new TAMIU graduates two to six months to obtain their first professional, full-time job. As such, you should plan accordingly and begin your job search early. The following are some general tips to keep in mind:

1. **rite a *great* résumé.** You want to be sure you really highlight the skills you possess, especially those that match the qualifications of the job you want. A résumé can look bare when you have little-to-no work history. If this is the case for you, concentrate on your transferable skills: working with people and alone, analytical, written and verbal communication, flexibility, etc. Also, employers like to know you are eager to learn and be trained. Be sure to use their language and terms whenever possible. Finally, don't forget (as many do forget) to show off your accomplishments throughout your résumé. Career services can greatly assist you in tailoring your résumé to accomplish these tasks.
2. **etwork, network, network.** Don't be afraid of this word, as I once was. About 63% of people obtain jobs through direct contact with the employer (U.S. Bureau of Labor Statistics, 2005). So, your best bet is to talk to people, starting with those you already know. Tell them you are looking, and what you are looking for. Don't just mail or drop off your application, go in, ask for the hiring manager and introduce yourself. They will be likely to remember you.
3. **nterview as if you have the job.** Be sure to talk about how your skills apply to (or fit) the job you are seeking. Make the clear match between your

4. **Make clear the match between your skills and strengths to the job.** Career Services holds mock interviews in groups or by appointment to help you with this. (The following article explains more.)

The job search process is not an easy one, but you can lighten the pressure with these considerations. More preparation beforehand will provide you a better advantage. You may feel frustrated or disillusioned at times, but, you must persevere. Trying economic times like now can create an extra challenge. However, if you plan to stay in Texas, recall that the job market here continues to grow.

TAMIU Students Prepare for the Job Interview

The Office of Career Services holds regular workshops to help students and alumni work their way through the job application process. Part of my Interview Skills workshop entails practicing an interview with a partner. Every student I have ever asked agrees that answering the questions is very different from just reading them and anticipating how you would answer.

Our office takes this one step further, too. We hold mock interviews in which students have the opportunity to view a video record of themselves, in order to enhance their interview skills. Essentially, a professional staff member meets with the student/alumnus and asks some of the most common interview questions. Afterward, the video is played back and professional, supportive feedback is provided. The whole process takes from 30 minutes to an hour. Here is what one recent graduate said about her experience with the mock interview process:

"I learned a lot from Ms. Terry Chapa-Cantu. I believe her patience and knowledge in the area allowed me to feel motivated to ask questions I had regarding the interview procedure. [The experience] also showed me how to express myself, behave, and present myself for an interview. It helped me gain the confidence to walk into a job interview feeling prepared. I encourage other students to take the time to visit the Office of Career Services for an experience they will not regret."

---Maria Gonzalez (B.B.A, Marketing)

There were several other students who came in for mock interviews this semester. Even those students who had been through job interviews in the past commented on what they had learned about themselves and the interview process through this experience. Don't hesitate to contact us with your questions. Call (956-326-4473) or come by our office, Student Center - 114.



Andres Jaime
Director of Employer Relations

Notes from the Director... Working in the Public Sector

As we all know, our country is facing a challenging economic period. Unemployment rates continue to grow and not many private companies are providing new employment opportunities during this time of economic uncertainty. However, some employers do continue to offer career opportunities and we, at the Office of Career Services, like to think of difficult times like this as an opportunity to better serve our students and Alumni.

We are doubling our efforts to establish better relationships with our partners in the workforce to make sure there is enough employment information available for students in all majors and programs. We have also made research and surveyed our partners in the private and public sector to identify the main needs in terms of job candidate preparation and employer expectations.

Through research, conference participation and networking, we have realized the great potential federal employers represent for new professionals fighting their way into the professional workforce as well as for those with some professional experience looking for a career change or simply looking for a stable, rewarding professional career.

If you have an interest in public service and you are available for relocation, please be aware that the federal government is hiring for all majors. Even though there are some local positions available, the federal government has plenty of openings in a variety of destinations in the country and even overseas! Our office has made several contacts in the federal government and we would like to have these government representatives available for you so you can receive advice about a federal career directly from the source.

If you are a business, science, criminal justice, public administration, health or any other major, there are career opportunities available for you. Please be aware that the application process for a federal job could be somewhat lengthy. We would love to see you at the Office of Career Services and talk to you about these and other career opportunities. The more information you have the more effective you can become at applying for employment during these times.

If you are interested in a federal career, you may visit the following Web sites to learn more about employment opportunities as you make an appointment to visit us and further discuss this career option:

USA JOBS

Main Web Site for federal job opportunities, take advantage of the Advanced Search features.

<http://www.usajobs.gov>

Federal Deposit Insurance Corporation

Federal job opportunities for students in the areas of finance accounting and business.

TAMIU students have been placed to work for this agency through our office.

<http://www.fdic.gov/about/jobs/index.html>

United States Department of Agriculture

Federal job opportunities for students in the areas of science, health, education and business.

TAMIU students have been placed to work for this agency through our office.

<http://www.csrees.usda.gov/about/jobs.html>

As you do your research, you will find out that there are a great number of agencies recruiting for outstanding career opportunities. Agencies like the IRS, Department of Defense, FBI, Department of Commerce and many more are hiring for ALL majors!

Whether you are looking for a job in the private or public sector, please visit our office and take advantage of our services so we can do our best to help you in a time of need.

All the best,

Andres

What can I do with this Degree... Marketing

AREAS

EMPLOYERS

STRATEGIES

SALES

Industrial Sales
Consumer Product Sales
Financial Services Sales
Services Sales
Advertising Sales

Profit and nonprofit organizations
Product and service organizations
Manufacturers
Financial companies
Insurance companies
Print and electronic media
Consulting firms

Obtain experience through internships or sales jobs.
Must be highly motivated and well organized.
Proven leadership abilities are desirable.
Develop a strong commitment to customer satisfaction.
Must work well under pressure and be comfortable in a competitive environment.

CUSTOMER RELATIONS

Customer Service

Businesses providing products or services to the public or to other organizations

Obtain part-time or summer experience.
Develop problem solving skills, self-confidence, assertiveness, empathy, and stamina.
Develop strong leadership and public speaking skills.
Excellent written and verbal communication skills are required.

PURCHASING/PROCUREMENT

Government organizations
Large companies
Educational institutions
Hospitals

Obtain excellent written and oral communication skills.
Strong computer skills are necessary.
Supplement program with courses in logistics and purchasing.

RETAIL

Buying
Store Management

Department stores
Specialty stores
Discount stores
Super retailers

Obtain retail experience through summer, part-time, or internship positions.
Present a consistent, pleasant, and service-oriented image to customers.
Develop leadership ability and customer service skills.
Demonstrate ability to work well under stressful conditions and as part of a team.
Gain knowledge of the process of merchandise flow, an overview of signing, pricing, and presentation, and the ability to plan, organize, and lead.
Develop ability to communicate in a concise manner.
Be prepared to start as a trainee before advancing to other positions.

BANKING

Commercial Lending
Branch Management
Operations

Commercial banks
Credit unions
Savings and loan associations
Savings banks

Develop sales skills and good analytical skills.
Take courses in accounting and finance.
Obtain part-time employment or an internship position in a bank.
Develop strong interpersonal and communication skills in order to work well with a diverse clientele.
MBA required for most positions related to investment banking.

BRAND MANAGEMENT

Consumer goods
Some service providers
Some industrial goods

Results orientation and creativity are desired attributes.
Develop strong interpersonal, communication, and analytical skills.
Obtain a broad background in advertising, research, consumer behavior, and strategy.
Plan on pursuing an MBA for most brand management, consulting, and research opportunities.

MARKET RESEARCH

Large corporations
Marketing research firms
Public institutions concerning health, education, and transportation
Management consulting firms

Develop good interpersonal skills and effective communication skills, both verbal and written.
Good analytical and problem solving skills are critical.
Preparation in statistics, mathematics, and behavioral science is required.
Plan on obtaining an advanced degree in business or statistics.

What can I do with this Degree... Marketing

AREAS

EMPLOYERS

STRATEGIES

GENERAL INFORMATION

- Most entry-level positions for marketing majors reside in sales.
- Many marketing majors seek positions in advertising, public relations, sport management, and entertainment. Such positions are difficult to obtain and require breaking in at the bottom level. Seek internships in these fields even if unpaid.
- Gain as much relevant experience as possible through internships or summer and part-time positions.
- Join the American Marketing Association student chapter and seek leadership roles.
- Develop excellent communication skills and the ability to work well with others.
- Engage in personal networking to increase job possibilities.
- Marketing is good preparation for graduate study in business. An MBA can open greater opportunities, particularly in areas of brand management and market research.



**CAREER
ZONE**

How to Cruise Your Next Career Fair

So you are attending your first career fair and are not quite sure what to do, who to talk to or even what to wear to make yourself stand out from the rest of the job-hunting pack. Never fear. jobpostings career expert Sue Ross gives her Top 10 Tips on how to get you noticed...and a job.

By Jessica Calleja

10 Preparation is Key

Ross suggests speaking to a career counselor before the event to help determine your best career options and fit. "They can refer you to companies who are hiring for the types of jobs you are looking for."

9 Do your Homework

While preparation helps you pin point which companies pique your interest the next step is to learn as much as you can about the companies you want to approach.

8 Keep an Open Mind

While it is helpful to be selective with the companies you approach Ross stresses the importance of keeping open to new possibilities and opportunities. Many companies may initially seem unappealing but can have career opportunities in areas you haven't thought of.

7 Come Dressed for Success

People will remember you if you are well dressed, clean cut and distinguish yourself from everyone else at the event. "If a recruiter can picture you working in their company you automatically have a leg up," says Ross.

6 Bring your Resume

If you have done your homework and know a recruiter's name and position you should have a personalized cover letter and resume ready. Remember to also have general copies handy for those unexpected companies that strike your interest - ask where you can forward a personalized resume later.

5 Follow-up

Touch base with recruiters after the event for those positions you are truly interested in.

4 Don't Rush It

Take the time to introduce yourself to the recruiter. Shake their hand and smile. Recruiters will always remember people who are positive and professional.

3 First Impressions

Remember that when you do introduce yourself it is the first step in the interview process. "The recruiter will want to know your major, when you are graduating, the opportunities you are interested in and why you would be suited to those opportunities."

2 Ask Questions

This is a chance to increase your knowledge about the industry and the opportunities available. A common mistake is asking too much too soon - save the questions about salary and benefits until after your resume has been requested.

1 Relax

This is not the be all and end all of your career. Enjoy the day and use this as a starting point to your career search. "There are many tools available and this is only one. Incorporate a large variety of magazines, websites and events to help you continue the job hunting process."

TAMIU
OFFICE OF CAREER
SERVICES

Spring 2009 Events:

- * Feb. 3 (Tues.) **Résumé/Interview Workshop** at the Laredo Public Library (4 – 6 p.m.)
- * Feb. 13 (Fri.) **Student Employee Training**, SC-114 (10 a.m. – 12 p.m.)
- * Feb. 23-24 (Mon-Tues.) **Résumé /Cover Letter/ Interview Workshop**, SC-120 (12-1:30 p.m.)
- * Feb. 25 (Wed.) **Career Expo Mixer**, L.B.Vergara Courtyard (7 – 8 p.m.)
- * Feb. 26 (Thurs.) **Career Expo** in the Student Center Ballroom (9a.m.-3p.m.)
- * Apr. 14 – 15 (Mon.-Tues.) **Résumé Workshop**, SC-120 (12 – 1 p.m.)
- * Apr. 21 – 22 (Mon.-Tues.) **Interview Workshop**, SC-120 (12 – 1 p.m.)

Look for the Career Services' Information Table around campus on Tuesdays and Wednesdays!

*Please register for workshops online in  **DUSTY WORKS!**

Student Center -114, Ph: 956-326-HIRE (326-4473)
Email: careerservices@tamiu.edu
Web: www.tamiu.edu/affairs/career



RETAIL ATTIRE

Attire is very important in a job or interview. It makes it easy on the interviewer and it creates a positive impression. When you are on the job you must always maintain your professional image and look suitable for your line of business.

All stores set their own prices to encourage people to continue buying there, for instance department stores give you the option to spend according to your budget from \$30.00 – \$500.00.

Kohl's Department Stores is one of the “fastest growing retailers in the country, and leads by offering convenience, value and quality”. Kohl's is known for having sales all-year-round and has different selections of name brands you want as well as an assortment of their own brands.

Local Kohl's store is located on
5219 Santa Maria Ave
Laredo, TX 78041
Phone: (956) 727-0501

How do I sign up for a workshop?

You can sign up for CAREER EVENTS sponsored by the Office of Career Services. Just login the system, go to the top of the page, and click on CAREER EVENTS.



Need A Job?



Student Center Ballroom
Thursday, February 26, 2009
9:00 a.m. to 3:00 p.m.

Top local, state and national employers will be on campus to offer Full-Time, Part-Time and Internship positions all in one place!

Attend in business attire and bring professional résumé

Come meet employers
before the Career Expo in a casual environment

Employer/Student Mixer

Wednesday, February 25, 2009
LBV Courtyard (Behind the Planetarium)
7:00 p.m. to 8:00 p.m.

Refreshments will be served

Career Services: (956) 326-2260 or careerservices@tamiu.edu

Logon on to [Dusty Works](#) and check out these jobs

For view only access: logon to www.myinterfase.com/tamiu/student

Username: dusty

Password: works

Remember, the username and password are case sensitive!

To apply to a specific job, you will have to login the system with your personal credentials and upload your documents.

Position

Customer Service Sales & Technical Rep
Full-Time Producer
Internship
Tourism State Coordinator
Various Positions
Various Positions
BIPP Clinical Coordinator
Human Resources (Benefits Manager)
Case Manager
GED Instructor
Programmer
Executive Assistant
Receptionist

Employer

Convergys
KGNS
Procter & Gamble
Texas Historical Commission
Laredo Independent School District
International Bank of Commerce (IBC)
New Beginning Center (Garland, TXC)
Texas Womens' University
Good Samaritan Community Services
Good Samaritan Community Services
Texas Parks and Wildlife
GEO Mortgage
GEO Mortgage

Call us or stop by our office.
We will be happy to help you logon the system and
show you the newest features on Dusty Works.
So let Dusty Works work for you!

Let Dusty Work for you!