

November 27, 2012

Job Search

For many recent graduates, the first stop in their job search is internet job boards. With thousands of job postings, it seems like the easiest method of job hunting. Unfortunately, there are also many road blocks to this method of searching. Whether it is competition from the other hundreds of applicants, lack of response from employers, or difficulty contacting companies; the online job search often becomes a dead end. While the internet is a great tool in your job search, it should not be your only tool. Below the Career Services Center had outlined the best ways to use the internet as a starting line for your search.

1. Research positions to find the sector or field that you are most interested in. Job boards can provide an excellent overview of the types of positions that are available to help narrow your search. There are many directions that you can take your degree. If you are a Communication major, you need to decide whether to focus on Broadcast, Public Relations, Advertising, or Business. Review job descriptions to see what sparks your interests. Once you find one position that you like, research similar employers.
2. Find what employers are hiring. By viewing job postings, you can gauge the employers are hiring. Supplement this research by going to the employer website and following up to find out about additional opportunities.
3. Determine salary ranges. Use the salary information posted in the job description to get an idea of what the average salary is for your field and level of experience. For additional salary research, check out the NACE salary calculator at www.coastal.edu/career/jobsearch.html.

For more information on job searching and networking, go to www.coastal.edu/career/jobprep.html. To set up an appointment for assistance with your job search, call 843-349-2341.

*Adapted from **Job Search Bloopers** by Laura DeCarlo and Susan Guarneri*

Featured Jobs

Employer: Boulineau's, Inc.

Location: North Myrtle Beach, SC

Company Description: Established in 1948, Boulineau's, Inc. is the area's oldest and largest multi-unit retail complex with a unique 80,000 square foot supermarket, a hardware store, a gift shop, a fresh seafood store, and a Shell gas station/convenience store.

Job Title: Food Service Director

Position Description: Responsible for the total operation of Bakery and Deli departments, including P&L, scheduling, ordering, inventory control of food and beverage, and equipment and supplies. Monitors food preparation methods, portion sizes, and the overall presentation of food to ensure compliance with health and food safety standards and regulations. Ensure sales growth and profitability through dedicated customer service, optimizing the dining and shopping experience, and appropriate product display and selections. Candidates must have experience as a manager in an active retail environment with strong communication skills. Key responsibilities include: Schedule, supervise, train, and assign duties to department employees. Prepare sales and inventory reports.

Job Title: Food Service Management Trainee

Position Description: This is a two-year management training program. After successfully completing the training, the associate will be promoted to Manager. Under the direction of the assigned Manager, this position will be responsible for food preparation; serving; preparing sandwiches, pizza, etc.; stocking retail areas; gathering required items for meetings and events; and assist the Food Service Director with the operation of Bakery and Deli departments, including P&L, scheduling, ordering, inventory control of food and beverage, equipment, and supplies. Key responsibilities include: Know opening and closing department procedures. Interact effectively in a friendly, professional manner to build relationships, and demonstrate a high level of customer service. Assist in planning daily operation, monitoring production process while following company procedures and profitability guidelines.

Requirements: Ability to effectively communicate with customers and co-workers. Ability to work flexible schedule.

How to Apply: E-mail resume to Elizabeth Boulineau at elizabethb@boulineaus.com. Please include job title in subject line.

Employer: Thomas & Brittain, P.A.

Location: Myrtle Beach, SC

Company Description: Established, local professional firm is seeking qualified candidates for two (2) Executive Assistant positions within its Myrtle Beach office.

Job Title: Executive Assistant I

Position Description: Organization and maintenance of client files and other documents. Dictation, word processing and calendaring. Work with financial aspects of commercial transactions, including the balancing of ledgers. Ability to pay close attention to detail and proofread documents.

Job Title: Executive Assistant II

Position Description: Organization and maintenance of client files and other documents. Typing and editing documents. Field telephone calls from clients and adverse parties. Maintain calendars, schedule appointments and conference calls. Prepare correspondence, excel spreadsheets and check requests.

Requirements: Proficient computer skills, including basic knowledge and use of e-mail, word processing and PDF applications such as Microsoft Word, Adobe, and Microsoft Office. Professional, positive demeanor and polished communication skills, both written and verbal. Appreciation of absolute client-confidentiality and strong organizational and multi-tasking skills. Comfort with basic mathematical computations. A willingness to learn new skills and work in a fast-paced, team-oriented environment. Ability to work in a team environment and be self-motivated.

How to Apply: E-mail resume and transcripts to CBrittain@myrlaw.com. Please include job title in subject line.

To view these jobs and more, see Chants JobLink at www.coastal.edu/career.

Featured Internships

Employer: Winters and Haldj, P.C.

Job Title: Legal Intern

Location: Myrtle Beach, SC

Description: Intern will be exposed to all aspects of a private law firm. The firm specializes in real estate, business law, and civil/commercial litigation. Interact with clients and maintain client files; learn basic legal concepts; access client database; provide guided research on legal issues; and assist attorneys in document and case preparation.

How to Apply: E-mail resume to Ray Winters at rwinters@whlawpc.com.

Employer: Brightwater Senior Living Communities

Job Title: Wellness Associate Intern

Location: Myrtle Beach, SC

Description: The Intern will be responsible for implementing standards of exercise, wellness, and senior health on the campus, and overseeing accurate documentation concerning programming and members' participation in the wellness program. The Intern designs and implements an all inclusive wellness program that address the components of physical fitness and health related to the geriatric community.

Requirements: Desired majors: Health Promotion, Exercise & Sport Science, Education, Sociology, Psychology

How to Apply: E-mail resume to Leslie Fryar at lfryar@brightwater-living.com.

To view these internships and more, see Chants JobLink at www.coastal.edu/career.

Career Fun Fact

Career Builder surveyed 2300 hiring managers and asked what would make them automatically dismiss a candidate. The responses were: 61% typos, 35% inappropriate email address, 30% not listing skills, 22% resume more than 2 pages.

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