

Primannum Honor Society

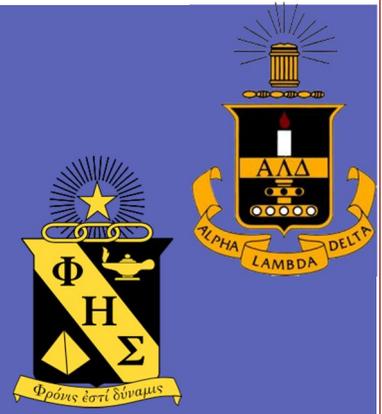


October 2012

This month's newsletter theme is Communication



in the Professional World!



BODY LANGUAGE

BY JASMINE JONES



An individual's judgment begins before you even open your mouth to speak. When preparing for interviews or any professional encounter, one's own presence is often overlooked. Body language, if done correctly, can convey confidence, grace, assurance, responsibility, engagement and it can create an environment of comfort. Yes, you can show all of these qualities without saying one word! Let me give you some tips on how.

First, always make sure you have great body posture. Whether sitting or standing, make sure your back is straight, head tall, and shoulders relaxed. Good posture is imperative because it shows how confident you are in yourself. When sitting, retain an engaging position; slightly lean forward in your chair to show interest. Never cross your arms or lock your fingers as it is not an embracive gesture.

Eye contact is also something to master. There is a fine line in communication between being interested and seeming awkwardly scary. Looking into the other individuals eye is recommended; however, be mindful that glancing away occasionally and quickly is okay. In fact, it is natural! While keeping good eye contact, make sure you nod and respond when necessary. A good time for this would be after a point is made in which you agree.

Be mindful of your natural habits so you can avoid fidgeting during professional encounters. A good way to measure this is by having someone record you speak or by speaking to yourself in the mirror. Try not to tap fingers and legs from nervousness during interviews.

Remember, talking is only half the battle, make a strong impression using your body language!

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BY CHANEL HARLEY

SEND Save Now Discard Labels ▾ 

From: Caitlan Reynolds <creynol1@terpmail.umd.edu>

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Subject:

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HOW TO WRITE A RESUME

BY CAROLINE CARLSON



Almost all of the internships that you'll try to pursue throughout college will require you to submit a resume. In fact, many employers require applicants to submit their resumes right at the beginning of the employee screening process. Your resume is not just a statement of your work and school experience, but a document that persuades employers that you are a unique, diverse applicant who stands out from the rest of the crowd.

Here are some of the top concerns you need to consider when writing your resume:

1.) Recognize your audience

This seems pretty obvious. Always try to edit your resume and mold it to fit the specific standards and characteristics each employer desires in its ideal applicant. Study the specific language used in the "required skills" portion of the job announcement, for instance, and ensure that you are using similar language in your resume. Some employers have so many applicants that they put all incoming resumes through a computer screening process, which automatically throws away resumes that don't contain particular words.

2.) Be as specific as possible

Don't simply describe what you did at previous internships or in different school clubs. Being very specific, and even including numbers, will help establish yourself as a professional applicant.

3.) Carefully omit irrelevant affiliations

If there's a section on your resume that might reveal your political or religious affiliation, then don't include it (unless you are applying to a job that is political, religious, etc). The last thing you want is your affiliation with a particular organization hurting your chances of getting a job. Although the decision to omit information is entirely up to you, you must recognize the chance that employers have certain biases against political, religious, and Greek life-oriented organizations.

4.) Use a professional template

Some publishers (such as Microsoft Word) offer you free templates to use to write your resume. Be careful that you don't choose a template that is tacky, colorful, or contains photos. The safest choice is to use a clean, white resume that doesn't have too many words or too much open space.

5.) Keep your resume modern

Acknowledge when certain details may be too old to include in your resume. College applicants obviously should not include work experience or leadership experience details from middle school (or perhaps even some information from their high school career). Ensure that your resume does not contain superfluous, old information. Always have your most relevant work experience at the top of your resume.

Visit the career center website for more helpful information:

http://www.careercenter.umd.edu/section.cfm?section_id=1



Advancing in the professional world

BY JESSICA LU

Have you ever attended a presentation or speech by an esteemed member of your academic field, and were just floored by how much they have accomplished? You're probably wondering, "How did they get to where they are today?" Well, every renowned research scientist, politician, entrepreneur were once in your shoes as inexperienced undergraduates. Here are some tips to help you advance step-by-step in the professional world:

Amp up your CV/Resume:

A resume and a CV are documents that outline your accomplishments and skills. They are typically the first things future employers look at when considering applicants for positions, so it is vital that they are up to date and make a lasting impression. Still using the same, outdated resume template you used in high school? It's time to kick it up a notch so you attract the attention of whoever is assessing applicants. You are a worthy candidate, and your professional documents should reflect that.



Network:

We have all heard the age old saying, "it's not what you know, it's who you know." Behind the elitist tone of the statement, there is some truth. It is important for any professional to expand their range of contacts and tap into all their resources that may lead them to their future job. The most important thing about networking is to be open and easy-going – the main goal is to develop relationships, so save the sales pitch. Be receptive, be positive, and smile. If you meet someone who strikes you as someone you would like to do business with, exchange contacts, and make sure you follow through. Stay in touch with your contacts, and you'll have a web of connections in no time.

Utilize the UMD Career Center:

The Career Center at the university is a great resource for all students looking to advance in the professional world. They have regular Internship Workshops, Resume Critiquing Workshops, Events, Employer Sessions, and more.

Career4Terps: Looking for an on-campus job or summer internship? Look no further: Career4Terps is database where you can filter job and internship opportunities based on your credentials, major, personal preference, etc.



Career for Terps:

<http://careercenter.umd.edu/>

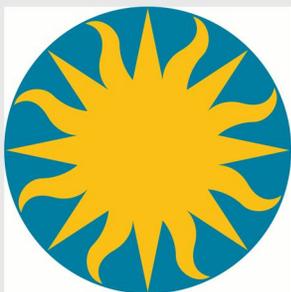
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INTERNSHIPS ARE FOR EVERYONE

BY CHRISTINA CUATTO

With more young adults graduating from college and less jobs available in the workforce, students must strive harder than ever to set themselves apart. A great way to do this is by getting an internship or an experiential learning experience. UMD students are fortunate to live between Baltimore and Washington, DC because this location opens many doors when searching for the right internship experience for you. There are learning experiences for everyone's academic path and personal preferences.

Are you a Government and Politics major? Why not check out internships on The Hill or with your local representative. Maybe you are seeking a degree in business, but have a passion for the arts? The Smithsonian Institution offers many positions where you can gain real life experience and still learn the necessary skills to excel in your academic classes.



Smithsonian

The university's location not only is an advantage to you, but also serves as a resource to find and apply for internships. Professors and former students are great sources to inquire about internship experiences they might know of. In many cases, students can assist professors researching, and in turn cultivate a long lasting professional relationship.



I found out about my internship through the University Career Center website. I have been the Public Affairs Intern at the National Portrait Gallery since the beginning of September; and I can tell you that I have learned more valuable skills than any lecture can teach me in 50 minutes. I have learned how to effectively communicate with colleagues and publish articles in a wide variety of publications. These hands on and personable skills are the qualities that are going to matter when future employers look at your resume.

Not only does my internship enhance the skills I learn in the classroom, but I also receive credit for my time spent in the internship and on associated projects. The internship course that I am enrolled in allows me to reflect on the various daily tasks. Depending on the total hours spent at your internship, you could receive up to six credits! Why wouldn't you want to explore this different way to learn?

Visit the Career Center for more information:

http://www.careercenter.umd.edu/section.cfm?section_id=1

Upcoming Primannum events

General Body Meeting

December 4 / 7:00-8:00/ 0130 TYD

Come out to make stress balls to help alleviate stress during finals

Study Day

December 12 / 10:00-4:00 / Grand Ballroom

Snacks and tables to study for finals
- ONLY for Primannum members!

D.C. Trip to the Presidential Inauguration

Details to follow

Note: Times and locations of events may change.

Please check your e-mail for updates on all events.



Upcoming Campus Events

Meditation Session

Thursdays 5-6 pm Health Center Afya Room 0142

Come de-stress before finals

UMD Symphony Orchestra Concert

December 8 / 8 pm / DeKelboum Concert Hall in CSPAC

Come listen to our premier orchestra on campus perform their "Till Eulenspiegel."



Primannum Honor Society

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Social media

Website: studentorg.umd.edu/prim

Twitter: [@Primannum_UMD](https://twitter.com/Primannum_UMD)

Facebook: facebook.com/groups/primannum

The Primannum Honor Society is a University of Maryland Honor Society that represents two national honor societies, Alpha Lambda Delta and Phi Eta Sigma. Both of these national honor societies recognize academic excellence during a student's first year in college.