Resume Tips

1. Tailor a cover letter and resume for each employer/job position you apply for.
2. The cover letter is used to introduce you as a candidate. Sell yourself.
3. Resume sections need to include your name, contact info, education, career history and skills.
4. Know the purpose. The primary purpose is to attract an employer to get an interview. Communicate who you are, what you can bring to the table and what makes you stand out from other applicants.
5. Target your audience. Highlight activities and skills that are relevant to the job you are applying for and why you are a match for the position.
6. Back up your qualities and strengths with work and real life experiences. Highlight your accomplishments to give yourself credibility.
7. Use effective titles – be descriptive of previous jobs.
8. Be accurate. Get several others to proofread your resume for errors. One mistake could put your resume in the trash pile.
9. Put the most important information first.
10. Keep it professional with no more than two different fonts/sizes. Be sure the font is readable.
11. Explain the benefits of your skills and your future potential for the company.
12. Describe your professional achievements instead of responsibilities.
13. Do not include pictures, no matter how good you look.
14. If you do not have your degree yet, mention the degree title and estimated graduation date.
15. Do not include irrelevant information such as age, religion, political preference etc.
16. Be truthful. State your abilities accurately. Do not exaggerate or lie.
17. Keep it brief. Make sure your resume is no more than one or two pages.
18. Use action verbs. Google “action verbs for resumes” to get some good ideas for words.
19. Update your resume regularly, adding relevant information as you obtain it.
20. Use bullet points and short sentences. Space sections so the reader can distinguish main headings from position descriptions, activities, etc.
21. If you have worked for years at the same company and moved up in your roles and duties throughout it, list all of the positions you held.
22. Create an email proof format. Attach a Word doc and include a text version in the body of the email. Attachments may get stuck in spam filters or the format is not compatible.
23. Remove older work experiences. Most experts agree that the last 15 years of your career are enough. There is usually no need to include the part-time job you had in high school.
24. Do not use pronouns such as “my,” “I” or “me.”
25. Follow up with the employer. Call or send a letter to restate your interest in the position.

GOOD LUCK! Let us know of any promotions/new jobs so we can share your success!
Faculty Spotlight on Professor Sahawneh

Faris Sahawneh is a native of the country of Jordan in the Holy Land. He studied electrical engineering at the Jordan University of Science and Technology with an emphasis in computer science. He worked for a Canadian computer company located in Jordan while in college. In 1995, he transferred to Mid-Continent and graduated with a Bachelor of Arts in Biblical Studies with a minor in Biblical Languages. After graduating from Mid-Continent, he worked for MCU as the Director of Computer Services until 2001. He graduated from Murray State University in 2004 with a Master of Science in Telecommunication System Management with an emphasis in computer networking and telephony. Currently, he is enrolled at North Central University as a doctoral student specializing in computer forensics and information security. Mr. Sahawneh teaches CIS for both the traditional and Advantage classes at MCU. He also serves as the Director for the Biblical Creation Center at MCU. He serves the flock of Hardmoney Baptist Church as their senior pastor. Mr. Sahawneh is married to Mitzi Hopper Sahawneh, also a graduate of MCU. They have three children and currently live in Boaz, Kentucky. His mission in life is to spread a passion for the glory of God by making joyful disciples of the Lord Jesus Christ who hope in God from all peoples.

Mid-Continent’s New Student Email

MCU has chosen Microsoft’s Windows Live as the new email system for students. Once implemented, Windows Live will become students’ official university-business email system. The rollout will be a gradual roll-out by re-registrations for cohorts. You will receive an email from MCU through your personal email account that you provided to us after your re-registration. Please activate your account as soon as possible once your are notified of your user ID and password. Thanks!

Do you have any exciting news you would like to share in the next Cohort Chronicle? Does your cohort group have a story or photos to share? Email your stories/photos to dmclaughlin@midcontinent.edu.

Mid-Continent University’s Department of Psychology & Counseling can provide students with counseling resources in their area. If you struggle with a mental illness, substance abuse, or are just looking for a support system, referrals are available where you live. These may include hospitals, clinics, counseling centers or Christian counseling centers, with a variety of pay scales. Please contact Dr. McKnight at jmcknight@midcontinent.edu or at 270-247-8521 ext. 286 for more information on how to access these services.

DECEMBER 2011 GRADUATION

Graduation: Dec. 3rd at 3:00 PM at Graves County High School (1107 West Housman Street Mayfield, KY 42066) Graduates are to wear dark attire. Please be at the school at 1:00 PM for group pictures.

Brunch: Dec. 3rd at 10:30 AM in the Cougar Center

The brunch will be held in the Cougar Center on the MCU main campus (99 Powell Rd. E. in Mayfield). There will be no charge for you and one guest for the brunch. If you have an additional guest you would like to include, reservations must be made in advance. A fee ($12.00 for additional guests, kids 10 and under free) will be charged for each additional guest. SEATING IS LIMITED, so do not delay! You must RSVP to reserve seats for you and one guest and any additional guest seats. For reservations and additional information contact Tara Straub by phone (270-247-8521 x610) or by email (tstraub@midcontinent.edu). The DEADLINE to make your reservations is 11/21/11. Your prompt RSVP will be most appreciated.
Welcome Cohorts!

The real Glasgow 2F (sorry guys!!)

Mayfield 3P

Fulton 2F

JALC 15

London 2F & 3F—A group so big we had to split it up into 2 cohort groups!
If your cohort photo hasn’t been featured, have your class rep email dmclaughlin@midcontinent.edu to get a photo for a future edition. Coming soon: Murray 2, Bardstown 3, Louisville 15F, RLC 11 and Paducah 35.
Need Extra Classes? If so, contact your advisor at 1-888-MCU-GRAD.

**ONLINE COURSES**

*MCU reserves the right to cancel any course.*
Even if you have taken online classes before, not all learning environments are created equal. If you are new to the MCU Online Learning Center, either as a full-time distance learning student or an Advantage student taking a supplemental class online, we have created resources that are designed to help you get started on the right foot. And as you journey through your coursework, we invite you to revisit these resources when you need a refresher.

Student Help Center
The student help center has a Student Tutorial that will walk you through navigating the OLC. Topics include Locating and Entering Your Courses, How to Reply to a Discussion Forum, Accessing the KY Virtual Library, How to Access Grades, and more! Once you log-in to the OLC, simply click on Student Help Center under My Courses on the OLC Homepage.

NEW! OLC Help Desk
In addition to the Advantage Support Desk contact information; there is now a link to an online contact form where students can submit a technical support question. On the OLC homepage Main menu, select Click here for OLC Help Request (see right).

NEW! Orientation Week
Now, all new online students are enrolled into a free Orientation Class one week prior to their first term. This course is designed to help students “practice” in the online learning environment, chat with their advisors, to learn online study tips and netiquette, plus much more. Just like their other online classes, the Orientation course is designed for easy access 24/7. Concurrent with Orientation Week, all new students will have access to a New Student Tutorial module which has resources that will guide them through navigating the site.

If you have any suggestions about how to make the online learning experience better, please email me at twallrauch@midcontinent.edu! Feedback from our students is paramount.

Celebrate the Birthday of Our U.S. Government

Constitution Day commemorates the formation and signing of the U.S. Constitution by 39 brave men on September 17, 1787, recognizing all who, are born in the U.S. or by naturalization, have become citizens.

September 17, 2011 (Observed September 16, 2011)

On September 17, 1787, the delegates to the Constitutional Convention met for the final time to sign the document they had created. We encourage everyone to observe this important day in our nation's history by attending local events. Celebrate Constitution Day through activities, learning, parades and demonstrations of our love for the USA and the freedom our Founding Fathers secured for us.

Shorten the path with CLEP & Dantes
The College-Level Examination Program® or CLEP provides students the opportunity to demonstrate college-level achievement through exams.

Why take CLEP exams?

Save time. Get college credit for what you already learned through independent study, advanced high school courses, noncredit adult courses, or professional development.

Save money. Compare the cost of these to hundreds in tuition. CLEP exams are free to active military service members.

Graduate on time. CLEP can help you to the finish line if you're a few credits shy of graduating.

Satisfy a proficiency requirement. Demonstrate you've already mastered the content of, for example, a basic math or Language course. Great for dual-degree candidates.

MCU’s writing tutorial provides basic info:
http://www.midcontinent.edu/pdfs/WritingTutorial.pdf
MCU’s APA Tool:
www.midcontinent.edu/apa-writing-style