

Career Days Brochure

I. Overview of University Career Days

A. Reasons to attend the Career Day

- Find out about the job market and what opportunities are available when you graduate.
- Learn about yourself and what sorts of jobs interest you.
- Decide which major/emphasis to choose, based on demand by employers if you are indecisive of your career path.
- Establish contact with companies that can offer you a job or an internship in your area of interest.

B. What happens at the Career Day

- Interact one-to-one with company representatives from a wide range of industries.
- Raise your questions about the type of jobs available in each organization.
- Expect firm representatives to ask you questions about your studies and career interests.
- Learn from the experience of the organization's top management that may include former alumni of your university.
- Provide your resume and cover letter to firms' representatives for the available job opportunities since some of them may conduct interviews on the same day.
- Keep in mind that job offers are not normally given during the Career Day.

C. What to do before the Career Day

- Prepare and polish your resume/CV as well as a cover letter including your education, skills and experience with a professional.
- Visit the Career and Placement Services (CPS) website on the below hyperlink where you may find a sample resume and cover letter to guide you in the preparation process:
<http://www.aub.edu.lb/sao/cps/skill/Pages/resume.aspx>
- Bring multiple copies of your resume/CV, laser printed on conqueror/galgo/bond paper each enclosed in a Nylon folder, if you wish to apply to several organizations.
- Visit the CPS website on the below hyperlinks where you can find job vacancies categorized according to faculty, major/emphasis, years of experience and location:
 - Regular vacancies:
<http://www.aub.edu.lb/sao/cps/vacancies/Pages/divisions.aspx>
 - Job Fair vacancies:
<http://www.aub.edu.lb/SAO/CPS/JF2011/Pages/default.aspx>
- Send your resume to the CPS office specifying the job vacancy reference number of the selected positions in the subject line.

- Visit the Career and Placement Services (CPS) site where you can find all recruitment presentation schedules and job listings. (<http://www.aub.edu.lb/sao/cps/Pages/index.aspx>)

D. Select the companies of your interest

- Review the list of the participating companies' profiles which is distributed both electronically and as hard copy by the CPS.
- Find all Career Day related information advertized on the CPS website. <http://www.aub.edu.lb/sao/cps/Pages/index.aspx>
- Identify companies you are most interested in from the list
- Research on your selected companies and learn more about them.

E. Develop your introduction

- Introduce yourself formally
- Give a brief summary of your education and experience
- Inform the employer about your objectives and type of employment you are seeking
- Practice introducing yourself to company representatives that you will meet on the Career Day. For example:

“Hello! How are you? My name is John Smith. I’ll be graduating in June with a degree in Business Marketing and am looking for a full-time position. Could you tell me if people with this major work in your company and, if they do, what type of work they generally perform?”

II. Generate your list of questions

A. Questions for employment and internship:

- What entry-level positions do you offer at the moment?
- What are the day-to-day responsibilities of this job?
- What type of educational background do you look for?
- What are the skills and abilities that you look for?
- What is the hiring process in your organization?
- Do you offer internships and for which majors?
- What training programs do you offer graduates during the first few years?
- If I were to join and grow in your organization, what is my role likely to be after 5 years?
- How would you describe the career path in your company?
- What is your company’s market position relative to its competitors?

B. Questions related to fields of study in demand by the job market:

- Which one of the following majors is most in demand within your organization?
- What type of role and responsibilities could I have in your company after graduating from each of these majors?
- What subjects or classes would you recommend in order to prepare me for this role?

C. Questions to avoid:

- Avoid asking questions about salary and benefits during the first meeting.
- Refrain from asking questions about working hours until you receive the job offer.
- Avoid asking for gifts and free samples.

D. Employer potential questions:

- What is your favorite subject in your current studies and why?
- What is your current and expected final GPA/Average?
- What work experience or internships have you had and what have you learned from them?
- What experiences have you had of working within a team –for example in university projects, sporting activities or other group activities?
- Have you ever encountered a conflict within a team and how did you solve it?
- What do you know about our company?

III. What to do during the Career Day

A. Look professional

- Dress professionally: suit (white, black, navy blue, brown, grey) for both male and female students/alumni.
- Make sure that you are neat, tidy and well-groomed on the day.
- Avoid anything that makes you appear casual such as wearing jeans and sneakers.

B. Manage your day

- Arrive early so you can get quality time with company representatives before the rush begins.
- Mark your target companies on the Career Day guide, meet and speak with them one by one, and then cross their names off your list.
- Tour the whole event and speak with firms you have not specifically targeted but who may have interesting opportunities that you were not aware of.

C. Make each conversation productive

- Introduce yourself, using the personal summary you prepared earlier.
- Ask your most important questions.
- Take notes of the key points and any follow-up actions required
- Ask for a business card from the company representatives you speak to or note down their name and contact details.
- Give them your business card, if available.
- Make your conversation short and effective since company representatives have limited time and there may be other students waiting in line to ask their questions.
- Make sure your mobile phone is on silent mode.

IV. What to do after the Career Day

A. Follow up with companies

- Follow up with companies and do not assume that your work is finished at the Career Day
- Send a “thank you” email immediately after the event to any representatives who gave you in-depth information or offered to be future contacts, for example:

“Dear Mr. Rogers,

I would like to extend my sincere gratitude for meeting with me during Career Day at the American University of Beirut; I appreciate your attention during such a busy event.

After our conversation, I became very interested in the marketing trainee program in your organization and I am sure I can be an effective member of your team.

I would welcome an opportunity to visit your office and speak to you further about the trainee program. Please inform me if this is possible and when the most convenient time would be.

Thank you again for your time and consideration.

Sincerely,

John Smith

*Business Administration, Marketing 2011, American University of Beirut
Tel: 050 123 4567, Email: john.smith@aub.edu.lb”*

B. Follow up on any actions that may have been recommended or asked of you from firm representatives, such as:

- E-mail a copy of your resume to the organization through the AUB Career and Placement Services (CPS)
- Call another person or department in the organization
- Complete an application form online

If a few weeks have passed and you have not heard from the employers after completing the procedures, you should send an email to them inquiring about the status of your application.

C. Reflect on what you have gained from the Career Day:

- Review the information you have gathered, including your notes from the conversations with firm representatives.
- Reflect on key questions that are important to you. These may include:
 1. Which industries and types of jobs interest you most

2. Which companies' working environment is most attractive to you
3. Which companies seem to offer the best opportunities for growth
4. What other qualifications do you need to prepare you for the job market

V. Career Day Checklist

- Briefcase or handbag
- Pen and Notebook
- At least 10 copies of your CV
- List of companies exhibiting, with your target organizations marked
- List of questions you might want to ask
- Answers to potential questions from employers
- Formal clothing including comfortable and professional shoes

Name

OBJECTIVE

Seeking a challenging position in a progressive organization that offers opportunities for advancement and where my skills can be employed and developed.

EDUCATION

- | | | |
|-----------|---|-----------------|
| 1990-1994 | American University of Beirut | Beirut, Lebanon |
| | <i>Bachelor of Science in Agriculture</i> | |
| | <i>Diploma of Ingenieur Agricole</i> | |
| 1994-1997 | American University of Beirut | Beirut, Lebanon |
| | <i>Master of Science in Crop Protection</i> | |

WORK EXPERIENCE

- | | | |
|--------------------------|---|-----------------|
| <u>Aug 04- Aug 05</u> | Libanlait (Candia & Yoplait) | Bekaa, Lebanon |
| | <i>Production Manager</i> | |
| | <ul style="list-style-type: none">▪ Launched production in a cheese pilot plant▪ Prepared an Access application to enhance storage, communication and reporting of KPIs▪ Restructured the Production Department organigramme | |
| <u>April 98-April 04</u> | Malco Trading (Pain d'Or/Fantasia) | Beirut, Lebanon |
| | <i>Production Manager</i> | |
| | <ul style="list-style-type: none">▪ Member of the steering committee for ISO 9001; consultancy by Arthur Andersen, audit by British Standard Institution (BSI)▪ Team member in launching the new Pain d'Or factory▪ Set up and implementation of the working system in the Production Department and its relations with the Maintenance and QC▪ Preparation and monitoring the execution of the Master Production Schedule. Ensured proper use of equipments and rotation of personnel▪ Usage of daily production information to track cost and optimize production; decreased wastes by up to 20 % and start up cost by up to 10%▪ Identification of cost centers in the factories in collaboration with the Accounting▪ Ensured quality and sanitation standards are met, keeping customer complaints at a minimum▪ Supervision and guidance of 300 production workers and supervisors▪ Motivation and training personnel; created and sustained pro-activity and cooperation▪ Follow up with the Sales and Marketing on the realization and amendments on the budget. Organizing and planning for promotions. Coordination of Sales Orders with | |

the Export Department

- Issuance of Purchase Requisitions, check up on Pro-forma Invoices, and coordination of delivery schedules with the Procurement. Achieved optimal space utilization and inventory levels
- Participation and coordination with the R&D and Marketing for the development of new products and designs of packaging materials

COMPUTER LITERACY

Great Plains, Access (New Horizons), Excel, Word, Visio, Power Point, Advanced

LANGUAGES

Fluent in spoken and written Arabic, English and French

ACTIVITIES

- Member of the Ordre of Engineers and Architects, Beirut
- Blood Donor, Hema-Quebec

HOBBIES

Sports, Music, Traveling

PERSONAL DATA

Name: Ziad Hawi

Date of Birth: 16 March 1973

Nationality/Citizenship: Lebanese/Canadian

Gender: Male

Social Status: Single

REFERENCES

REFERENCES AVAILABLE UPON REQUEST

To Whom It May Concern,

I am a graduate of the American University of Beirut February 2007; I hold an MSc in Crop Protection and a BSc in Agriculture. I am seeking in your reputable company a challenging position that meets my qualification and expectations.

My professional career started at Malco Trading, Beirut. I joined Pain d'Or in April 98, when the new factories were to be commissioned. Later in 2001, Fantasia factories were joined with Pain d'Or under a central production unit of Malco.

Pain d'Or is the leading industrial bakery in Lebanon and the region. It consists of a central factory producing French bread, buns, Danish and French pastries, ice cream, chocolate, and other bakery lines. A centrally managed 250-vehicle fleet delivers fresh and frozen products to the retails and hospitality sectors. Moreover, 16 Pain d'Or branches, owned or franchised constitute a major customer to the factory. Fantasia is a major player in the snacks market in Lebanon. The factories produce potato chips, tortillas, extruded corn products and pellets. In total, the Malco factories team counted 300 employees working on 15 production lines, many of which on 24/24 basis.

LibanLait is my second experience. Several dairy products are produced under the Candia and Yoplait brands. Lines included UHT milk, pasteurized milk, Labneh, Laban, flavored yogurt, deserts and UHT juices.

From the technical aspect, I have been exposed to various types of products ranging from the fresh perishable to the long shelf life. Moreover, I have experienced processing technologies ranging from the liquid, all the way to solid products. For each type of product, I have learned a different approach for planning, storage and delivery.

From the management side, my experience allowed me to develop considerable experience and skills in analysis, motivation, forecasting, organization, coordination, trouble-shooting, training, interpersonal skills. Furthermore, learning at the interface allowed me to grasp a general understanding of other management functions in the FMCG sector, such as marketing, sales, accounting, IT and HR.

I hope the above draws a clear image of my professional exposure, and that I be given the opportunity to contribute to the prosperity of your business.

Sincerely,