

CAREER DIGESTED

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NOVEMBER-DECEMBER



Job Postings

Material Handler

FedEx Express
Palm Beach International
Airport
West Palm Beach
17.5 hours per week
\$12.71 per hour

Paralegal Intern

Gordon & Doner, P.A.
Palm Beach Gardens
20 - 25 hours per week
\$8.25 hourly

Marketing & Advertising

Intern

Pressman Group
@ Keyes Realtors
Boca Raton
Hours TBD
Unpaid Internship

For Information on these and other opportunities, visit the Career Center near you or go to www.pbcc.edu/career.xml and click on LOGIN.

Resume Funnies

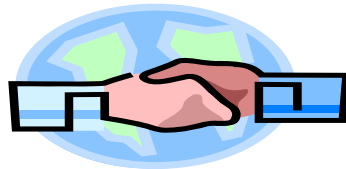
- Naturally ambidextrous
- Excelleant at proofreading
- Able to multi-taste



Body Language Tips To Get That Job

The body language you display is critical to your success in a job interview. Your nonverbal communication says a lot about you. Here are some tips.

The handshake - Not too weak, not too strong



The handshake tells a story about each of us. Do you shake hands softly? Do you deliver a "bone crusher"? Execute the handshake professionally and politely, with a firm grip and a warm smile.

The eyes have it.



60 percent eye contact is a safe figure -- one that can give hiring managers a feeling of comfort about you. More eye contact than this and you may seem too intense; any less and you risk appearing uninterested.



Get it straight.

Posture is an important thing to master on an interview: Get your posture straight and your confidence will rise with it.

Arms lend a hand, too.

Arms offer clues as to how open and receptive we are, so keep your arms to the side of your body. This shows you are not scared to take on whatever comes your way.

Avoid the negative action of crossing your arms during the interview.

Get a leg up on the competition.



Try to keep your legs as still as possible during the interview and don't cross your legs or ankles during a job interview, as it creates a barrier between you and the interviewer.

Visit www.careerbuilder.com for more information.

Meet a Career Consultant

Certified Public Accountant

DONALD M. SCHERZI (B.S. Accounting, Florida Atlantic University) is the owner of a CPA and Financial Planning practice offering tax accounting and financial planning services to individuals and small businesses. Mr. Scherzi will help PBCC students and graduates locate internships and provide job search help. *To find a Career Consultant, go to www.pbcc.edu/career.xml and click on LOGIN. In "Learn About Careers", click on Career Consultants.*