

BDPA LINK

A Monthly e-Newsletter

August 2008

Employment Edition:

Hot Jobs & Career Development

BDPA Technology Career Fair

Make sure that you stop by the Career Fair on Friday or Saturday during your conference stay. There are a number of companies that are very much interested in hiring diverse talent.

Here are some sample opportunities from one of our sponsors, American Express.

American Express will be present at the BDPA National Conference in **Atlanta, GA on August 8th-9th**. During our visit, our goal is to meet and interview with high potential candidates. If you are interested in this opportunity with American Express, please go to the career center on www.bdpa.org and apply. For more information, please visit us on-line at www.americanexpress.com, and apply to job#106424BR,

Technology Professionals posting. The 2008 Conference Team is working hard to provide the most impressive, technology-packed conference to date.

2008 Annual National Conference, Technology Career Fair August 8th-9th at the Hyatt Regency-Atlanta, GA

Top Jobs of 2008

Rachel Zupke, CareerBuilder.com
Writer

A new year means new beginnings: new resolutions, ideas and friends; new habits, relationships and goals; new

salaries, titles and responsibilities. And perhaps most importantly, new jobs. Lots of 'em. And not just for 2008, either - until 2016.

Total employment is expected to increase by 15.6 million jobs during the 2006-16 decade, according to the most recent employment projections from the Bureau of Labor Statistics (BLS). Almost all of this growth will occur in the service-providing sector, which will account for 75 percent of all jobs in 2016.

Professional and related professions and service occupations are projected to grow most quickly, accounting for more than six of 10 new jobs created throughout 2006-2016. Twenty-eight of the 30 fastest-growing jobs are in professional and related occupations and service positions.

Interested in getting in on the new job action this year? Here are the IT related fastest-growing occupations for for the top 30 list estimated for 2006-2016, according to the BLS.

1. [Network systems and data communications analysts](#)

2006 employment: 262,000
2016 projection: 402,000
Percent growth: 53.4
Salary range: \$46,360 or more
Education/training: Bachelor's degree

4. [Computer software engineers, applications](#)

2006 employment: 507,000
2016 projection: 733,000
Percent growth: 44.6
Salary range: \$46,360 or more
Education/training: Bachelor's degree

23. [Computer systems analysts](#)

2006 employment: 504,000
2016 projection: 650,000
Percent growth: 29
Salary range: \$46,360 or more
Education/training: Bachelor's degree

24. [Database administrators](#)

2006 employment: 119,000
2016 projection: 154,000
Percent growth: 28.6
Salary range: \$46,360 or more
Education/training: Bachelor's degree

25. [Computer software engineers, systems software](#)

2006 employment: 350,000
2016 projection: 449,000
Percent growth: 28.2
Salary range: \$46,360 or more
Education/training: Bachelor's degree

Avoid the Top Ten Resume Mistakes

<http://techjobs.co.in/vb2/t34043-avoid-the-top-ten-resume-mistakes.html>

It's deceptively easy to make mistakes on your resume and exceptionally difficult to repair the damage once an employer gets it. So prevention is critical, especially if you've never written one before. Here are the most common pitfalls and how you can avoid them.

1. Typos and Grammatical Errors

Your resume needs to be grammatically perfect. If it isn't, employers will read between the lines and draw not-so-flattering conclusions about you, like:

"This person can't write," or "This person obviously doesn't care."

2. Lack of Specifics

Employers need to understand what you've done and accomplished. For example:

Worked with employees in a restaurant setting.

Recruited, hired, trained and supervised more than 20 employees in a restaurant with \$2 million in annual sales.

Both of these phrases could describe the same person, but clearly the second one's details and specifics will more likely grab an employer's attention.

3. Attempting One Size Fits All

Whenever you try to develop a one-size-fits-all resume to send to all employers, you almost always end up with something employers will toss in the recycle bin. Employers want you to write a resume specifically for them. They expect you to clearly show how and why you fit the position in a specific organization.

4. Highlighting Duties Instead of Accomplishments

It's easy to slip into a mode where you simply start listing job duties on your resume. For example:

Attended group meetings and recorded minutes.

Worked with children in a day-care setting.

Updated departmental files.

Employers, however, don't care so much about what you've done as what you've accomplished in your various activities. They're looking for statements more like these:

Used laptop computer to record weekly meeting minutes and compiled them in a Microsoft Word-based file for future organizational reference.

Developed three daily activities for preschool-age children and prepared them for a 10-minute holiday program performance.

Reorganized 10 years' worth of unwieldy files, making them easily accessible to department members.

5. Going on Too Long or Cutting Things Too Short

Despite what you may read or hear, there are no real rules governing the length of your resume. Why? Because human beings, who have different preferences and expectations where resumes are concerned, will be reading it.

That doesn't mean you should start sending out five-page resumes, of course. Generally speaking, you usually need to limit yourself to a maximum of two pages. But don't feel you have to use two pages if one will do. Conversely, don't cut the meat out of your resume simply to make it conform to an arbitrary one-page standard.

6. A Bad Objective

Employers do read your resume's objective statement, but too often they plow through vague pufferies like, "Seeking a challenging position that offers professional growth." Give employers something specific and, more importantly, something that focuses on their needs as well as your own. Example: "A challenging entry-level marketing position that allows me to contribute my skills and experience in fund-raising for non-profits."

7. No Action Verbs

Avoid using phrases like "responsible for." Instead, use action verbs: "Resolved user questions as part of an IT help desk serving 4,000 students and staff."

8. Leaving Off Important Information

You may be tempted, for example, to eliminate mention of the jobs you've taken to earn extra money for school. Typically, however, the soft skills you've gained from these experiences (e.g., work ethic, time management) are more important to employers than you might think.

9. Visually Too Busy

If your resume is wall-to-wall text featuring five different fonts, it will most likely give the employer a headache. So show your resume to several other people before sending it out. Do they find it visually attractive? If what you have is hard on the eyes, revise.

10. Incorrect Contact Information

I once worked with a student whose resume seemed incredibly strong, but he wasn't getting any bites from employers. So one day, I jokingly asked him if the phone number he'd listed on his resume was correct. It wasn't. Once he changed it, he started getting the calls he'd been expecting. Moral of the story: Double-check even the most minute, taken-for-granted details -- sooner rather than later

4 Key Factors to Being Young & Successful

by Tonia Monique Price

How many 24 year olds do you know that completed high school in three years and graduated with Honors? How many 24 year olds do you know that went to college and completed two Bachelor of Arts degrees both with Cum Laude distinctions? How many 24 year olds do you know have worked their way from their first job as an Administrative Assistant to a Lead Business Consultant for one of the top International IT companies in less than three years? How many 24 year olds do you know have purchased their own home and own their own car?

Well, I can answer yes to all these

questions and the 24 year old that I know that has achieved such great success is myself, Tonia Monique Price.



As an African American female representing the vast minority, I can stop using the slogan coined by Presidential candidate Barack Obama, YES WE CAN and I can start saying YES I HAVE. I have achieved a high level of success at the tender age of 24. Such achievement,

however, did not come without hard work. It has been guided by four key factors that have kept me going on the road to success: Passion, Determination, Self-Discipline, and Faith.

PASSION

Without passion a person can drift aimlessly through life taking each event and day as it comes. A person without passion is a person who is rolling with the punches from week to week. It was my passion to achieve higher heights that got me on the road of success. It was the passion to be able to say YES I HAVE that kept me focused on the ultimate goal of success. A person with passion is a person with goals. They have a target and they are on the road to achievement.

DETERMINATION

Many talk about purpose today. Having a purpose in life and a purpose for the things done on a daily basis. When there is a purpose, there is determination to see it through. If an obstacle arises, it does not send a person spinning into other directions. There have been obstacles and barriers placed in my way as a test. However, for every obstacle there was I jumped over it and for every barrier there was I went through it. It is with my determination to achieve success that I was able to keep going. GOD's word says if he brings you to it, he will take you through it. An on-purpose person has the determination to stick it out and work through the obstacles to keep moving toward the goal.

SELF-DISCIPLINE

This is the hardest key factor of them all, Self-Discipline. Many people dislike this word because it is not a natural habit. This is a factor in one's life that has to be worked on and perfected. I struggle with this key factor as well, but without self-discipline a person can be easily swayed. With my ability to perfect self-discipline, I was able to decipher between when to attend a party while in college on a Thursday night versus when to spend that night studying or completing a paper for class. With my ability to self-discipline, I was able to determine what worldly things

were the possessions of Satan that were put here to sway me off my path of success. 2 Corinthians 7:1 states, "Since we have these promises, dear friends, let us purify ourselves from everything that contaminates body and spirit, perfecting holiness out of reverence for God." Self-Discipline is the foundational character quality that the other key factors are built upon.

FAITH

The most important factor of them all is FAITH. You have done your research, you have crunched the numbers, you have talked with various people you trust, but there is still the uncertainty of the unknown. This is where faith comes into play. It is my faith in the word of GOD that has given me the ability and strength to continue to strive for excellence. My favorite faith verse is Philippians 4:13 "I can do all things through Christ who strengthens me." It is with my faith that I got through high school in three years. It is with my faith that I graduated college with two degrees with honors in four years. It is with my faith that I have tripled my salary in less than four years. It is with my faith that I was able to purchase my first home. It is with faith that sometimes you just have to step out. You cannot reach new heights by having both feet on the ground. For the strength of GOD is the most powerful gift one can believe in for GOD possess an omnipotent gift of strength that can see you through all.

For many people, various ideas provide the drive they need to be successful. But as a young African American female seeking to conquer the road to success while trying to stay true to my religious beliefs, I use the fundamental values of Passion, Determination, Self-Discipline, and Faith as my guides to success. They are the guiding factors that have brought me thus far and they are the guiding factors that will assist to see me through till the end. Now you must decide on the factors that will lead you to success, but no matter what they are remember to stay true to yourself and stay true to GOD. An anonymous author wrote:

"The road to success is not straight. There is a curve called Failure, a loop called Confusion, speed bumps called Friends, red lights called Enemies, caution lights called Family. You will have flats called Jobs. But if you have a spare called Determination, an engine called Perseverance, insurance called Faith, a driver called Jesus, you will make it to a place called Success."

CHANGING EXPECTATIONS

Monique F. Berry, BDPA Philadelphia

Last November eleven African American Professional organizations in the Philadelphia area began to work together in an effort to make an effective change in the community to **Enlighten** minds, **Change** Expectations and **Encourage** new directions for students in the Philadelphia School District.

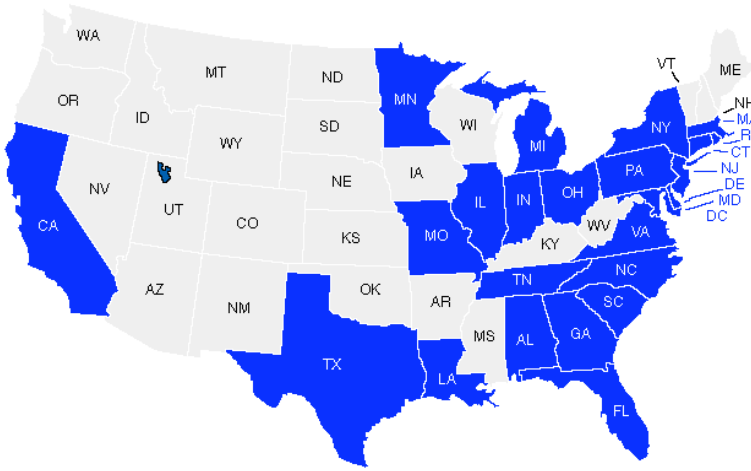
Knowing that we all have some level of professional success, the BDPA Philadelphia Chapter committed to assist in making sure the African American elementary, middle, and high school aged children understand that they also have success in their respective futures.

We started our "Changing Expectations Career Tour" with the School District of Philadelphia's Office of College and Career Awareness. The results to date are that over 700 students at 8 schools have been impacted by this collaborative tour.

The following organizations are working collectively in the Philadelphia School District:

The organizations include:

1. NBMBAA: National Black MBA Association
2. NSBE: National Society of Black Engineers
3. NBA-WLD: National Bar Association-Women's Law Division
4. UFSC: Urban Financial Services
5. NABA: National Association of Black Accountants
6. Barristers: Black Lawyers
7. PABJ: Philadelphia Association of Black Journalists
8. NAHSE: National Association of Health Services Executives
9. ULYP: Urban League Young Professionals
10. BDPA: Black Data Processors Association
11. NSN: National Sales Network



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