

Arts and Sciences Career Services Newsletter

October 2008 Edition

www.arts.cornell.edu/career

IN THIS ISSUE: FOCUS ON JOBS AND INTERNSHIPS

1. Staff Directory; résumé and cover letter critiques are available daily
2. Upcoming A&S and CCS Career Services programs: CCS updates at: www.career.cornell.edu – Upcoming Events
3. Career Fairs and Recruiting Events this Fall and Winter
4. Register to get info about: Career Programs, Jobs, Internships, and Alumni Talks
5. A&S Undergraduates Crash Course in Career Planning, 10/16, 23 & 30
6. Finding Employment Opportunities – advice and a sampling
7. Externships and Jr./Sr. Women-Alumnae Gatherings in January
8. Fellowships and Scholarships

1. **A&S CAREER SERVICES STAFF DIRECTORY - In the Robert and Donna Paul Advising Center**
G55 Goldwin Smith Hall, Cornell University • 255-4166 • as_careers@cornell.edu • 8:00 a.m.– 4:30 p.m.

Professional staff advisors Diane Miller, Assistant Director and **Irene Komor, Career Counselor** work with those undergraduates from the College of Arts and Sciences seeking career planning and job search guidance. Inquire at the front desk in G55 for the staff member who advises students with your current career concerns. If you have law school application questions, contact Dean Heather Struck in 172 Goldwin Smith. For pre-med questions, make an appointment with Dean Janice Turner in G55 via her assistant, Jodi Andersen.

Jennifer Perry, Administrative Assistant: schedules advising appointments and coordinates Dean's Certification letters for Arts and Sciences students applying to law schools. See: <http://www.arts.cornell.edu/career/deancert.asp>

Student Career Ambassadors: Andi, Domonique, Gaby, Huiling, Jennifer and Jessica provide 15 minute résumé and cover letter critiques daily during the academic year – no appointment necessary.

Fall 2008 schedule: Mondays: 11:00 a.m. – 1:30 p.m. & 2:30 – 4:15 p.m., Tuesdays: 9:00 a.m. – 3:45 p.m., Wednesdays: 8:30 a.m. – 1:50 p.m., Thursdays: 9:00 a.m. – 4:15 p.m., Fridays: 11:00 a.m. – 4:15 p.m. You may be asked to wait a few minutes during class changes for our SCA staff to arrive, and up to 15 minutes during high demand times.

2. **UPCOMING A&S AND CORNELL CAREER SERVICES EVENTS AND PRESENTATIONS**

Undecided on what major to choose or what career to pursue? Register in G55 Goldwin Smith for our crash course! See: 10/16.

- 9/29 What is Consulting?, 4:30 p.m., B14 Hollister
- 10/2 Writing as a Career Development Tool, 4:30 p.m., 162 MVR
- 10/2 Job Search Seminar for Senior and Junior History or Government Majors, by registration in G55 GSH, 4:35 p.m., location tba
- 10/2 Cornell Law School Information Session, Mancuso Amphitheater, 4:00 p.m., G90 Myron Taylor
- 10/6 Labor Relations 101, open to all students, 4:30 p.m., 219 Ives
- 10/6 On-Campus Recruiting Orientation for Undergraduate and Graduate Students, 4:45 p.m., B14 Hollister
- 10/7 What to Expect on Second Round Interviews, 4:45 p.m., B14 Hollister
- 10/15 What are You Doing Next Summer?, 4:45 p.m., B14 Hollister
- 10/16 Preparing for the Hotel School Career Fair, 11:00 a.m., World Atrium
- 10/16 Career Planning, Self Assessment and Beyond; first meeting of three consecutive Thursdays, 12:20 p.m. Register in G55.
- 10/17 AAP Art Alumni Career Forum, time tba, Tjaden Gallery
- 10/20 Résumé Writing for Biology Majors, 4:45 p.m., 251 Malott

- 10/21 ILR Career Fair, 10:00 a.m. – 3:00 p.m., Statler Ballroom, <http://www.ilr.cornell.edu/careerservices/events/careerFair.html>
- 10/21 Harry Caplan Travel Fellowships for Juniors, Informational Meeting, 4:30 p.m., 122 Goldwin Smith
- 10/21 Tips on a Dazzling Delivery During Presentations, 4:30 p.m., 162 MVR
- 10/21 Summer Jobs and Internships for Arts & Science Students, 4:35 p.m., Kaufmann Auditorium, Goldwin Smith
- 10/22 Hotel School Career Fair, 10:00 a.m. – 3:00 p.m., Ballroom, Statler Hotel
- 10/22 Extern Program Information Session, 5:00 p.m., Lewis Auditorium, Goldwin Smith
- 10/24 Alumnus Jeremy Schaap, ESPN sports writer, television reporter, and author; a Munschauer Career Series Presentation 4:35 p.m., Kaufmann Auditorium, Goldwin Smith. Additional dinner seminar to follow for those A&S Undergraduates who pre-register in 55 Goldwin Smith by Thursday, 10/23, 4:30 p.m.
- 10/27 How to Find a Job, Co-op or Summer Internship: Tips and Secrets to Find the Best Fit for You! 4:45 p.m., B14 Hollister
- 10/28 MCAT Review Tips and Timing, 12:20 p.m, North Room, Willard Straight
- 10/28 New York Recruiting Consortium Orientation, limited to A&S and HE Seniors, 4:35 p.m., Kaufmann Aud., Goldwin Smith
- 10/29 Obtaining International Co-ops and Internships, 4:45 p.m., B14 Hollister
- 10/30 What Law School is Really Like, 4:30 p.m., 162 MVR

3. A&S CAREER FAIRS AND RECRUITING EVENTS THIS FALL AND WINTER

Post Career Fair Tips

Now that you've attended the Annual Cornell Career Fair, here are some actions you can take to further your job search:

- Use the business cards you collected to email thank-you notes.
- Use career library and Web resources to further research employers that interested you, and to tailor and submit your résumés and cover letters.
- Attend information sessions conducted by employers in fields that interested you at the career fair - this is a great way to network with more recruiters and get a better understanding of their industries. Go to Cornell CareerNet for dates.
- Make an individual career advising appointment to discuss your next steps and ways to focus your job search.

CAREER AND INTERNSHIP CONNECTIONS (CIC), http://cic.erecruiting.com/stu/cf_list?aff=21124

An annual opportunity for A&S students interested in postgraduate employment or internships to network with employers in New York City, Washington D.C., Chicago, Boston and Los Angeles in January, 2009. Employers typically include: Advertising, Financial Services, Biotechnology, Consulting, Public Relations, Education, Health and Law.

Orientation for CIC events: November 6, 4:35 p.m., Kaufmann Auditorium, Goldwin Smith.

NEW YORK RECRUITING CONSORTIUM (NYRC) JANUARY 9, 2009, <http://www.arts.cornell.edu/career/NYRCC.asp>

An opportunity for Arts and Sciences and Human Ecology seniors to interview on January 9, 2009 with employers in New York City, for full-time entry-level employment in such fields as Advertising, Consulting, Education, Finance, Legal Services, Medical Research and Healthcare, Public Relations and Publishing.

Orientation for NYRC: October 28, 4:35 p.m., Kaufmann Auditorium, Goldwin Smith

ON-CAMPUS RECRUITING: Guidance and schedules are available at:

<http://www.career.cornell.edu/jobsandinternships/onCampusRecruiting/default.html>

Internship Informational Event for Undergraduates exploring options: 11/5, 11:00 a.m. – 2:00 p.m., Memorial Rm, WS

Learn About Occupations from alumni and others through Cornell's E-clips: <http://eclips.cornell.edu/themesList.do>

4. WHY REGISTER WITH CORNELL CAREERNET?

Register for Cornell CareerNet, the NEW Cornell Career Services job listing and on-campus recruiting system and receive targeted e-mails about career programs, jobs, internships, alumni talks and on-and off-campus recruiting. Take the

on-line tutorial to get the best from this new system. Let us contact you – complete your Profile at www.career.cornell.edu and select “Yes” to receive CCS emails. Check the system regularly when you’re looking for jobs or employers.

Update your information: If you registered for CornellTRAK last year, make sure you have updated your address, your student status and your interests in CareerNet this year and upload an updated résumé!

5. CRASH COURSE IN CAREER PLANNING

Arts and Sciences Undergraduates, do you have some of the following questions:

How do I discover my true interests? What’s most important in choosing a career? How do I decide I’m on the right path? What skills can I contribute to an employer? What courses of study should I pursue? What are campus resources for my job search?

Register for our non-credit course, Career Planning: Self Assessment and Beyond, a Multi-Session Workshop.

Take self-assessment inventories, discuss academic and career options with your peers and career services staff to clarify your career direction. Determine your values, skills and interests; consider your academic, vocational and extracurricular options. **You must commit to all individual sessions in the series: three consecutive Thursdays, 12:20 – 1:15 p.m., October 16, 23 and 30. The course is limited to the first 20 undergraduate students who register by October 10 in G55 Goldwin Smith Hall.** For more information and details, contact the A&S Career Services Staff.

6. FINDING EMPLOYMENT OPPORTUNITIES

Campus resources for summer, intersession and year-round opportunities:

1. Check your academic departments’ and college career offices’ bulletin boards, file cabinets, books and binders for research, academic and employment information.
2. Cornell Public Service Center, 200 Barnes Hall - <http://www.psc.cornell.edu/>
3. Cornell Undergraduate Research Program - <http://www.research.cornell.edu/undergrad/>
4. Cornell Summer Programs - <http://www.sce.cornell.edu/sce/college.php>
5. Cornell Student Employment Services, 203 Day Hall - <http://www.sws.cornell.edu/SES/students.html>
6. Cornell Career Services Web sites and libraries in G55 Goldwin Smith and 103 Barnes Hall.
<http://www.career.cornell.edu/jobsAndInternships/default.html>
7. CU students’ reports on their past summer jobs: <http://www.career.cornell.edu/surveysAndSalary/summer.html>

International Options:

Go to <http://www.career.cornell.edu/jobsandinternships/international/default.html>

Visit our career libraries in G55 Goldwin Smith, 103 Barnes and across the university, for more options.

Internships and Jobs in Media: Newspaper employment: www.asne.org/index.cfm?id=2

Glossary of writing occupations: <http://www.poewar.com/archives/2005/03/04/glossary-of-writing-careers/>

Important Note on Applying for Unpaid “For Credit Only” Internships

The College of Arts and Sciences approves academic credit for academic work. If you are planning to apply for or have accepted a “for credit only” internship, please make an appointment with Diane Miller in Career Services.

Open a credential file to house letters of reference for future employers, graduate or professional school admissions, or fellowships applications. Cornell Career Services has partnered with Interfolio credential filing service:

<http://www.career.cornell.edu/credentialServices/default.html>

A SAMPLING OF FULL-TIME EMPLOYMENT AND SUMMER 2009 INTERNSHIP OPPORTUNITIES

Children’s Healthcare of Atlanta Foundation: Undergraduate and graduate students interested in all aspects of fundraising, including special event planning, volunteer coordination, nonprofit administration, marketing and public relations would be well suited for these competitive, full-time positions with stipends, each lasting for 12-15 weeks or the duration of a semester or quarter. <http://www.choa.org/default.aspx?id=2192>

Ford Motor Company Finance Internships in Dearborn, Michigan, in Marketing, Sales & Service, Product Development, Manufacturing, Purchasing, Treasury, Audit, Accounting, and Ford Credit. Preferred candidates are juniors pursuing a Bachelor’s with a concentration in Finance, Accounting, Business, Economics, Math or Statistics and a GPA of at least a 3.25 on a 4.0 scale (or equivalent). See: <http://www.mycareer.ford.com/CareerPrograms.asp>

Johns Hopkins University Applied Physics Laboratory offers full-time positions. They also offer paid summer internships in technical areas to science and engineering students to identify promising college students for recruiting. To apply, complete the on-line employment application at <http://www.jhuapl.edu/employment/>

National Gallery of Art: Nine-week summer internships provide opportunities for interns to work on projects directed by a Gallery curator or department head. Two orientation sessions each week introduce interns to the broad spectrum of museum work, Gallery staff, departments, programs, and functions. Although serious consideration will be given to students with a recent undergraduate degree, preference will be given to candidates enrolled in graduate programs. Stipend offered. Check website for details: <http://www.nga.gov/education/internsumm.htm>

National Institute for People with Disabilities offers summer, holiday and year-round employment in the New York City metro area. Apply on-line at: <http://yaidreamcareers.org/> or mail to: 460 W. 34th St., NY, NY 10001-2382.

Public Policy Productions, an independent production company under contract with Thirteen/WNET and PBS, seeks college graduates to fill full-time internship positions. Openings generally become available in January, May and September. Interns receive a small stipend. Opportunities often exist for employment following the internship. Interns must be able to work full-time and must be able to commute to both the Palisades, NJ and New York City locations. Send cover letter and résumé to: pppinfo@pppdocs.com or fax (845) 398-2620. <http://www.pppdocs.com/internships.html>

School for Field Studies, an international non-profit academic institution, provides environmental education and conducts research through its field-based programs. Academic programs, full-time jobs and year-round internships are available. See http://www.fieldstudies.org/pages/97_jobs.cfm for details.

The United States Department of State provides a variety of internship opportunities for juniors, seniors and graduate students throughout the year. Application deadline for summer internships is November 1. Fall and spring internships are also available. For more information see <http://careers.state.gov/student/>

The Washington Post: Twelve-week, paid, reporting internships are available in the Metro, Financial, Sports and Style staffs. Applicant must be a junior, senior, or grad student enrolled in a degree program. Previous internships and/or experience on a college newspaper are preferred. Completed application forms must be postmarked by November 1. See: http://www.washpost.com/news_ed/summer_internships/index.shtml

7. EXTERNSHIPS AND JR. /SR. ALUMNAE WOMEN'S GATHERINGS - WINTER BREAK

Externships are short-term (up to one week), offer no pay or academic credit, and are hosted by alumni volunteers to help fellow Cornellians gain an insider's view of a career field. The Program over winter break is open to sophomores, juniors and seniors from all colleges. Extern Program applications and listings are available September 17 – October 3 and again October 20 - 30. First round applications are due by 7:00 p.m., October 3. Résumé critiques for Extern applicants are available on Monday 9/29, 4:30 – 6:30 p.m. in 103 Barnes. Second round of applications: October 20 - 30. Read details at: <http://www.career.cornell.edu/externProgram/generalInfo.html>

Junior/Senior Women - Alumnae Conversations are hosted by alumnae, in January 2009, in multiple cities around the U.S. to provide a forum for graduates and graduating women to discuss a wide range of topics related to life after Cornell. Register in early November. See: <http://www.career.cornell.edu/womensDinners/default.html> for updated information, closer to that time. Questions? Contact Nancy Law, NFL1@cornell.edu, 203 Barnes.

8. FELLOWSHIPS AND SCHOLARSHIPS

Fellowships and scholarships offer funding for continued study in distinct fields of academic/career interest. Dean Jim Finlay in G55, Dean Maria Davidis in 172 Goldwin Smith Hall and Fellowships Advisor Beth Fiori in 103 Barnes Hall, can provide guidance in pursuing options. Visit: <http://www.career.cornell.edu/fellowships/default.html>

The Credit Suisse Douglas L. Paul Scholarship for Achievement Program: The \$5,000 scholarship is for second year students of African, Latino and Native American descent who demonstrate leadership, academic excellence, and an interest in finance. Winners of the award will also have the opportunity to participate in a 10-week rotational program the summer of 2009. While in this program, they will have the opportunity to rotate through Investment Banking, Fixed Income, and Equities divisions. Nov. 28 deadline for applications. Contact: Erica McMahon, Undergraduate Diversity Recruiter, erica.mcmahon@credit-suisse.com; Tel: 212-538-3785; Fax: 917-326-4358; www.credit-suisse.com/careers