

Arts and Sciences Career Services Newsletter

August/early September 2008 Edition

www.arts.cornell.edu/career

In this Issue

1. A&S Career Services Staff
2. Register with Cornell CareerNet to Access Job Listings and Receive Career Planning Emails
3. Calendar of Upcoming Career Planning Events and Presentations – Ice Cream Social, Sept. 3, 11:00-3:00!
4. Career Fairs
5. Career Planning
6. Extern Program
7. Fellowships and Scholarships

1. Arts and Sciences Career Services

Located in the Robert and Donna Paul Advising Center, G55 Goldwin Smith Hall, Cornell University
607/255-4166 • AS_CAREERS@CORNELL.EDU • Open Monday – Friday, 8:00 a.m. – 4:30 p.m.

Professional staff advisors work with those undergraduates from the College of Arts and Sciences seeking career 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.

- **Diane Miller, Assistant Director**
- **Irene Komor, Career Counselor**

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 resume and cover letter critiques daily during the academic year – no appointment necessary. Schedule posted in G55 Goldwin Smith.

2. Register to receive E-mails about Career Services programs, job/internship/grad school information

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. Let us contact you – complete the Career Interest Profile at www.career.cornell.edu. Check the system regularly when you're looking for jobs or employers.

Update your information: If you've already registered, but have changed your address, your class status or your interests, make sure to take a few minutes to update your Interest Profile information and upload an updated resume!

3. Upcoming A&S and CCS Career Events and Presentations

For additional programs see the Cornell Career Services Calendar of Upcoming Events available in a brochure and updated regularly on the web at: www.career.cornell.edu -> *Upcoming Events*. Unless otherwise indicated, programs last about an hour and presentations and workshops in other colleges are open to A&S students.

- 8/25 Health Careers Freshman Orientation for A&S Students, 11:00 a.m., HEC Auditorium, Goldwin Smith
- 8/26 Churchill Scholarship Information Session, 4:35 p.m., CCS – 103 Barnes
- 8/27 Luce Scholarship Information Session, 4:35 p.m., CCS – 103 Barnes
- 8/28 Guidelines for Applying to Law School, 4:35 p.m., CCS-103 Barnes (repeated 9/3 & 9/9)
- 8/29 Resumaniacs: Walk-in Resume Critiques, 1:30 – 4:30 p.m., A&S Career Services and 103 Barnes
- 8/29 Truman Scholarship Information Session, 4:35 p.m., CCS-103 Barnes
- 9/2 Career Fair Preparation and Resume Workshop, 4:30 p.m., G87 MVR

- 9/2 Cornell CareerNet and On-Campus Recruiting, 4:30 p.m., 118 Ives
- 9/2 Orientation to On-Campus Recruiting and Other Job-search Strategies, 4:45 p.m., 196 Statler
- 9/3 A&S Ice Cream Social – Complete a summer experience survey in person today or on-line anytime before this event: <http://www.career.cornell.edu/surveysAndSalary/summer.html> in exchange for delicious Cornell Dairy ice cream and meet your A&S Career Services staff – find us by the A.D. White statue outside Goldwin Smith, 11:00 a.m.- 3:00 p.m.
- 9/3 Cornell CareerNet and On-Campus Recruiting, 4:30 p.m., 118 Ives
- 9/3 Guidelines for Applying to Law School, 4:35 p.m., CCS-103 Barnes (repeated 9/9)
- 9/3 Master Your Future: Marketing Yourself at a Career Fair, 4:45 p.m., 101 Phillips
- 9/3 Resumes that Work for Finance and Consulting Careers, 4:45 p.m., 233 Plant Science
- 9/4 Resumaniacs: Walk-in Resume Critiques, 1:30 – 4:30 p.m., CCS – 103 Barnes
- 9/4 Orientation for Applying to Medical School in 2009 – A&S Students, 4:35 p.m., 122 Rockefeller
- 9/4 Effective Job Search Strategies for A&S Students, 4:35 p.m., 142 Goldwin Smith
- 9/4 Resumes that Work for Hospitality Jobs, 4:45 p.m., 196 Beck Center, Statler
- 9/4 Group Resume Review Session, 7:00 p.m., 240 Carpenter
- 9/5 Resumaniacs: Walk-in Resume Critiques, 1:30 – 4:30 p.m., 103 Barnes and A&S Career Services in G55 G.S.H.
- 9/5 Interviewing at Medical/Dental School, 12:20 p.m., North Room, Willard Straight (WSH)
- 9/5 Group Resume Review Session, 4:45 p.m., 240 Carpenter
- 9/5 Resumes that Work for Technical Jobs, 4:45 p.m., B11 Kimball
- 9/9 General Interests Career Fair, 10:00 a.m. – 3:00 p.m., Barton ; details under #4, below
- 9/9 Guidelines for Applying to Law School, 4:35 p.m., CCS – 103 Barnes
- 9/10 Technical and Engineering Interests Career Fair, 10:00 a.m. – 3:00 p.m., Barton; details under #4, below
- 9/11 Cover Letter Workshop, 4:45 p.m., 101 Phillips
- 9/11 Applying to U.S. Schools of Veterinary Medicine and Schools Abroad, 4:35 p.m., 145 Warren
- 9/12 How to Interview for an Analyst Position, 4:30 p.m., B11 Kimball
- 9/13 Job Search Boot Camp, 10:00 a.m. – 4:00 p.m., CCS – 103 Barnes (registration required – watch for details)
- 9/15 Urban Semester Information Session, 4:30 p.m., 153 MVR (repeated 9/16)
- 9/15 Strengthen Your Interviewing Skills, 4:45 p.m., Kaufmann Auditorium, G.S.H. – must attend for Friday mock sessions*
- 9/16 School of Hotel Administration Real Estate Career Fair, 2:00 – 6:00 p.m., Beck Center and World Atriums, Statler
- 9/16 Urban Semester Information Session, 4:30 p.m., 153 MVR
- 9/16 Behavioral Interviewing: A Candidate’s Perspective, (Pre-registration required: 255-7816) 4:30 p.m., 105 Ives
- 9/16 Premed Perspectives: Upper-Level Students Share Their Experiences, 4:45 p.m., Tatkon Center
- 9/17 Physics Majors Careers and Graduate School, 4:30 p.m., 701 Clark
- 9/17 Extern Program Information Session, 5:00 p.m., Lewis Auditorium, Goldwin Smith
- 9/19 *A&S Mock Interviews for general interest careers. Attendance at 9/15 interviewing skills workshop required, then submit resume in person in G55 or email to as_careers@cornell.edu by Tuesday 9/16 midnight; we will contact you Wednesday-Thursday to schedule your Friday half-hour interview time.

4. Career Fairs and Recruiting Events This Fall

CORNELL CAREER FAIRS 2008: over 100 companies and organizations -- ranging from Fortune 500 companies to government and not-for-profit organizations. Come in "business casual" dress, resume in hand if possible.

Full description at: <http://www.career.cornell.edu/careerFairs/universityCareerFair/students.html>

• **General Interest Career Fair**, Tuesday, September 9, 10:00 a.m. - 3:00 p.m., Barton Hall

• **Technical & Engineering Careers**, Wednesday, September 10, 10:00 a.m. - 3:00 p.m., Barton Hall

Next Up:

• **Law School Day – Info Fair**, Tuesday, September 23, 11:00 a.m. – 2:30 p.m., Barton Hall

• **Professional and Graduate School Day**, Wednesday, September 24, 11:00 a.m. – 2:30 p.m., Barton Hall

<http://www.career.cornell.edu/graduateStudy/graddays.html>

Off-campus Career Fairs for A&S Undergraduates: <http://www.arts.cornell.edu/career/recruiting.htm>

On-campus Interviewing: <http://www.career.cornell.edu/jobsandinternships/onCampusRecruiting/registering.html>

Coming February 26, 2009 – the CCS annual Nonprofit, Government and Environmental Career Fair

<http://www.career.cornell.edu/careerFairs/nonprofgovtCF.html>

5. Career Planning

Job Listings for Cornell Undergraduates and Entry-level post-college positions:

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

Interested in working for the Federal Government? Applications are accepted year-round, but processing generally takes longer than for comparable private sector organizations. Listings: <http://www.usajobs.opm.gov/>

• **Partnership for Public Service** highlights federal employment and guides interested students through the job application process. Contact them at **Call to Serve**, c/o Partnership for Public Service, 1100 New York Avenue NW, Suite 1090 East, Washington, DC 20005, tel. (202) 775-9111 / fax. (202) 775-8885, and on the Web at:

<http://www.makingthedifference.org/index.shtml>

Graduate school in your future? Whether or not to attend graduate or professional school, and which degree to pursue, depends on your particular field of study and the value your professional field places on graduate education.

Arts and Sciences Career Services advice on considering graduate or professional school:

<http://www.arts.cornell.edu/career/careerexploration.htm#5>

Cornell Career Services Web guide to application: <http://www.career.cornell.edu/graduateStudy/default.html>

International Students and Scholars Office advice on protocol: <http://www.isso.cornell.edu/students/academic.php>

Applying to law school? A dean's certification is required by some law schools to confirm that applicants have not been involved in academic or disciplinary transgressions as undergraduates. Certification is generally a formality and will be handled by A&S Career Services. The process takes several weeks to complete. To ensure that your dean's certification is received by law school deadlines, see guidelines at: <http://www.arts.cornell.edu/career/deancert.asp>

6. Extern Program

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. Read details at:

<http://www.career.cornell.edu/externProgram/generalInfo.html>

The FRESH Program, for first year students only, takes place during Spring Break., with application in early Spring.

7. Fellowships and Scholarships

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