

# Arts and Sciences Career Services Newsletter

## December 2008 – early January 2009 Edition

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[www.arts.cornell.edu/career](http://www.arts.cornell.edu/career)

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### 1. CAREER PLANNING PRESENTATIONS

- 12/3 Freshmen Internship Student Panel, 6:00 p.m., Auditorium, RPCC  
12/4 Summer Science Research Opportunities, 4:45 p.m., 251 Malott  
12/8 Hughes Scholars Summer Program for Biology Majors, 12:30 p.m., 142 Goldwin Smith

### 2. CAREER FAIRS AND RECRUITING EVENTS THIS WINTER

#### **CAREER AND INTERNSHIP CONNECTIONS (CIC), [http://cic.erecruiting.com/stu/cf\\_list?aff=21124](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. Applications for on-site interviews are due December 1. A&S undergrads are also welcome to “just show up” the morning of the event.

**ROAD TRIPS TO THE REAL WORLD**, January 5-13, 2009 offer employer site visits for all undergraduates from any major. Registration starts December 2 at 10 am and ends December 12. Limited spots are available, so register early at <http://www.eace.org/committees/roadtrips.html> Cost is free! You are responsible for your own transportation.

**CORNELL DAYS, January 2009:** Meet with alumni from sponsoring corporations: employers pre-select participants; employers determine which class years may apply; students apply online by Friday, December 12, through CornellCareerNet/OCR. This is not a summer job program. All travel and expenses for Cornell Days are the responsibility of student participants, not employer hosts. Visit: <http://www.career.cornell.edu/cuTRAK.html>

**LONG ISLAND WORKS COALITION 2009 INTERNSHIP/STUDENT JOB FAIR:** January 8, Huntington Hilton, Route 110 Melville, Advance registration: 4:30 admission; general admission: 5:00 – 8:00 p.m. Info at: 631.843.4014 and [www.liworks.org](http://www.liworks.org). One-to-one résumé reviews and interviewing skills will be provided by business professionals.

**NEW JERSEY COLLEGIATE CAREER DAY:** Wednesday, January 7, 2009, 9:30 a.m.-3:30 p.m., Rutgers University, New Brunswick. On-line résumé submission, directions/parking & list of employers: [http://careers1.rutgers.edu/Online\\_Files/careerdays.asp](http://careers1.rutgers.edu/Online_Files/careerdays.asp) Questions to: 732.932.8105.

**COMING IN SPRING'09:** Bio Careers Conference (OUB), NonProfit and Government Career Fair, All-Ivy Environmental Careers Fair, Central NY Communications Consortium, Social Justice Career Fair, FRESH – Job shadows for first year students. Details: <http://www.career.cornell.edu/careerFairs/cuevents.html>

### 3. GRADUATE SCHOOL, CREDENTIALS and FELLOWSHIPS

- **Career Library reserve holdings:** for example, [Getting into Graduate School](#) and [Cracking the Academia Nut](#)
- **Building a Credential File:** <http://www.career.cornell.edu/credentialServices/default.html>
- **Graduate application guidance and timetable:** <http://www.career.cornell.edu/graduateStudy/school/default.html>
- **Graduate Record Exams:** Subject tests at Cornell and General tests at Prometric Testing Centers: <http://etsis4.ets.org/tcenter/tcenter.jsp>

**Fellowships and scholarships** offer generous financial support and excellent opportunities for study or work.

For guidance, see: <http://www.career.cornell.edu/fellowships/default.html> and if the fellowship requires University endorsement, speak with Beth Fiori, the Cornell Career Services Fellowships Coordinator ([btf1@cornell.edu](mailto:btf1@cornell.edu), 255.5296). A&S Advising Deans Jim Finlay in G55 and Maria Davidis in 172 Goldwin Smith can provide guidance.

#### **4. FINDING EMPLOYMENT OPPORTUNITIES**

**“How You Fit Into the Tight Job Market,” from the National Association of Colleges and Employers:**

<http://www.jobweb.com/studentarticles.aspx?id=2121>

**Campus resources for summer, intercession 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/students/default.html>
3. Cornell Undergraduate Research Program: <http://www.research.cornell.edu/undergrad/>
4. Cornell Entrepreneurship and Personal Enterprise Internships: <http://eship.cornell.edu/internships/>
5. Cornell Summer Programs: <http://www.sce.cornell.edu/sce/college.php>
6. Cornell Student Employment Services, 203 Day Hall: <http://www.sas.cornell.edu/ses/students.html>
7. Cornell Career Services Web sites and libraries in 55 Goldwin Smith and 103 Barnes Hall: <http://www.career.cornell.edu/jobsAndInternships/default.html>
8. CU students' reports on their past summer jobs: <http://www.career.cornell.edu/surveysAndSalary/summer.html>

**Credit-bearing Internships:**

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

**Register for Cornell CareerNet, the Cornell Career Services job listing and on-campus recruiting system** to 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. Complete your Profile at [www.career.cornell.edu/cuTRAK.html](http://www.career.cornell.edu/cuTRAK.html) and select “Yes” to receive CCS emails. Check the system regularly when you're looking for jobs or employers.

**Job Searching over Winter Break – 5 Easy Steps**

1. Take advantage of Career Fairs (listed above) and networking opportunities. Contact your local Cornell Club or Regional Alumni Club to find out about upcoming events. Alumni Club information: <http://www.alumni.cornell.edu/>
2. Research and contact potential employers. Review job and internship postings on Cornell CareerNet. Register your career profile to receive targeted career information, and to access jobs: <http://www.career.cornell.edu/cuTRAK.html>
3. Arrange a few information interviews over break to learn more about a career field of interest. Instructions to arrange and conduct an information interview are available at <http://www.career.cornell.edu/careerConnections/infoInterviewing.html>
4. Review job search information (résumé writing, cover letter and interviewing tips) available on the Cornell Career Services web site at [www.career.cornell.edu](http://www.career.cornell.edu).
5. Use job search resources in your local area like community job banks, classifieds and job boards, recruiting and placement services, and career resources at your local library. Ask about reciprocity to use career resource libraries at local colleges or universities.

#### **5. JUNIOR /SENIOR WOMEN - ALUMNAE GATHERINGS DURING WINTER BREAK**

**Junior/Senior Women - Alumnae Conversations** about life after Cornell, are hosted by alumnae in January 2009, in multiple cities around the U.S. to provide fora for graduates and graduating women to discuss diverse topics related to life after Cornell. See: <http://www.career.cornell.edu/womensDinners/default.html> for updated information. Registration open to Cornell women through December 10. Questions? Contact Nancy Law, [nfl1@cornell.edu](mailto:nfl1@cornell.edu), 203 Barnes.

#### **6. A&S CAREER SERVICES - In the Robert and Donna Paul Advising Center**

G55 Goldwin Smith Hall, Cornell University, 607/255-4166 • [as\\_careers@cornell.edu](mailto:as_careers@cornell.edu) • 8:00 a.m. – 4:30 p.m.

Professional staff: Diane Miller, Assistant Director; Irene Komor, Career Counselor. Jennifer Perry, Administrative Assistant, schedules appointments and coordinates Dean's Certification letters. Student Career Ambassadors (SCAs) critique undergraduate résumés and cover letters, on a walk-in basis and assist visitors in utilizing the A&S Career library. 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 Goldwin Smith.

**The office is closed December 24 – January 5; resume critiquing schedule during Winter Break is variable.**