

Arts and Sciences Career Services Newsletter

February 2009 Edition

www.arts.cornell.edu/career

The Robert and Donna Paul Advising Center, G55 Goldwin Smith Hall, Cornell University
607.255.4166 • AS_CAREERS@CORNELL.EDU • Open year-round Monday – Friday, 8:00 a.m. – 4:30 p.m.

In this Issue:

1. Upcoming A&S and Cornell Career Services programs
2. Career Fairs and Networking Events On- and Off-Campus
3. Graduate School Timetable
4. How to Discover Fellowship, Internship & F/T Job Openings and 3 current postings
5. Moving On
6. A&S Career Services Staff Directory – walk-in resume and cover letter critiques available daily

Career planning guidance and job search coaching is available in A&S Career Services. Practice interviews are available by appointment in A&S Career Services and in Cornell Career Services. Resume and cover letter critiques are available on a walk-in basis with Student Career Ambassadors in A&S Career Services and with Peer Advisors in CCS – 103 Barnes. On-campus interviews and university-wide career fairs are available via CCS.

1. UPCOMING A&S AND CORNELL CAREER SERVICES EVENTS AND PRESENTATIONS

- 2/2 Career Planning Workshop for Arts and Sciences Undergraduates, 4:40 p.m. (first of 3 in series)
- 2/2 Develop a Business Plan to Manage your Financial Job Search, 4:45 p.m., 233 Plant Science
- 2/3 Urban Semester Info Session for the semester-long option, 4:30 p.m., G87 MVR
- 2/3 Guidelines for Applying to Law School, 4:35 p.m., 103 Barnes
- 2/3 Vanderbilt Accelerator Program Info Session for business interests, 4:35 p.m., Kaufmann Aud.; interviews scheduled for 2/4
- 2/3 Your Job Search in a Tough Economy, 4:45 p.m., 122 Rockefeller
- 2/4 The Hanover Insurance Company, Firm-Wide Presentation, 5:00 – 7:30 pm, Statler Hotel Terrace Lounge, business casual
- 2/4 Urban Semester Info Session for the summer option, 4:30 p.m., 153 MVR
- 2/4 Job Search Strategies: Alternative Finance Careers, 4:45 p.m., 233 Plant Science
- 2/5 Career Options for Sociology Majors, 4:35 p.m., 142 Goldwin Smith
- 2/5 The Art and Science of Interviewing for Engineering Jobs, 4:45 p.m., B14 Hollister
- 2/10 Applying for a Paralegal/Legal Assistant Position, 4:35 p.m., 103 Barnes
- 2/10 Careers for Area Studies Majors, 4:35 p.m., Kaufmann Auditorium, Goldwin Smith
- 2/10 Writing Personal Statements and Themes for Health Career Evaluation Committee and Applications, 4:35 p.m., room TBD
- 2/10 American Eagle Outfitters, Firm-Wide Presentation, 12:30 – 1:30 pm & 3:00 – 4:00 pm, Statler Hotel Rowe Room, casual
- 2/11 Careers in Psychology and Social Work Panel, 4:30 p.m., 280 MVR
- 2/12 Guidelines for Applying to Graduate School, 4:35 p.m., 103 Barnes
- 2/17 How to Navigate Employer Events (info sessions, job fairs, etc.): A Practical Guide for Students, 4:45 p.m., B14 Hollister
- 2/18 Sophomore Orientation for Pre-Med Students, 4:35 p.m., Lewis Auditorium, Goldwin Smith
(repeated 2/20, 12:20 p.m.; North Rm., WSH)
- 2/19 Internship Opportunities with Cornell Cooperative Extension, 4:30 p.m., 153 MVR

- 2/20 Plan B: Taking a Year (or Two) Between College and Graduate School, 4:00 p.m., Kaufmann Auditorium, Goldwin Smith
- 2/23 How to Navigate the Nonprofit and Government Career Fair, 4:30 p.m., Kaufmann Auditorium, Goldwin Smith
- 2/23 Truman Scholarship Information Session, 4:35 p.m., 103 Barnes
- 2/24 CU in Hollywood: internships and career opportunities for undergraduates, 12:15 p.m., Schwartz Center Green Room
- 2/25 CU in Hollywood Information Session for summer 2009 opportunities, 4:30 p.m., 142 Goldwin Smith
- 2/24 Take the Work Out of Networking, 4:45 p.m., 122 Rockefeller
- 2/26 Careers for Engineers in the Green Economy (open to all students), 4:45 p.m., B14 Hollister

2. Spring 2009 ON- and OFF-CAMPUS CAREER FAIRS and Networking events
<http://www.career.cornell.edu/careerFairs/cuevents.html>

ALL IVY ENVIRONMENTAL CAREER FAIR, March 6, 10:00 a.m. – 3:00 p.m., Low Library, Columbia Univ., NYC
http://www.earth.columbia.edu/education/ivy_career_fair/index.html
 Register on-line; bus from Cornell available. Contact Claire Benton, Engineering Career Services, 201 Carpenter

BIO-EXPO 2009, March 5, 2:00 p.m., Duffield Hall Atrium

BIOLOGY MAJORS CAREER CONFERENCE, February 27-28, by advance registration only in 216 Stimson

CENTRAL NY COMMUNICATIONS CONSORTIUM, April 13 – 15, Syracuse. Submit resumes in February for interviews with employers in media and communications. <http://www.career.cornell.edu/careerFairs/cnycc/default.html>

CU NONPROFIT AND GOVERNMENT CAREER FAIR, February 26, 12:00 – 4:00 p.m., Statler Ballroom
<http://www.career.cornell.edu/careerFairs/nonprofgovtCF.html>

FRESH: JOB SHADOWS FOR FIRST YEAR STUDENTS: <http://www.career.cornell.edu/FRESH/rightForYou.html>
 Complete the 3 Step Application Process online by 7:00 pm on January 30, 2009

INTERNATIONAL STUDENTS E-FAIR FROM NACE – consult with Cornell Career Services staff in 103/203 Barnes for details.

IVY PLUS AND NIC eCAREER FAIRS: For more information, log in to Cornell CareerNet beginning in February (Dates TBA) and click on the Ivy Plus eCareer Fair and the NIC eCareer Fair logos.

ILR SOCIAL JUSTICE CAREER FAIR – April 10th; details to be announced

NONPROFIT CAREER NETWORKING FAIRS: <http://www.career.cornell.edu/publicService/careerFairs.html>
 Limited admission, open to Cornell students: February 20 in Boston; February 27 in Philadelphia; March 6 in NYC.

PRESIDENT’S COUNCIL OF CORNELL WOMEN Alumnae Panel and Networking Luncheon, March 6 – 8, 2009.
 Register on-line through March 1; <http://www.career.cornell.edu/careerConnections/pccw.html>

Numerous on-campus interviewing opportunities are available with deadlines for resume submission from mid-to-late January and beyond. If you are interested in the fields of consulting, financial services, marketing, merchandising, science research or related jobs and internships, apply on-line a.s.a.p. to On-Campus Recruiting via Cornell CareerNet.

3. GRADUATE SCHOOL APPLICATION TIMETABLE

Applying to graduate school is very similar to the process you used in applying to an undergraduate college at Cornell: there are basic requirements and deadlines to meet. Application procedures and timing for health professional schools are somewhat different from other degree procedures. Information is available through the Health Careers Program, Cornell Career Services in 103 Barnes Hall, or the CCS Graduate and Professional Studies Web page.

Junior Year	
Spring	<ul style="list-style-type: none"> • Become familiar with graduate school admissions criteria and degrees offered • Research areas of interest, institutions and programs • Register and prepare for appropriate graduate admission tests • Investigate fellowships and scholarships at Career Services in Barnes Hall
Summer	<ul style="list-style-type: none"> • Take required graduate admissions tests • Request application materials • Visit schools of interest, if possible • Work on application essay • Apply for fellowships and scholarships • Check application deadlines
Senior Year	
Fall	<ul style="list-style-type: none"> • Obtain letters of reference from professors and other reference people • Attend Career Services programs with visiting graduate schools representatives • Have application essays critiqued • Take graduating admissions tests if you did not earlier
December / January	<ul style="list-style-type: none"> • Send in completed graduate school applications
January	<ul style="list-style-type: none"> • Send in completed financial aid applications and appropriate standardized forms • Check with all schools before deadlines to make sure your file is complete
Spring	<ul style="list-style-type: none"> • Keep track of acceptances, wait lists, and rejections • Visit schools that accept you
April / May	<ul style="list-style-type: none"> • Accept offer of admission and matriculate at your school of choice • Notify other schools that accepted you of your decision not to attend • Send thank-you notes to reference people

This timetable is based on the ideal, and many applicants will not be able to follow it if they decide to attend graduate school at the last minute, or if their programs' deadlines are different than those suggested. Overall, keep in mind the various requirements for applying and be sure to meet all deadlines.

4. HOW TO DISCOVER EMPLOYMENT OPPORTUNITIES and OCCUPATIONAL INFORMATION

Campus resources for summer, intersession and year-round research, academic and employment information:

1. Check your academic departments' and college career offices' bulletin boards, file cabinets, books and binders
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 Entrepreneurship Internships - <http://www.eship.cornell.edu/internships/student/index.html>
5. Cornell Summer Programs - <http://www.sce.cornell.edu/sce/college.php>
6. Cornell Student Employment Services, 203 Day Hall - <http://www.sws.cornell.edu/SES/home.htm>
7. Cornell Career Services Web sites and libraries in G55 Goldwin Smith and 103 Barnes Hall
<http://www.career.cornell.edu/jobsAndInternships/default.html>
8. Cornell CareerNet job listing system: www.career.cornell.edu – Check weekly for additions.
9. If you are work-study eligible, you can apply for funding through DY0: have up to 50% of your wages subsidized by Cornell. Application in 203 Barnes Hall or Day Hall. <http://www.career.cornell.edu/jobsandinternships/DY0/faq.html>
10. CU students' reports on their past summer jobs: <http://www.career.cornell.edu/surveysAndSalary/summer.html>

Employment Agencies and other third party recruiters: <http://www.naceweb.org/committee/whitepapers/student3gde.htm>

What have Cornell alumni done with their majors? See: <http://www.arts.cornell.edu/career/careersafter.asp>

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

Career Information: *Vault.com* offers salary data and day-in-the life profiles. *From www.career.cornell.edu: select Career Library from the side navigation bar * see Other Helpful Resources: Vault Guides *Use your net ID and user password to access the Cornell subscription to the *Vault.com* on-line library.

Bloomberg L.P. wants to hire Cornell Arts & Sciences students with strong analytical skills and some computer programming experience who are not Computer Science majors. The full-time, entry-level position they are hiring for is listed on Cornell CareerNet as *ENG-2009 Financial Application Engineer*. Students applying for this job are strongly encouraged to attend the Bloomberg Info. Session on February 24 at 6:00 pm, time to be listed on CCNet. For more on jobs and internships with the company, see: <http://about.bloomberg.com/careers/index.html>

The Robert S. Hatfield Award grant will be awarded to an undergraduate, graduate student, or faculty member with a demonstrated interest in studying ethical considerations in business. The award can be used to help fund a research project, to attend a conference, or to defray travel costs to visit a corporate executive, with the purpose of studying the real life implications of ethics in business. March 12 application submission – questions to Christa Downey in A&S Career Services. Web page in development: <http://www.arts.cornell.edu/career/speciallinks.htm> ->Hatfield

The UNESCO Laura W. Bush Fellowship is intended for American college/university students who express an interest in international collaboration but as of yet have not been afforded many opportunities to travel abroad. The length of time for the travel is expected to be between 4 and 6 weeks and should include interaction with individuals from other nations. The deadline for applications will be March 1, 2009 (5:00pm EST). Eligibility and details about the application process are posted at: <http://www.state.gov/p/io/unesco/c25426.htm>

5. MOVING ON

Business Week's Best Places to Launch a Career:

http://www.businessweek.com/magazine/content/08_37/b4099036455774.htm

Consider Relocating: <http://www.rileyguide.com/relocate.html>

National internship housing listings from UC-B Career Center: <http://career.berkeley.edu/Internships/IntHousing.stm>

Taking an internship in NYC? – Housing options and other resources from Cornell Summer session site:

<http://www.sce.cornell.edu/ss/programs.php?v=URBAN&s=Housing+in+NYC>

Moving to D.C.? See local job postings and housing info from the Resident Resource Center:

http://rrc.dc.gov/rrc/cwp/view,a,1184,q,447156,rrcNav_GID,1416,.asp

DC internship housing options: <http://www.now.org/organization/intern.html#housing>

JobWeb article, “Ready to Graduate? No Job in Sight?”: <http://www.jobweb.com/studentarticles.aspx?id=844>

Career Advice from NYTimes.com & Monster.com: <http://www.nytimes.com/marketing/jobmarket/career-resources/>

Tips for researching companies and much more from Cornell Library Guides:

<http://guides.library.cornell.edu/content.php?pid=4197&sid=25623>

USNews and World Report article, “The 30 Best Careers for 2009”: <http://www.usnews.com/articles/business/best-careers/2008/12/11/the-30-best-careers-for-2009.html>

Wall Street Journal “Best and Worst Occupations”: <http://online.wsj.com/article/SB123119236117055127.html>

New York Job Source web site <http://nyjobsources.com/> includes internships, employer profiles and more.

6. ARTS & SCIENCES CAREER SERVICES STAFF

Christa B. Downey, Director; Diane Miller, Assistant Director; Irene Komor, Career Counselor

Jennifer Perry, Administrative Assistant; Student Career Ambassadors provide walk-in career planning services.

Student Career Ambassador hours spring semester 2009:

Monday: 10:30 a.m. – 4:15 p.m.; Tuesday: 9:00 a.m. – 1:00 p.m. & 2:45 – 4:15 p.m.; Wednesday: 10:00 a.m. – 4:15 p.m.;

Thursday: 10:00 a.m. – 3:00 p.m.; Friday: 10:30 a.m. – 1:00 p.m. & 2:30 – 4:15 p.m.