

# Arts and Sciences Career Services Newsletter

## May 2009 Edition

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

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### **1. Making the Most of Your Job and Continuing Your Career Planning**

#### **Making the Most of Your Job or Internship:**

Be aware of your supervisor's expectations. • Know how your progress will be monitored. • Seek clarification about assignments when you are uncertain. • Keep copies of your work product and ask for feedback. • Ask to attend office meetings and participate in office events, as appropriate. • Take pride in your abilities and consider requesting additional assignments, as you're able. • Initiate networking opportunities: meet members of the organization. • Contact the local Cornell Club or Alumni Association and attend Cornell events. • Keep a list of the names and contact information of those with whom you worked and met. • Request letters of recommendation from your supervisor when your job is over; open a credential file for your letters; Cornell Career Services partners with [Interfolio.com](http://www.interfolio.com): <http://www.career.cornell.edu/credentialServices/default.html>

**National Association of Colleges and Employers** offers multiple resources on career planning and job search. Link to: <http://www.jobweb.com/students.aspx?id=188>

**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 application process. Contact them at 1725 Eye Street, NW, Suite 900 Washington DC 20006, 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](http://www.arts.cornell.edu/career/careerexploration.htm#5) advice on considering attending graduate or professional school: <http://www.arts.cornell.edu/career/careerexploration.htm#5>

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

[International Students and Scholars Office](http://www.isso.cornell.edu/students/academic.php) 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> Assistant Dean Heather Struck is available in 172 Goldwin Smith Hall to help you with the law school admission process. Walk-ins with Dean Struck are available on Tuesdays and Thursdays from 1:30 – 3:00 p.m.; to schedule an advising appointment, stop by 172 GS or phone 607.255.4833.

**One-to-Two Year Job Options:** <http://www.career.cornell.edu/options/wtbegin.htm>

**Year of Service Programs:** [http://www.idealists.org/resource\\_guides/guide\\_yrservice\\_intro.html](http://www.idealists.org/resource_guides/guide_yrservice_intro.html)

**Working with Employment Agencies:** <http://www.naceweb.org/committee/whitepapers/student3gde.htm>

**Working with a Recruiter:** <http://humanresources.about.com/cs/recruiting/a/recruiters.htm>

#### **Wondering what kind of starting salary you can expect?**

[Careers After Cornell](http://www.arts.cornell.edu/career/careersafter.asp): <http://www.arts.cornell.edu/career/careersafter.asp> -- Cornell specific information

[National survey](http://www.jobweb.com/Jobs/market.aspx?id=904): <http://www.jobweb.com/Jobs/market.aspx?id=904>

### **Money Magazine's annual list of Best Jobs and Companies:**

<http://money.cnn.com/magazines/fortune/bestcompanies/2009/index.html>

### **Short term or seasonal positions – a sampling** (more at [www.career.cornell.edu](http://www.career.cornell.edu) -> *Jobs and Internships*):

- **Americorps** offers the chance get paid (and defer school loans) to serve for 10 – 12 months through local and national non-profit groups: [http://www.americorps.gov/for\\_individuals/why/index.asp](http://www.americorps.gov/for_individuals/why/index.asp)
- **National Park Service** seasonal opportunities: You may submit an application to the park where you wish to be considered or view positions on line: <http://www.usajobs.opm.gov/>; <http://www.nps.gov/>; <http://www.sep.nps.gov/>

**Cornell DYO Program or NYC Public Service Corps Internships:** Students must be Federal Work Study eligible academic year 2008-09; Students do not have to have work study left from this year to apply; Students must be continuing as an undergraduate for Fall 2009; If a student is on leave or not registered this year, or has not completed the 2009-10 Financial Aid application, he/she is not eligible; The DYO employer must be a non-profit or very small for-profit, and offer a career-related internship which is full-time, pays an hourly wage and lasts 8-10 weeks. See <http://www.career.cornell.edu/jobsandinternships/DYO/default.html> for a printable DYO employer cover letter, the application and tips/guidelines. This page also has the link to details on the NYC PSC in the left navigation bar. NYC PSC applications are available in 203 Barnes Hall. Completed applications are due May 15.

## **2. On- and Off-Campus Career Fairs and Recruiting this Summer and Fall**

**CORNELL CAREER FAIRS 2009:** featuring over 150 companies and organizations -- ranging from Fortune 500 companies to government and not-for-profit organizations. Come in “business casual” dress and bring your résumé, if possible. Full description at: <http://www.career.cornell.edu/careerFairs/universityCareerFair/generalInfo.html>

- **General Interest Career Fair**, Tuesday, September 15, 10:00 a.m. - 3:00 p.m., Barton Hall
- **Technical & Engineering Careers**, Wednesday, September 16, 10:00am - 3:00pm, Barton Hall

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

**Career Fairs Global:** <http://www.cfg-inc.com/> Career fairs in over 35 cities around the U.S. Search their database for events by region, by companies participating in each event, and by positions that companies will be trying to fill.

**Idealist.org:** <http://www.idealist.org/if/idealist/en/CareerFair/AllFairs/default?career-fair-type=CAREER>  
Job fairs and graduate school information fairs at U.S. colleges for careers in the nonprofit sector

**NACE International Student Career Fair:** Link to: <http://asp.symplicity.com/nacelinkvcf/> thru 6/1. Fill out the registration form under "Candidate Registration." Once the registration is approved you'll receive login instructions.

**New Jersey Collegiate Career Fair:** May 28, 2009. [http://careers1.rutgers.edu/Online\\_Files/careerdays.asp](http://careers1.rutgers.edu/Online_Files/careerdays.asp)

## **3. Discovering Jobs and Internships – 7 Easy Steps**

1. Take advantage of Career Fairs (listed above) and networking opportunities. Let family members and friends at home know what you're looking for. Contact your local Cornell Club or Regional Alumni Club to find out about upcoming events. Alumni Club information is available at: <http://www.alumni.cornell.edu/>.
2. Research and contact potential employers. Use employer and industry directories; visit company web sites; use CCS web page resources; read trade and industry publications; review job and internship postings on Cornell CareerNet. Register your career profile to receive targeted career information and to access lists of job advertisements: <http://www.career.cornell.edu/cuTrak.html>. There are currently 400 entry-level and internship listings accepting applications between now and the end of June.
3. Arrange a few information interviews to learn more about a career field of interest. Guidance on how to arrange and conduct an information interview is here: <http://www.career.cornell.edu/careerConnections/infoInterviewing.html>
4. Review job search information (networking, resume 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 such as community job banks, classified ads and job boards, recruiting and placement services, and career resources at your local library. Request reciprocity to use career resource libraries at local colleges or universities.

6. Prepare and submit resumes and cover letters: get a resume critique; tailor your resume and cover letters; follow up after submitting your resume and cover letter.

7. Interview and follow up: have mock interviews; schedule a telephone or office appointment with a mentor or career staff advisor to discuss your interviewing skills; send thank you letters within a couple days of the interview.

#### **4. Looking to stay in the Ithaca region for a summer or a year?**

**Check out the following local job search resource for off-campus employment:**

Tompkins Workforce New York, 2<sup>nd</sup> Floor, Center Ithaca on The Commons: <http://www.tompkinsworkforceny.org/>

#### **5. Fellowships and Scholarships to Consider Now for Next Year**

Fellowships and scholarships offer funding for continued study in distinct fields of academic/career interest. Dean Maria Davidis 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>

Plan ahead! Prestigious scholarship application deadlines generally are in early- to mid-fall. If you're an excellent student and have distinct fields of interest, contact Beth Fiori *before* you leave for summer break.

**Here is a selective list of some fellowships available to undergraduates:**

**If you'll be a senior next year, consider:**

**The Alpha Fellowship Program** will offer fellowships for U.S. citizens to work in Russia for six months in the fields of business, media, government, and public policy. Sufficient fluency in Russian language is preferred; the program will also offer intensive language instruction prior to Fellows' departures for Russia. Next year's application deadline is December. Applications and information: [www.cdsintl.org/fromusa/alfa.htm](http://www.cdsintl.org/fromusa/alfa.htm)

**The Rhodes Scholarship** funds two years of post-baccalaureate study at Oxford University. It is open to students in any field. Strong applicants have a GPA above 3.8, a compelling reason to study at Oxford, an extensive leadership and public service record, a wide range of extracurricular activities, and a history of participation in athletics. Contact Beth Fiori at [bf1@cornell.edu](mailto:bf1@cornell.edu) before June for application this fall.

**The Marshall Scholarship** funds two years of post-baccalaureate study at any university in the UK. It is open to students in any field. Only citizens of the US are eligible. Strong applicants have a GPA above 3.8, a compelling reason to study in the UK, an extensive leadership and public service record, and a wide range of extracurricular activities. Contact Beth Fiori at [bf1@cornell.edu](mailto:bf1@cornell.edu) before June for application in the fall.

**The Luce Scholarship** provides a one year experience in Asia in an internship arranged individually for the scholar. Applicants must be US citizens under 30 years of age, be able to show clear evidence of leadership in their chosen field, and are not required to have a professed career interest in Asian Affairs or have had significant exposure to Asia. The next application deadline is November.

**The Churchill Scholarship** funds one year of post-baccalaureate study at Cambridge University. It is open to students in the natural sciences, mathematics, and engineering. Only citizens of the US are eligible. Strong applicants have a GPA above 3.8, extensive research experience, a clear research proposal for Cambridge, and GRE scores in the top 10%. The next application deadline is November.

**The Carnegie Endowment for International Peace Junior Fellows Program** offers paid one-year research internships for graduating seniors or recent graduates intending a career in international relations. Applicants do not need US citizenship, but they must be eligible to work in the US. The next application deadline is December.

**The Gates Cambridge Scholarship** supports between one and four years of study at Cambridge University in any field. Candidates should be of high academic standing with exceptional leadership and service records. Citizens of any country except the UK are eligible. <http://www.gatesscholar.org/>

**Echoing Green Public Service Fellowship** provides seed money and technical support to social entrepreneurs who want to start new public service ventures. Applicants must commit to development of their project organization for two consecutive years, full time. Project must be original, sustainable, and make a long-term impact on the community. Visit: [www.echoinggreen.org/](http://www.echoinggreen.org/)

**The Soros Fellowship for New Americans** supports up to two years of graduate study in any field in the United States. To be eligible you must either have a bachelor's degree or be in your final year of undergraduate study. The Foundation defines a New American as an individual who (1) is a resident alien, i.e., holds a Green Card, or (2) has been naturalized as a U.S. citizen, or (3) is the child of two parents who are both naturalized citizens. Selection is based upon (1) creativity, originality, and initiative; (2) a commitment to and capacity for accomplishment, demonstrated through activity that has required drive and sustained effort; (3) a commitment to the values expressed in the U.S. Constitution and the Bill of Rights. [www.pdsoros.org/](http://www.pdsoros.org/)

**If you'll be a junior next year, consider:**

**The Truman Scholarship** is for juniors with outstanding leadership potential. It provides \$30,000 for graduate school as preparation for a career in government or public service. A wide variety of fields can lead to public service careers: traditional fields such as education, economics, or public policy as well as less obvious ones such as engineering, environmental management, or agriculture. To be eligible, you must be a US citizen or national and a full-time student in the junior class with a minimum GPA of 3.5. In addition, you must demonstrate a sustained record of public and community service and evidence of leadership through class work, participation in student or community organizations, or through work experience. Contact Beth Fiori at [btfl@cornell.edu](mailto:btfl@cornell.edu) before June for application this fall.

**If you'll be a junior or a sophomore next year:**

**The Goldwater Scholarship** is for students who plan a career in mathematics, the natural sciences, and some fields of engineering. Your ultimate educational goal should be a Ph.D. The scholarship provides \$7500 for undergraduate study. To be eligible, you must be a US citizen or resident alien with the intent to obtain US citizenship. You should have a minimum GPA of 3.8 and solid research experience. The next application deadline is November.

**The Udall Scholarship** is for students who plan a career in environmental public policy or, if they are Native Americans or Alaska Natives, a career in health care or tribal policy. The scholarship provides \$5000 for undergraduate study. To be eligible, you must be a US citizen or permanent resident, have a minimum GPA of 3.0 (though a GPA of 3.5 is recommended) and be in the top quarter of your class. You must be able to demonstrate commitment to your career path through course work, community service, and work experience. The 2008 application deadline was February.

**Rotary Foundation Scholarship for Study Abroad** award offers one to three years of undergraduate or graduate study in any subject, at any university where there is a Rotary Club. Undergraduates must have completed two years of university work while graduate candidates must hold a Bachelor's degree. Apply between March and July in the year prior to the year of the award to Rotary International, 1560 Sherman Avenue, Evanston, IL 60201.

**6. Arts and Sciences Career Services Staff in the Robert and Donna Paul Advising Center**  
**G55 Goldwin Smith Hall, Cornell University • 255-4166 • [AS\\_CAREERS@CORNELL.EDU](mailto:AS_CAREERS@CORNELL.EDU)**  
**Open year-round Monday – Friday, 8:00 a.m. – 4:30 p.m.**

Christa B. Downey, Director • Diane Miller, Assistant Director • Irene Komor, Career Counselor  
Jennifer Perry, Administrative Assistant • Student Career Ambassadors (SCAs).

**Arts & Sciences Career Services, Cornell University is on Facebook**

Career planning guidance, job search coaching and practice interviews are available by appointment. During the academic year, quick questions, resume and cover letter critiques are available on a walk-in basis with SCAs.