



CareerStreet

A Publication of the Macalester College Career Development Center
Vol. 8 - February 26, 2004

*"A goal is a dream that has an ending."
 -Duke Ellington*

Commencement



CAP AND GOWN orders will be taken on **March 4, 2004** between 10 AM and 2PM in the Campus Center, Lower Level.

Payment of \$20 cash or check must accompany all orders. Checks should be made payable to *National Student Services*.

If you cannot make this date, you can stop by the CDC, Kagin Commons 1st Floor during regular business hours through Friday, March 12, 2004.

All orders must be placed before Spring Break. Friday, March 12 will be the final date to order your cap and gown.



Hot Jobs

Find details on these opportunities on our web site under [Grand Avenues](#).

Hubbard Broadcasting, Inc.
St. Paul, MN
Marketing and Promotions Coordinator

This position is responsible for assisting in the marketing and promotion efforts of AM 1500 and FM 107 radio stations.

Deadline: March 2



Counselor's Corner

INFORMATIONAL AND MOCK INTERVIEWS by John Mountain, Career Counselor Career Development Center

As the old adage goes - practice makes perfect. This definitely holds true for interviewing. There really is only one way to improve your interviewing skills and that is to Practice!

The key to your interviewing success is to get that experience without using real interviews as your training ground. Two non-threatening ways to get that experience are informational and mock interviews.

Informational Interviews: As the name implies, informational interviews are meant to provide you more information about a particular organization or position.

- Potential informational interviewers include:
 - o Alumni that now work in the industry/organization you are targeting
 - o Contacts from professors
 - o People from local/regional/national associations that are related to your career interests

- You need to take charge of the interview. Don't just go in and ask "tell me what you do". Remember:
 - o Be able to answer the question, "Why you are interested in this

Macalester at Work

by Liz Bartels, '04
 CDC Student Staff



Tomas Peshkatari '04 is a graduating senior who was recently offered a job at Credit Suisse First Boston Bank of New York.

CDC: How long did it take to complete your resume and cover letter?

TP: I have had a resume since the summer of my freshman year. It has been in development throughout the years as I have applied to internships and revised it with the help of the Career Development Center. The CDC helped me keep it up-to-date and more professional looking. Overall it has been a long-term process.

CDC: How did you determine that an organization was a good fit for you?

TP: I wanted to do banking, and I knew I wanted to be in New York, so I guess having a focus helped me quite a bit. Last fall, as soon as I returned from home, I traveled to New York and met with alumni that worked in investment banking to do

**National Sports Center,
Schwan's USA Cup Soccer
Tournament, MN Amateur
Sports Commission
Blaine, MN**

Paid internships in areas of sports management and marketing:

*Registration Director for Star of the North Games

*Golf Programs Operations Coordinator

*Media Relations Coordinator

*Sports Administration & Event Management

*Publications Assistant

Deadline: March 15

**TCF Bank
Minneapolis, MN
Credit Analyst**

Provide management with an accurate and independent assessment of commercial lending customers' financial condition. Includes: Account Management - Planning, Accounting - Auditing, Consulting, Customer Service, Finance, Risk Management - Assessment.

www.tcfexpress.com

Deadline: March 16, 2004

**On-Campus
Recruiting**

Admission Possible

March 11 - Information Table
Campus Center, Lower Level

Teach for America

March 22-26 - Interview

**Upcoming CDC
Events**

Resume Writing

Tue., March 2

12:00 Noon-1:00 p.m.

Campus Center 207

Long Distance Job Search

Tue., March 9

12:00 Noon-1:00 PM

organization/field?"

o Ask specific information about the organization so you can get a better idea if it is a good fit for you

o Don't assume your informational meeting will lead to a job/internship offer from this organization.

o Ask if there are other people he/she thinks would be good for you to meet with?

Mock Interviews: Also known as "Practice" interviews, have the same feel as a real interview, but are designed to provide honest feedback on your interviewing skills in a less threatening environment.

• Potential Mock interviewers include:

- o CDC Career Counselors
- o Current/former supervisor
- o Family friend who is an experienced interviewer

• Things to think about are:

- o Treat it just like a job/internship interview
- o Prepare the interviewer on what type of organization/position you are pursuing
- o Ask for direct feedback. Specifically on content of answers, presence, areas for development, etc.

Make sure that the person you select is willing to give you honest feedback. The last thing you want is someone who is only going to tell you the positive things when there are areas that need to be developed. In that scenario, you might be making the same mistakes over and over again. Let the interviewer know if there are certain areas or questions that you are struggling with. That way, the interviewer can ensure to weave those questions into the interview.

Finally, always remember to send Thank You notes to everyone that helped you out. Make sure you keep their contact information organized so you can keep in touch with them as well as update them on your search.

informational interviews. We talked about the industry, the specific organization, what they did, and the expectations and responsibilities of an entry-level position. These organizations are so huge and contain so many groups and divisions within themselves, that the best way to get to know them is through many informational interviews. From my observations, investment-banking culture is quite uniform across firms. Thus, reputation aside, it was hard for me to really distinguish an organization from another. It is at the division/group level that you can really start to distinguish.

You don't really get to pick and choose. The organizations you apply to will be restricted to the network you will be able to develop. I did do a lot of research and many banks had online applications, but trust me, the only way in is either on-campus recruiting, or through a person, usually alumnus, that works there.

CDC: How did you prepare for an interview?

TP: Having natural charm and being a good public speaker is extremely important. Apparently, I lack the genes responsible for those characteristics. I really started preparing when I got my first interview. When I was called back the interviewer, who was a Macalester alumnus, told me he had good and bad news for me. He said he liked me, and that I would advance to the next round, but my interviewing skills needed radical improvement. It was a wake up call. I needed to know more information about the industry, finance, and how to interview. While I was preparing, one of the most helpful things was to use the CDC resources. I was biased towards business related positions, so the [Vault](#) website was a prime resource. In addition, mock interviews were extremely helpful. CDC staff film the interviews and then advise you while watching the tape. These are small things, but they are really important when you go into an interview. Everyone who has an interview

Campus Center 207

**Choosing a Major
Tue., March 23**

4:45-5:45 PM

Kagin Resource Library

**Junior Econ Students
Wed., March 24**

5:00-6:30 PM

Kagin Resource Library

**1st Year Program
Tue., March 30**

4:45-5:45 PM

Kagin Resource Library

Web Watch



There is a new resource on the CDC homepage. [NACElink](#) is a current professional position database. Companies who post on this site include: Abbott Laboratories, Accenture, DC Comics, Hewlett-Packard Company, Nestle, Procter & Gamble, and Warner Music Group. You may create your own account, upload your resume and submit it to employers.



**Beyond
the Piggy
Bank**

The Career Development Center and

Financial Aid Office have teamed up to provide you with information on managing your personal finances. We hope you find the information useful. This newsletter's topic is:

"Preventing Fraud"

Next Issue: Interview Tips

Did You Know?

**Pre-Health Professions
Advising**

Laurence A. Savett, M.D. is helping to advise students interested in medicine or other health care professions.

Dr. Savett practiced primary care internal medicine for 30 years. He teaches a fall semester course called "The Human Side of Medicine: Learning What It's Like to be a Patient and What It's Like to be a Physician." His book, of the same name, published in May 2002, is available in the college bookstore. He has served on the admissions committee of the University of Minnesota Medical School, where he is Clinical Professor of Medicine.

His advice will be helpful to those in all years of study, including:

- those already committed to a career in medicine or other health care field;
- those beginning to consider such a career and wondering what it is like;
- those who are applying to medical school or other health care professional school this year;
- those who are looking for worthwhile and fulfilling volunteer activities.

To arrange an appointment with Dr. Savett, please call him at his home, (651) 690-2933 or e-mail him at: savet001@tc.umn.edu.

**Senior S.L.A.M.
(Seeking Life After
Macalester)**

Thinking about a career in the nonprofit sector? NYU Wagner Graduate School of Public Service just published the results of a study made on connecting graduating college students with nonprofit

should do the mock. Even if you are a good public speaker, you might not know that you keep moving your legs, or fiddle with a pen you might have in your hand, or not look the interviewer in the eye. You get the point.

CDC: Was it difficult to balance your schoolwork with your job search?

TP: It was almost impossible. I basically had to shut down all schoolwork. Preparing for interviews reflected in my GPA, but getting a job in investment banking was very important to me. If anyone is going to take this seriously though, especially interviewing in the industry I did, this is sort of necessary. Hiring for consulting and investment banking happens in the fall semester of your senior year. You travel a lot and you miss a lot of classes. Your social life is going to suffer a little too. In general, if you're going to be interviewing, cut yourself some slack somewhere else. It was really hard to balance my life during job search.

CDC: If you could tell the juniors anything about preparing for their senior year, what would you tell them?

TP: I can't help being biased in my advice since I was so focused on getting a job instead of pursuing academia, and I was obsessed with a specific industry. But, in general, if you're serious about getting a job, then start early. Taking credentials for granted, I would say having a resume ready and having contacted alumni early helps. You get to know more about what you might want to do and show them you are interested. The contact person does not have to be an alumnus. It can be anyone. A person that helped me quite a bit was someone I met at the airport while traveling to NY. Leave no stone unturned, you never know. Also, make the CDC part of the process. I worked there one summer and that

The Bookshelf

201 Best Questions to Ask on Your Interview—
Author John Kador,
McGraw-Hill,
New York,
NY 2002.



Asking the right questions can help you ace the interview and get the job you really want. The most important question job interviewers ask is frequently the last one. That's when they lean forward and say, "Do you have any questions?" Does this sound familiar to you? Are you often at a loss for words and want to just get out of there? As author John Kador points out in his book, this is actually your moment to shine, to demonstrate that you have done your homework and that you are a good fit for that organization. Most importantly, it set you apart from the other qualified candidates competing for your job.

Demonstrate that you are a superstar, a topnotch applicant! Improve your odds! This book provides you with the questions and techniques you need to nail this most crucial part of the interview process. Packed with 201 proven questions, including examples of some of the smartest and dumbest interview questions from hundreds of recruiters, job coaches, hiring managers, and Fortune 500 human resources professionals, this hands-on guide gives you the edge you need.

March into your next interview prepared with questions such as: What exactly does this company value the most and how do you think my work for you will further these values? What kinds

organizations.

Some interesting information - there are over 1.8 million registered organizations, with annual revenues of \$1 trillion and assets of \$2 trillion. In 1998, the sector employed 11 million paid workers or 7% of the country's workforce, as well as 5.7 million full-time volunteers. And the sector is growing. Between 1977 and 1997, the nonprofit sector's revenues grew at nearly twice the rate of the country's economy.

And about those salaries? Well, the data is mixed but a 2002 study by Rhum and Borkoski found that "persons working for nonprofits receive approximately the same pay as they would if employed in the equivalent positions by profit-seeking firms. This is true even though nonprofit employees earn an average of 11% less than their counterparts with similar observed attributes. The reason for the lower earnings is that nonprofit jobs require fewer hours and are concentrated in a small number of industries that tend to offer relatively low pay but are likely to be desirable places in which to work."

If you are looking for jobs or internships in the nonprofit sector, check out the CDC's web page at <http://www.macalester.edu/cdc/jobsinnonprofits.html> for some good sites that can get you started. Note also that Idealist.org will be hosting a nonprofit job fair at the University of Minnesota on April 7, 2004. [Go their web site for more information.](#)

Junior Jump-start

Take a moment. One of the hazards of an environment like Macalester is that it is difficult to take the time to pause and reflect. We don't offer much support to do that - it's much more common discuss how busy and overwhelmed we are. When was the

was helpful. I knew where the resources were and I knew the people. Frankly, you don't even have to wait until your junior year to get started.

Lilly Pad (Notes from the Lilly Project)

"Committed Living: A Symposium on Life, Work and Values After Macalester" February 26 – 28, 2004

All of us seek a meaningful working life. Indeed, our work often defines our lives, so it is important to develop our working lives in ways consistent with the meanings we value most. Yet not everyone manages to create a working life imbued with meaning. How can one secure such a life? How can one avoid the traps and obstacles that keep us from doing meaningful work? And what of ethics: How can we integrate our philosophical or religious values into our working lives?

As Macalester students anticipate their post-college working lives, some preparation for facing these challenges is in order. This symposium will foster reflection on developing a fulfilling working life – a working life that is a vocation rather than just a job.

The symposium on Committed Living will bring together students, faculty, alumni, and others who are committed to integrating their deeply held values into their working lives.

Thursday, February 26 11:50 – 1:00 Chapel:

Andrew Delbanco, Columbia University
Should the Market be our Guide? Ethics and Self-Advancement in American Life

7:30 – 9:00 Art Gallery: Dorothy Bass, Valparaiso University
It's About Time: Why Sabbath Matters in the 21st Century

of processes are in place to help me work collaboratively? What's the most important thing I can do to help within the first 90 days of my employment? In what areas could your team use a little polishing? When top performers leave the company, why do they leave and where do they usually go?

With chapters arranged around key themes, such as "the company," "the job," and "the community," 201 Best Questions to Ask on Your Interview not only supplies you with the correct questions for nearly every context but also coaches you on the precise ways to ask them. It is a must read!

(This book can be found in the Kagin Resource Center. Book review prepared by Claire Benton, Graduate Assistant, Career Development Center.)

Grad School Notes

PLANNING AHEAD

Are you graduating in May and considering going to graduate school in the next five years? Here are some simple things that you can do to plan ahead.

* Take the GRE, LAST, or GMAT. Research which standardized test your future program will require. The longer you are out of school, the lower your test scores will be. Test scores are good for five years. Take 'em and bank 'em.

* Secure recommendation letters from faculty. Now is the time when the faculty knows you best. Ask three faculty members to write you letters of recommendation for future applications. You don't want to wait four years and find that the faculty members are no longer at Macalester, and/or don't remember you well.

last time YOU took some time to pause and reflect - what am I doing? why am I doing this? how do I feel about this? where am I going? We know that only 8 of you attended the sophomore retreat last year - a time specially set aside to pause and consider what you were up to.

Junior year has a lot going on. Many of you study abroad. As many are in internships or are planning to do internships. There is growing awareness that next year is THE last year and you'll probably need to make plans for what you will do when you leave. Makes choosing a major look easy!

Lee Knefelkamp, Mac alumnae, professor in Higher Education at Columbia University, and noted scholar on student development and diversity, told a story at a conference in Minnesota last year. With the editorial license of a foggy memory, we offer this version. 'A music critic went to a concert to hear a famous pianist who was renowned for his rapid, yet artistic and clear pieces. After the concert, the critic approached the pianist, saying how amazed he was at the way the pianist was able to play the very fast sections of the piece. The pianist said to the critic "it's not the notes that are a challenge - the spaces between the notes are the challenge. It is in the space that the art lies".'

It is in the spaces of our lives that our art lives, where our learning occurs. If we fail to create that space, we don't create or learn as much as we could - about ourselves, others, a topic. Take some time to reflect - whether you are exploring the glorious spaces of New Zealand, grinding it out in Olin-Rice, or hoofing it downtown to work. Find someone to share your thoughts with. Maybe start a journal (want to share your journal on-line? check out livejournal.com). Take a meditation class through Health Services to create a clear space. Doing it now will make your future decisions easier and you'll feel better in the

Friday, February 27

12:00 - 1:00 John B. Davis

Lecture Hall:

Jon Beckwith, Harvard Medical School

Adventures in the Gene Trade: Social Activism and Science

3:00 – 4:30 Chapel:

Student Panel

Unexpected Paths/Reexamined Lives: Hearing the Voices of Macalester Students

4:45 – 6:15 Chapel:

Peter Rachleff & Alumni

Laboring for Labor

7:30 – 9:00 Weyerhaeuser

Board Room:

Christine Willcox & 3 guest Artists

Art & Ethics

Saturday, February 28

10:00 – 11:45 Chapel:

Student Panel

Work & Vocation in International Perspective: Lilly Summer Research 2003

1:30 – 2:30 Chapel:

Judy Wicks, Founder of the White Dog Café, Philadelphia

Profit & Principles: Living a Committed Life through Business

For more information on this symposium, see our website at www.macalester.edu/lillygrant or contact the Lilly Project at 651-696-6052 or crawford@macalester.edu.

Featured Article

FIVE GUARANTEED WAYS TO ANNOY A RECRUITER: How to Minimize Your Chances of Getting the Job You Want

As a college student, you begin to work with recruiters for the first time in your career. Always remember that

* Research possible graduate schools. Speak with faculty and alumni to begin thinking about which graduate programs are the best match to your interests.

* Research funding opportunities. You currently have the advantage of being on campus and having access to both the Career Development Center's and the library's reference materials about graduate school funding. Create a folder of funding resources for the future.

Featured Fellowships

[The Fund for Theological Education](#) is one of the leading advocates for excellence and diversity in pastoral ministry and theological scholarship. The Fund enables gifted young people from different racial and ethnic backgrounds within the Christian faith to flourish as they explore and respond to God's calling in their lives. General eligibility requirements:

- Students interested in exploring ordained ministry as their life's work
- Juniors and seniors in college
- Must be citizens of the U.S. or Canada
- Minimum 3.0 GPA

Application deadline is March 1, 2004. For an application visit: www.thefund.org.

What is the CDC?

The [Career Development Center](#) is here to assist students in planning, articulating and applying their educational experience to meet their future goals. The office is located on the first floor in Kagin Commons,

meantime. Peace.

Sophomore Syllabus

WHAT YOU COULD DO FOR SUMMER VACATION AND BEYOND

Get a summer job.

Continue to earn expenses and build a good work experience file and reference list.

Plan for study abroad, and study at Macalester.

Develop computer skills.

Develop maturity and knowledge about the workplace and what it takes to get ahead.

Participate in networking. Consult with a career counselor for more information on networking and informational interviewing.

Begin to explore options for your first internship experience at the Internship Office.

Take leadership roles within the student organizations and volunteer activities in which you are involved.

Develop professional relationships with professors by meeting with them during their office hours and volunteering to help with departmental research and other projects.

Also begin to identify other potential sources for letters of recommendation.

First Year Focus

SUMMER PLANS

the recruiter is the gatekeeper for the hiring manager. Your first impression on a recruiter determines whether or not you receive a phone call or invitation to a screening interview. Want to stay unemployed after graduation for awhile and live with Mom and Dad? Here are five easy ways to screw up that first impression and ensure that you never make it to the hiring managers desk:

1. Send Your Resume From a Lascivious E-mail Address like "SexyEyes4U." Your resume will get a quick "delete" key. Is this fair? Yes...failing to think through how you're presenting yourself raises a huge red flag about your aptitude for professional judgment.

2. Send a Resume With No Cover Letter, No Job Code. Some employers have dozens of ads running simultaneously and have no idea what you are applying for if you just e-mail your resume to an address. Some sites tag your resume with a code, but don't leave it up to chance. This buckshot resume approach is especially annoying if you live in another state. An employer will need to know what your relocation status is. Are you considering a city only if the relocation expenses are paid? Moving on your own and already have living arrangements lined up? Employers spend a lot of time crafting an ad to give you key information about the company and opportunities and they expect a couple of minutes of your time in return. Anticipating questions will both save time and speed you happily into the interview process.

3. Send an E-mail Saying "Tell Me More." You just read a page about our company and the position you expect an employer to spend one-on-one e-mail time expounding on the information before they know that you are a viable candidate? Whew...red flag for an employee who is likely to be dense about protocol and insensitive to others' work flows. Instead, send a resume with a cover

and offers [individual counseling sessions](#) with a career counselor, an extensive [career resource library](#), [job/internship listings](#) and opportunities from around the globe. The CDC resource library features:
 Information about Fellowships, [Internships](#) and [Job Postings](#); information on Companies and [Government Opportunities](#); pamphlets and materials on [resume](#) and [cover letter](#) writing; books on etiquette, [interviewing](#), [grad school](#) and the [job search process](#); and an extensive [alumni directory](#), sorted by career.

**Hours: 8 a.m.-4:30 p.m.
 Monday through Friday
 (Daily Drop-ins: 2-4 p.m.)**

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 Fax: 651-696-6131
 E-mail: cdc@macalester.edu
www.macalester.edu/cdc**



**PDF Printer Friendly
 Version of Newsletter**

**Did You Miss An Issue?
 See Previous *CareerStreet*
 Newsletters**

Summer will be here before you know it. If you are heading back home to work your regular summer job (the glitzy, oh-so-competitive internships often come later after you have some more coursework under your belt), think about how you build some skills and connections that will contribute to whatever your future career might be.

Enhance your current job. Talk to your employer about building in some special projects, or giving you the chance to shadow some different ends of the operation. If you are mowing the city golf course, see if you can attend some operations meetings, interview golfers about their impressions of the course, etc. EVERY supervisor has projects that are on the back burner, waiting for time and creativity to do them. You can provide that.

Volunteer. Find a volunteer opportunity in your field of interest - be a docent at the historical site on the weekends, teach computer use to the residents at the retirement community in the evenings, do a market research project for a local business on the side. You'll have the time - after two semesters of classes and activities, this summer will seem like it has a million hours in day (if you get up before noon!).

Job Shadow. Do one or do several. Find people who are doing the things that you might consider as a career and ask if you can shadow them for a day (or two or week). This can give you some very real insight into the daily life of a field you are thinking about. You get to "try it on", so to speak, and can also identify skills you might want to work on (who knew that software engineers need to give LOTS of presentations!) Plus, it's great networking.

Be creative. DO the best with what your options are. Talk to the staff in the CDC or Internship Office if you need ideas.

letter explaining why the ad caught your attention, why your skills are a good fit, and politely expressing your desire to learn more about the position. Your resume is ALWAYS the first step so that the recruiter has some baseline information about your academic and work experience.

4. Send Your Resume Attachment Title "Resume."

Employers get hundreds of Word documents a day all entitled "resume." This is a minor annoyance, but a very easy one for you to fix. Just name your resume file with your name so it doesn't have to be re-titled in order to retrieve it easily.

5. No Show For An Interview. It takes approximately 3 minutes to phone or e-mail a recruiter to cancel your appointment. When you no-show, you show a level of immaturity and disrespect for others' time that is unforgivable in a professional environment. We've learned that people who are unprofessional in the recruiting process tend to be bad hires. Many companies and recruiting firms red-flag the name of a no-show and leave it in the database so that you will never be considered by that firm in the future. What goes around, comes around.

(Written by Therese O'Brien, Recruiter. Article was adapted from <http://www.collegerecruiter.com>.)

February 25, 2004