



CareerStreet

A Publication of the Macalester College Career Development Center
Vol. 9 - March 11, 2004

"A ship in port is safe, but that's not what ships are built for."
Grace Murray Hopper (1906-1991)
 - U.S. mathematician, naval officer, computer pioneer



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:

["Credit Reports: What They Say About You"](#)

Last Chance...



Order your CAP AND GOWN by Friday, March 12 if you haven't already done so. Stop by the

CDC, Kagin Commons, 1st Floor between 8:00 am - 4:30 pm. Payment of \$20 cash or check must accompany all orders. Checks should be made payable to *National Student Services*.

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



Hot Jobs

Career Fair

CAREERS IN THE ARTS INFORMATION FAIR

The Minnesota Private Colleges have created a networking and information event for students interested in careers in the arts to be held **Tuesday, April 6, 2004 from 3:30-6:30 pm at the Minneapolis College of Art & Design**. Alumni panels will offer insight into careers in: arts administration, performing arts (both music and theatre), commercial graphic arts, fine arts, film and video. Following the panels will be a reception and networking timer.

To attend, students must register at the CDC office, Kagin Commons, 1st floor, by Friday, March 25, 2004. The cost is \$5.00. (If enough students register, we will provide transportation). Call the CDC at x6384 or the Internship Office at x6128 if you have questions.

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

Some things you may not have thought about as you approach your job search(as if you didn't already have enough!) We're not trying to frighten you - just enlighten you.

Employers have always used a range of tools in attempt to reduce the risks associated with a new employee. Here are some Mac students have

Macalester WOMEN at Work

by Liz Bartels, '04
 CDC Student Staff

In honor of **Women's History Month**, we have compiled a snapshot of some of the many talented Macalester working women who make significant contributions to our community.



[Macalester WOMEN at Work](#)

Thank you to ALL of the women at Macalester College who bring their special talents to the workplace every day.



Counselor's Corner

INTERVIEW TIPS by John Mountain, Career Counselor Career Development Center

In the previous weeks we have talked about a number of subjects including how to find the right career, resume writing, and conducting informational and mock interviews. This week, we want to make sure you are prepared for the actual interview. Even though you may think you have done all the right things and met with all the right people and received all the

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

**Minnesota Public Radio
St. Paul, MN
Administrative Assistant,
National Music Programs
Deadline: 4/7/04**

This position provides administrative assistance to the National Music Programming staff and the Project Manager of MPR's National Classical Music Initiative. Part-time position with benefits - 24 hours per week.

**TNS Media Intelligence
Accountant
Deadline: 4/12/04**

Work actively with COO and VP of Sales to develop and install new accounting system. Assist in the preparation and analysis of monthly financial reporting to our parent company, as it relates to budgeting, forecasting, contract analysis, A/R, and month-end reconciliation. Full-time position.

**Land O'Lakes
Arden Hills, MN
Finance Intern
Deadline: 4/15/04**

Assist in the analysis of borrower financial information, primarily by utilizing the Farm Equity Manager software program. Collection of borrower financial information. Review and audit credit files.

**Piper Jaffray
Minneapolis, MN
Private Client Research
Associate
Deadline: 4/15/04**

Work with the Fixed Income Strategist to develop and maintain strategy ideas,

encountered.

- You probably know/assume that they confirm academic transcripts - so don't let an unpaid bill hold the official awarding of your degree. AND, don't round up your GPA.

- Drug testing - Don't let a moment of unchecked partying stay with you to spoil your new job offer. MANY offers are contingent upon you passing the final test - urine test, that is.

- Credit Check - Many organizations will ask permission to do a credit check (this request may be folded in the fine print of the application form you have signed). This is particularly true for jobs that deal with money. Or, require security clearance (US Dept. of State, etc). If you have tons of credit card debt, unpaid bills (including tuition), it could reduce your attractiveness as a candidate. You could be a risk for bribery, embezzeling, etc. - at least from the employer's point of view.

- Criminal Record - I'm talking about everything here. Let's say your job involves driving a company car or transporting clients in the organization's van. If you have lots of traffic violations, you might not be considered a good risk for the insurance needed to cover you while driving their vehicles. Were you arrested for something - civil disobedience? public intoxication (or other lovely behaviors that often accompany that state)? providing alcohol to a minor (think ZAP)? Depending upon the job, a conviction or criminal record can be a potential barrier to employment. Avoid a lead foot and a lampshade on your head.

Have one of these situations? Don't panic. Plan now to either clean it up (debts) or anticipate how you might respond to an employer's question about the "situation". The CDC staff can assist you with this.

Junior Jump-start

constructive feedback you can take, here are some additional interview tips to make your interview a success.

Do's:

- Be prepared, it's the best stress reducer.
- Arrive at least 15 minutes early.
- Try to anticipate commonly asked questions, such as: strengths, weaknesses, biggest accomplishments etc.
- Give specific examples in your answers.
- Be positive in describing your previous work/school experiences.
- Always send thanks you cards.
- Keep a list of the organizations and positions you have interviewed with so you can quickly see the status of each and determine if you need to follow-up.

Don'ts:

- Bring your cell phone or pager to the interview. More points off if you answer it!
- Ask how many people are interviewing for the position.
- Unable to articulate why you are interested in the position/organization.
- Dress inappropriately; always better to dress more conservatively in an interview.
- Not having questions for the interviewer. Remember, you are interviewing them as well.
- Get discouraged over a poor start. Many great interviews start out slow.
- Ask about salary too early in the process. Never bring it up in a first interview.

Types of Interviews:

Depending on the organization, you may encounter a variety of interview formats including:

- **Individual or Panel**- You may meet with one person at a time or several.
- **Behavioral** - Questions are structured to get a response that is a specific example.
- **Case** - Less common, but ask you to detail the steps you would take to solve a particular problem or issue that the interviewer will describe.

conduct background research, assist in portfolio reviews and in the development of fixed income marketing materials.
Full-time position

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 email him at:

Odd statistic to consider. Under "Words of Advice" from graduating seniors in 2002, comments offered to their fellow students included:

- INTERNSHIPS (get one, do one, wish I had done one...) were mentioned by 50% of the graduates as their single piece of advice to first years, sophomores, and juniors. Hummm....

Sophomore Syllabus

Sophomore year is full of transitions and decisions. Here are things you can do now to make your summer and Junior year more productive.

- Discuss the relationship between majors, extra-curricular activities, jobs and& internships.
- Construct or polish up your resume.
- Write a cover letter for an internship or job.
- Prepare for your semester or year-long study abroad and a summer internship.
- Map out your experiences and discover unique connections.
- Have some great conversations with alumni in careers that appeal to you
- Begin to continue your conversations with the CDC staff.
- Use the [CDC](#) and [Internship](#) web site its full potential. [Deb, please include links to both offices]
- Enhance your competitive edge through CDC workshops and resources.
- Explore career ideas through internships.
- Get a head start on that all-important summer job search.

First Year Focus

COMPUTER SKILLS

One hears about "computer skills" being considered important by employers. But what does that mean? Does every employer want all of their

Common Pitfalls:

When I worked in human resources, I did quite a bit of interviewing. Candidates that struggled usually fell into one of the categories listed below:

- **Rambler**- Can't stop talking. Hard to follow their thought process.
- **Shotgun**- Similar to Rambler, but they will keep talking until they say something they think you like.
- **Cotton Candy**- Looks great on the outside. Seem interesting and colorful, but dissolve as the interview progresses and has no substance.
- **Mile High**- Everything is at 30,000 feet. No details.
- **Why am I here?** - Can't articulate why they are interested in the position/organization.

Preparing for an interview can help you avoid these pitfalls. As mentioned in the last issue, Informational and Mock interviews can be a great way to get the practice you need before the interview that counts! Take advantage of all the resources available to you. The career counselors at the CDC are always available to help you make the best impression possible during the interview.

Next Issue: After the Interview

Featured Article

SUMMER JOB AND INTERNSHIP SEARCH

Summer may seem like a long way off, especially in Minnesota, but in reality, it is fast approaching. If you are planning on doing an internship or want a good summer job, now is the time to start planning. The process for finding an internship or a summer job is much like that of looking for a permanent job. What you learn during your search for the perfect summer job or internship will be helpful to you later.

There are certain steps to consider in the internship or summer job search. They are:

savet001@tc.umn.edu

On-Campus Recruiting

Teach for America

March 22-26 - Interview

Upcoming CDC Events

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

Deciding what you want to do in the future is hard work. An excellent research tool is the **Occupational Outlook Handbook**, located online at <http://www.bls.gov/oco/>. The Occupational Outlook Handbook is produced by the U.S. Department of Labor, Bureau of Labor Statistics and is designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the Handbook describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations.

The Bookshelf

First-Job



staff to know how to program in C++ or Java?

Obviously not. How "computer skills" are interpreted depends upon the industry. Some of the most common needs (not industry-specific or technical) are handled by what would basically be the Microsoft Office group (yes, Bill Gates still reigns here).

Word Processing - Microsoft Word is still the standard here.
Presentations - PowerPoint. Apple has a program as well but PP is the most commonly used.
Spreadsheets - Excel.
Databases - There are many but Access is a very common program.
Design - Examples include Adobe Photoshop and Illustrator, Quark Xpress, Jasc PaintShop. Options for both PCs and Macs.
Web Design - Again, a number of options. Dreamweaver is one of the major software programs being used at present.

So, why do we mention this? We would encourage you to be strategic and learn how to use at least one of the software packages in each area mentioned above before you graduate - better yet, before you start looking for internships. (Note: we aren't promoting any software, just giving ideas). Some of your classes will require that you use the software (are the terms "econ" and "excel" synonymous?) - but many will not. And quite frankly, while incentive is at its peak, do you REALLY enjoy trying to learn a new software program at 11:30 pm, with the assignment due first thing in the morning?

This summer may be a great time to play with some of these programs. Do it on your own, through a community education class, bribe a friend. Your effort will pay dividends in the long run.

Featured Fellowships

James Madison



1. Develop a goal for your search.
2. Determine your strengths, skills, and personal traits.
3. Develop the necessary tools, including the resume, cover letter and interviewing skills.
4. Identify and research potential employers.
5. Contact employers through letters and interviews.
6. Follow up.

In order for you to effectively search for a job, you must know what you are seeking. What do you want or need from a summer job or internship? What kind of work do you want to do? For what kind of organization or in what sector of the work world would you like to work? What might restrict you from jobs: lack of transportation? school or family restrictions that may cut your hours? lack of housing outside your hometown area?

Your answers to these questions will guide your initial job search efforts. As you begin to determine your priorities, it is also important to think of what you can offer an employer as well as what specific things you would like to get out of your experience. What personal traits, skills, and knowledge would you like to develop? What skills do you have to offer an employer:

- I write well
- I can program a computer
- I can conduct thorough research for a paper or project
- I always get to work or class on time
- I can speak a foreign language
- I was responsible for large sums of money at my last job
- I can learn quickly

And so on...Remember not to sell yourself short when you are thinking of what you can offer an employer.

A resume, cover letters, and interviewing skills are essential tools for any job search. The CDC staff is available to answer questions and discuss career concerns, to suggest internship or summer job search strategies, or to review a draft of your

**Survival Guide - Author
Andrea J. Sutcliffe, Henry
Holt and Company, Inc.,
New York, NY, 1997.**

Once you land your first job, this book will be your guide to career success. It gives you the sensible advice you probably didn't get in school. Of course, you can learn these things on the job. But why risk making the wrong impression or taking a wrong step?

This book has the low-down on what it takes to keep - and make a success of - that first job. It will advise you on how to make the first job a positive experience. It discusses expectations concerning personal integrity, creativity, initiative, making the boss happy, getting along with co-workers, and professionalism.

The book is 230 pages and broken into categories, so you can either read it through, or pick it up as a resource when needed.

Sutcliffe says, "Whining about your job, your personal life, your boss, or your finances is probably the single most irritating habit you could have. No one likes a whiner, and most offices already have their share!"

Even though this book was written in 1997, the information is pertinent and useful. I recommend this book for those of you who will be graduating soon!

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

What is the CDC?

Fellowships

Teaching is an ancient and honorable profession that has become even more important in our rapidly changing contemporary society. [The James Madison Fellowship Program](#) was created to address a particularly pressing need in the field of secondary education. This is the fundamental need to teach young people, who will be tomorrow's citizens, knowledge and understanding of the basic principles of limited government and constitutional liberty on which individual freedom and public good depend.

For further information, visit the website at:
<http://www.jamesmadison.com/index.html>

cover letter or resume. You may also want to get involved in individual counseling sessions to work on your internship or summer job search by contacting the CDC at x6384 or the Internship Program at x6128 to schedule an appointment.

You will need to identify and develop a list of potential employers to contact for your summer job or internship search. Check out the [Grand Avenues](#) website for your personal link to jobs and internships listed with Macalester College.

After you have identified the opportunities and you have developed your job search tools, you can start contacting employers. Some things to think about include:

- Set a realistic timetable to send out cover letters, resumes, and applications.
- Pay attention to deadlines on advertised job postings.
- Start before spring break so that you can utilize that break to interview for potential jobs.
- Set up an effective recordkeeping system to keep track of deadlines, contact names, when you spoke to someone in the company and to whom you spoke, and when and where your interview is, what the process involves after you interview, etc.

Be persistent and you will win out in the end. Remember, while career experience is essential for enhancing that all-important resume, it is even more important that you learn about yourself!

(Adapted from *Internship and Summer Job Search*, PennState Career Services.)

Grad School Notes

LSAT and LSDAS

Thinking about going to law school in the fall of 2005? To do so, you will need to take the [Law School Admission Test \(LSAT\)](#) and register

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, 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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Career Development
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www.macalester.edu/cdc**



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Newsletter](#)

**Did You Miss An Issue?
[See Previous
CareerStreet Newsletters](#)**

for the Law School Data Assembly Service (LSDAS). Future LSAT test dates include:

- Monday, June 14, 2004
- Saturday, October 2, 2004
- Saturday, December 4, 2004
- Saturday, February 12, 2005

For complete details regarding the LAST & LSDAS, please come into the Career Development Center, Kagin Commons, 1st Floor, and pick-up a registration and information book.

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March 8, 2004