



# CareerStreet

A Publication of the Career Development Center Macalester College

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*"My success was because I went where the puck was going to be, not where it was."*

- Wayne Gretzky (Hockey Hall of Fame professional athlete)



## Hot Jobs

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

### Public Awareness

**Assistant Brain Injury Association of Minnesota  
Minneapolis, MN  
Full Time  
Deadline: 1/31/05**  
Develop & design web site; maintain and update. Write, edit e-mail newsletter. Design/layout of quarterly newsletter (including writing briefs). Write press releases. Design collateral for classes, events and conferences. Assist in creation of fundraising materials.

### ESL Teacher

**Canadian Foundation Center for International Education  
China (Sino-Canadian International College – Nanning, Guangxi or Sino-Canadian International School – Benxi, Liaoning)  
Academic Year - starting 9/05  
Deadline: 2/12/05**

Focus on teaching academic Writing, Listening, Reading, Communications and marking the test and examinations.

### Summer Trip Leader



## Counselor's Corner

**HIT THE GROUND RUNNING  
by John Mountain  
Assistant Director,  
Employer Relationships, CDC**

Now that you are back from break, it is the perfect time to get prepared for the upcoming semester. The CDC has many tools to help you get to where you want to go. Even though several organizations conduct their recruiting in the fall, the bulk of full-time and intern recruitment occurs in the winter and spring. Don't feel like you have missed your only opportunity to land that perfect job or internship. While all the positions have not passed you by, it is very important that you take advantage of some of the resources available to you. Some of these are available through the CDC, but many of them you can control. Here are a few things to think about to get your semester off on the right foot.

**Network-** If you didn't get a chance over break to make a list of all your potential contacts, do it today. Take a few minutes to write down all the names of people or organizations that you might be interested. This is a great framework to plan your job/internship search strategy.

**CDC Resources** - We have great research tools including Vault, Career Search, MNJobSource, etc that can be very helpful in making you position search much more efficient. All of them can be accessed on the CDC web site

**Macalester at Work**  
by Anna Klappe, '05  
CDC Student Staff



### Sarah Hilton Idowu

Sarah Hilton Idowu graduated from Macalester College in May 2004 with a major in Sociology and a minor in English. She decided to stay in the Twin Cities for a while after graduation, and is currently working for AmeriCorps at an organization called Admission Possible. Sarah spoke with us about the challenges of being fresh out of college and her journey to find the job of her dreams.

**CDC:** Hi Sarah! I happen to know that you are a real expert when it comes to preparing a high-quality resume. What is your best advice on how to make a resume look professional, yet still stand out in a pile of job applications?

**Sarah:** Make good use of font options - bold, italics, various sizes - and make your margins a lot smaller than usual so that you can fit a lot on one page. Make sure the information is organized in a logical fashion, and be

**Putney Student Travel  
Putney, Vermont  
Full Time**

**Deadline: 2/10/05**

Co-lead groups of 16-18 high school students from the U.S. on high-quality, non-touristy Language Learning, Cultural Exploration, Community Service, and Global Awareness in Action programs. Program areas include: Western & Eastern Europe, Central & South America, the Caribbean, Tanzania, Senegal, India, Nusa Penida/Bali, Thailand/Cambodia, and the United States. Except for trips within the U.S. or the Caribbean, fluency in one of these languages would be required: Spanish, French, Italian, Portuguese, Czech, Polish, Hungarian, Thai, Hindi, Indonesian or Ki-Swahili.



**On-Campus  
Recruiting**

To access a list of the most current on-campus employer presentations, information tables, resume deadlines and interview dates go to:

<http://www.macalester.edu/cdc/recruitcurrent.pdf>

**Upcoming CDC  
Events**

**MN Private Colleges Job  
and Internship Fair**

Feb. 22-23, 2005  
Minneapolis Convention  
Center



**Attend a Job Fair** - Job Fairs can again be a very efficient use of your time because you can meet numerous organizations in one location.

Upcoming job fairs include the Private College Job Fair in February and the Non-Profit job fair in the spring.

**Start looking at Job Posting Boards**

- Internet sites such as Monster and CareerBuilder can be helpful in not only seeing what positions are available, but also to see in general who is hiring. On most sites you can set up a search agent, which will automatically send you an email when there is a position that meets your criteria. In addition, check out Grand Avenues, Mac's own job board which lists positions that organizations have sent specifically to Macalester.

Keep the momentum going that you started on your break, or if the job/internship search just didn't make it to the top of your to do list, there is still time to make sure you get the position that will be right for you. Contact one of the Career counselors at the CDC today at 651-696-6384 today to set up an appointment.

**The Bookshelf**



**"How to Get Any Job with Any Major" - Author Donald Asher, Ten Speed Press, Berkeley, CA, 2004.**

According to career guru Donald Asher, one of America's premiere management consultants, what you major in or how well you do in college are not indicators of future career success. In *"How to Get Any Job with Any Major,"* Asher debunks the myth that only students with specialized majors find high-paying, visible careers after college. The truth is that plenty of folks with liberal arts majors have gone on to find lucrative and fulfilling careers-and anyone can do it by following Asher's advice. If you're

creative when describing things (for example, in your physical plant work study job you might have "demonstrated

independent time management and teamwork skills"). Always note additional roles you played or tasks you completed - did you have access to keys? Did you make schedules? Were you technically in charge of a situation? Did your econ group gain recognition for a unique city-wide research project?

**CDC:** Please tell us a little bit about what you do at Admission Possible.

**Sarah:** I work with a group of forty low income high school seniors, helping them through the process of college admissions. We work on essay skills and attention to detail on applications, and we talk about how to successfully gain effective letters of recommendation from teachers and guidance counselors.

**CDC:** What are the best and most challenging things about this particular job?

**Sarah:** The best thing is just beginning, as my students are starting to receive acceptance letters from colleges and I know that I helped them make that happen. The most challenging thing is helping students believe in themselves and believe that financial aid really does exist. Some of them are really worried that they can't afford to go to a small liberal arts school.

**CDC:** Were you ever worried about not getting a job after graduation?

**Sarah:** Yes, the economy certainly isn't very good, and it seemed like the only people getting jobs in their field of study were those in the top of the computer science and economics departments. I'm a Sociology major, and there a lot of other Mac grads applying to the jobs I was interested in, so competition was high!

## 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:

**["Financial Clutter: What to Keep and What to Toss"](#)**

## Web Watch



**HEALTH AND SAFETY TIPS FOR TRAVEL AND WORK ABROAD...** Whether you are volunteering in Africa, taking classes in South America or backpacking through Europe, it is important that you inform yourself of the health and safety risks of international travel. Check out this web site for the latest information:

[http://www.overseasjobs.com/jobSeekers/resources/articles/AV\\_Health\\_and\\_Safety\\_Abroad.html](http://www.overseasjobs.com/jobSeekers/resources/articles/AV_Health_and_Safety_Abroad.html)

## Grad School Notes

### APPLICATION TIMETABLE

**Junior Year:**  
**Spring - Summer**  
 - Talk to faculty, advisors, counselors, and others to discuss graduate program  
 - Read graduate program

just graduating, you'll learn to promote the skills you already have, recognize how employers hire and what skills they value most, and get influential people to help you. Or, if you're already in the work world, you'll learn to use internships, credential programs, post-baccalaureates, and grad school to jump-start a stalled career. Offering innovative ideas to help launch the perfect career, *"How to Get Any Job with Any Major"* is the new job-hunter's handbook to success.

(This book can be found in the Kagin Resource Center, Job Search Section of the resource library.)

## Featured Article

### FOUR JOB SEARCH LESSONS

Success is the best teacher, so if you haven't experienced success in your job search, why not emulate someone who has? Consider the case of Martha S., a client of mine from Syracuse, New York, who got hired last week after a 48-day job search.

"To start, I sent out about 50 resumes per week by email and uploaded my resume to career web sites. I also spent a lot of time networking. I sent emails to friends, ex-coworkers, family, and others," says Martha. Her efforts paid off with three job interviews-two from networking and one from an Internet job site.

**LESSON 1:** Networking works. Plus, the friends and family in your network can act as a sounding board. "They can help you maintain your sanity when times get tough," says Martha.

Martha applied and interviewed for what she described as her "dream job," but after three weeks of telephone and email communications back and forth, the job was given to someone else.

"All the while I really thought this job was going to go through. I even went on vacation for 11 days. As a result my job search suffered. I spent less time

**CDC:** Do you have any tips for interviewing for a job?

**Sarah:** Confidence! Go into the interview knowing a lot about that particular workplace - their purpose, their goals, their projects - make it clear that you are interested in THIS job, not just desperate to be employed!

**CDC:** Are there things you wish you would have known about life after college, or about having a job, while you were still in college?

**Sarah:** Even after living off campus during college, I was surprised by the life skills that I still had to learn and gain after graduation. Things like car insurance, health insurance, and taxes - lots of details that didn't seem to be something I worried about during college. Once the world considers you to be independent, there's a lot more to keep track of.

**CDC:** What is the most challenging thing about being fresh out of college?

**Sarah:** There's a sort of general sense of confusion about what to do next. For those that don't go straight into grad school, there's this issue of earning enough money to survive while trying to stick to your beliefs and work somewhere that you like what you are doing. I am lucky to have a job that I enjoy.

**CDC:** What would you like to tell a senior who is about to embark on their last semester in college?

**Sarah:** Spend time with your friends - don't wait until senior week, because everyone is distracted with family and packing and moving and graduating. Some people you won't see again unless you make those connections before you all scatter to various locations.

**CDC:** What is your absolute dream job?

materials (e.g., Peterson's Guides to Graduate Programs, graduate programs' web sites, request catalogs)

- Determine Admission and test requirements, application deadlines, test dates, etc.

**Senior Year:  
September - October**

- Take graduate admission test
- Write draft of personal statement
- Request letters of recommendation
- Research financial aid options

**Senior Year:  
November - December**

- Order official transcripts from Registrars Office
- Finalize Statement of Purpose according to the graduate program's requirements
- Mail applications. It is good to send applications in early so that you will have time to attend to missing information
- Contact programs to make sure your application is complete

**Senior Year:  
January - April**

- Complete GAPSAF form
- Contact schools about possibility of visiting
- Discuss acceptances and rejections

**Suggestion  
Box**



looking for jobs," says Martha.

**LESSONS 2 & 3:** There are two here. 1) Don't put all your eggs in one basket -- never slack off because you think any one job is a sure thing. 2) Treat your job search as the most important work of your life -- that means no long vacations until you're hired. Work first, play later.

In her third interview, which came from an Internet job posting, Martha did well and was called back. "At the second interview I was in a conference room with four people. It was fairly casual and conversational. They asked me questions and I asked them questions. One of my favorite tactics was to identify where the company was having problems and focus on that," says Martha.

By stressing how she could solve the employer's problems, Martha was able to provide tangible answers during her interview that proved she could do the work. Results? "They immediately offered me the job and for \$6,000 more than I was asking for..." says Martha.

**LESSON 4:** The best way to sell yourself may be to shut up and listen. Employers will often tell you exactly what they're looking for. "The interviewers talked a lot about their problems, what they do every day, etc. That made it easier for me," says Martha.

To recap, Martha found a great job in less than two months, despite the current "job crisis" by doing four simple things:

1. Networking with everyone she knew: friends, family, former co-workers, college counselors -- "I even contacted an ex-boyfriend I hadn't spoken to in about six years," she says.
2. Not putting all her hopes on just one job. After one setback, she resolved to keep looking at all available employers, even while interviewing.

**Sarah:** I'm still sorting that out. It seems that I like to work with people, but I'm not good at keeping emotional distance from those people, so I don't think social work in the technical sense is for me. I guess I have plenty of time to try a variety of jobs.

**CDC:** Do you know what job or profession suits you best, and if so, how did you make that discovery?

**Sarah:** I think that as you grow and learn, your preferences and skills grow and change, too. I guess I'm getting better at knowing which jobs and professions don't suit me, and maybe that will eventually lead me to which ones do!

**CDC:** When you were little, what did you dream about working with as an adult?

**Sarah:** I remember wanting to be an interior decorator at some point, and in high school I wanted to be a book or magazine editor.

**CDC:** Where do you see yourself in five years?

**Sarah:** Hopefully I'll be closer to knowing what my chosen profession is - in five years, I will have completed more education, and might even be starting a family!

Thank you for speaking with us Sarah, and good luck with your future careers!

**Eye on Exams**



The next exam will be held on April 23, 2005. This exam is offered only once a year. The application deadlines

**REMOVING YOUR NAME FROM MAILING LISTS**

Contact the Direct Marketing Association's Mail and Telephone Preference Services at the addresses below to remove your name from mailing lists:

Mail Preference Service  
P.O. Box 9008  
Farmingdale, NY 11735

Telephone Preference Service  
P.O. Box 9104  
Farmingdale, NY 11735

(Source: Kate Lorenz, CareerBuilder.com)

**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, 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.)**

3. Treating her search for work as a full-time job.

4. Focusing her job interviews on how she could solve an employer's problems. When you think about it, that's the only reason jobs are created - to solve problems. If you can do that, you can get hired, in any economy.

Now, go out and make your own luck!  
(Source: Kevin Donlin, CollegeRecruiter.com <http://www.CollegeRecruiter.com/1dayresumes.html>. Adapted/condensed by CDC Staff)

**Sophomore Syllabus**

**DEVELOPING A PLAN OF ACTION**

Early planning is so important in developing a plan of action. Begin by researching careers, maintaining good grades, and joining clubs, organizations and professional associations. You should also begin to explore internship opportunities.

As you progress through school, try to become more involved in school and student organizations. Do not just join a club or organization but become an active, participating member. Start to develop your leadership skills. In your sophomore year, if you haven't already done so, get to know the staff and services of the Career Development Center and the Internship Program. Take advantage of any scheduled workshops or seminars on job searching strategies, resume writing, interviewing tips, preparing for career fairs and company information sessions. The more exposure you have to companies and the job search process the more you will improve on your job searching skills.

Your sophomore year is a great time to begin adding work-related skills and to test your career choice in a real world setting. There are several options in which to do this that include pursuing a internship, research assistant, or part-time position. This is an excellent way to begin to build your resume with

are March 16, 2005 for overseas test centers, and March 23, 2005 for domestic test centers.

Registration opens in mid/late January. Check the US Department of State web site for registration details and information on Foreign Service Careers. <http://careers.state.gov/officer/how.html#1>

**Featured Fellowship**

**JESSE MARVIN UNRUH ASSEMBLY FELLOWSHIP PROGRAM**

Formerly known as the California State Assembly Fellowship Program, this 11 month fellowship provides an introduction to public policy formation and adoption in the California Legislature through full-time work as a professional legislative staff member. Fellows also participate in a graduate seminar conducted by California State University. Applicants do not need to be California residents but should be familiar with the state.

**Deadline to apply is February 23, 2005.** Information and application materials are available in the CDC or by checking the web site at <http://www.csus.edu/calst/assembly/>.

For a complete list of scholarship opportunities go to: <http://www.macalester.edu/academicprograms/scholar.html>. Contact Ellen Guyer, Dean of Academic Programs, (651) 696-6036, [guyer@macalester.edu](mailto:guyer@macalester.edu) for further information.

**First Year Focus**

**TOP TEN CAREER CHOICES FOR COLLEGE FRESHMEN**

According to the U.S. Bureau of Labor statistics, the fastest growing jobs are:

**Macalester College  
Career Development  
Center  
Kagin Commons  
1600 Grand Avenue  
Saint Paul, MN 55105  
(651) 696-6384  
Fax: 651-696-6131  
E-mail:  
cdc@macalester.edu  
www.macalester.edu/cdc**



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Newsletters**

work related skills and allows students to explore career options early, refine job objectives, confirm career choices, develop a network of people in the industry, develop resume writing skills, and build on job searching and interviewing skills.

- Computer engineers
- Computer support specialists
- Systems analysts
- Database administrators
- Desktop publishing specialists
- Paralegals and legal assistants
- Personal care and home health aides
- Medical assistants
- Social and human service assistants
- Physician assistants

This data is for 1998-2008. Statistics alone are not enough to make a career choice. Take a look at the online version of the [Occupational Outlook Handbook](#). It is a great reference book which includes an explanation of the nature of a job, working conditions, employment training, other qualifications, and job outlook. It also includes earnings, related occupations and sources of additional information.

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January 24, 2005