



# CareerStreet

A Publication of the Career Development Center Macalester College

Vol. III - Issue 3 - October 24, 2005

*" The highest reward for a man's toil is not what he gets for it, but what he becomes by it. "*

- John Ruskin, English critic, essayist, & reformer (1819 - 1900)

## Did You Miss An Issue?

[See Previous Newsletters](#)



[PDF Printer Friendly Version of Newsletter](#)

## Hot Jobs



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

### Marketing Analyst Northwest Airlines Eagan, MN

Full Time

Deadline: 10/31/05

The Marketing Analyst position is to ensure a competitive stance in the marketplace through investigations, analyses, and establishment of strategies for domestic and international markets. There are Marketing Analyst opportunities in the following departments: Pricing, Planning, Yield Management, Sales Analysis and Reservations. Apply through the Career Development Center at Mac on eRecruiting.

### Communications Manager Minnesota Public Radio St. Paul, MN

Full Time

Deadline: 11/04/05

The Communications Manager secures publicity for programming and events in local, regional and national



## Counselor's Corner

### RESUME WRITING by John Mountain Assistant Director, Employer Relationships, CDC

Last issue we talked about the importance of networking to learn more about particular industries, positions, or graduate programs that might be right for you. Now it's time to use that information to help tailor your resume to meet the organization's requirements. Your resume is typically an organization's first impression of you, so here are some things to ensure that first impression is a positive one!

**Try to keep it to one page** - Generally, as a current student or recent graduate, your experiences should fit on one page.

**Make it easy to read** - Make sure your resume has enough white space and that you are using a font size that is at least size 10. Also, be consistent; if one job title is italics, all should be. Same goes for small things like St. or Saint, either way is fine, but stay with it throughout the resume.

**Use descriptive words** - Bring your resume to life with words like developed, interpreted, and implemented, instead of made, looked at, and completed. Be

## Macalester at Work by Eileen Fitzpatrick, '06 CDC Student Staff



### Ayse Celikkol Assistant Professor of English

Professor Ayse Celikkol is a new tenure-track professor in the Macalester English department this year. She specializes in, among other topics, 19<sup>th</sup> century British literature and literature and economics. As an undergraduate, she studied electrical engineering in Turkey and then English literature in the U.S. She comes to Macalester from Rice University in Houston, Texas, and sat down to speak with the CDC about her career choices.

**CDC: As a child, did you have an idea of what you might want to do later in life?**

**AC:** I had *great* ideas of what I might want to do, but they didn't end up corresponding to reality. Of course, I wanted to be an astronaut, which I guess did have something to do with what I wanted to do, because I did end up going into the

media. This position supervises the Communications Specialist and together with the Communications Director they work with every aspect of publicity campaigns, from concept to pitching to clips. Responsibilities also include developing and implementing internal corporate communications plans and for advising other departments, including Member Listener Services, on corporate messages.

**Administrator  
Montessori Learning Path  
Rockford, IL  
Full Time  
Deadline: 11/07/05**  
Duties include staff management, parent liaison, general administration, enrollment, and fundraising. (need not be certified)

**Information Technology  
Intern  
J & J Distributing  
St. Paul, MN  
Internship, Part-Time  
Deadline: 11/11/05**  
Help design and create web pages and integrate online content. Use your technical problem solving skills to solve and troubleshoot software issues. Experience using Photoshop, Illustrator, Dreamweaver, Flash, Microsoft Office.

**Multiple Analytic Positions  
Central Intelligence Agency  
Washington DC  
Recruiting Center and the  
Office of Transnational  
Issues (OTI) will have  
representatives at the  
Government Job &  
Internship Fair: 10/31/05;  
10am-4pm; Great Hall in  
Coffman Memorial Union  
at the University of  
Minnesota.**  
Discuss the range of opportunities across the entire

careful not to use the same descriptive words too often.

**Highlight your best accomplishments** - Be selective on which accomplishments you select so they stand out to the reader. Better to have two very strong accomplishments than to add three so-so ones.

**Customize content** - Depending on the position/program you're looking at, you may want to emphasize some experiences in your background or deemphasize others. One strategy is to have a section titled Related Experience and another titled Other Experience. That way you can group all your most related experiences to move them higher up on the resume.

**Never embellish accomplishments** - Your resume is a reflection of you and should only include contributions that you have accomplished.

**Proofread your resume** - It is always a good idea to review your resume several times to ensure there are no spelling or punctuation errors. Have others take a look at it as well to make sure you didn't miss anything.

Remember, your resume is a reflection of you. Take the time to make sure you make the best impression possible. Just like networking, the time you invest will improve your results. A great resume can't guarantee you the position, but a poor one can definitely keep you from getting it.

Resume writing can be tough work, but the CDC can help. Set up an appointment today to meet with a career counselor to review your resume. In addition, we have numerous resources available in our library as well as online examples of different **resumes styles** that can give you a great

sciences.

**CDC: What was your first job?**

**AC:** That's a tough one. I did some babysitting and I think that probably was my first job. But I'm from Turkey, and in Turkey it's not as common for students to have jobs when they go to school.

**CDC: When you started out at the college level, did you know what you wanted to specialize in?**

**AC:** Well again, coming from a different education system, the Turkish system, right out of high school when you get into college, you don't so much get into colleges as get into specific departments at colleges. When I got out of high school, I was very undecided. I liked philosophy and the humanities, history, literature, but I also really liked sciences. And you know, I think especially coming from where I come from, you worry a lot about whether you can get a job in which you can make a living, and the sciences just seemed like the safest thing to do. So, I went into electrical engineering.

**CDC: So, what made you change your focus to English literature?**

**AC:** It really wasn't sudden. It was an interest I always had. I'm the kind of person who, for fun, always read books. That was the best way I could imagine spending time. Even when I was a child, even when I was seven, my mom would come into my room and say, please turn off your light now, stop reading. But you know, I was reading novels. It wasn't like I was studying or anything. So, it was an interest I always had, and the more I continued to study electrical engineering, it became clear to me that my interest in the sciences was not as great —sure I liked them, but I wasn't as passionate about them as

Directorate of Intelligence with opportunities in analysis, operations, science and technology and support. The OTI examines issues that cut across specific countries and regions, including energy, international finance/trade, a range of illicit financial issues, international organization, global influence, transportation security, global health, trafficking in people, humanitarian/food security, political instability and applying new analytic tools and methodologies, such as geographic information systems and statistical methods. There is a demand for a wide range of academic disciplines and skills. OTI's interests at the fair are: Public Policy, Mass Communications/Journalism, Geography (particularly cultural), Statistics, Transportation Studies, Finance/Accounting, Agriculture, Food and Environmental Sciences, Economics (international trade and/or finance focus) Political Science (w/International Relations or Areas Studies focus). **Note:** Ideal candidates are master's level, however, undergraduates with very strong academic records and related work experience will be considered. The CIA offers co-op and grad fellow programs.



## On-Campus Recruiting

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

head start! Call 651-696-6384 today to set up an appointment.

## First Year Focus

### CONGRATULATIONS!

You have made it through six weeks of school. How is life at Macalester thus far? Thrilling? Fun? Exciting? Stressful? Overwhelming? Inspiring? All of the above, at any given moment?

We know this is an action-packed time for you and for that reason we will share small bytes of information with you as the year progresses. Let's start with a basic question: *"What is the Career Development Center?"* We are here to assist you in planning, articulating and applying you educational experience to your future goals. Our office is located on the first floor in Kagin Commons and offers a wide range of services. Individual counseling session with a career counselor are designed to help you identify goals and assist you in decision making. Part of our job is to encourage your focus on self-assessment and we use formal assessment tools as well as informal processes. We have an extensive career library and unlimited sources on our home page at [www.macalester.edu/cdc](http://www.macalester.edu/cdc). Job and internship posting are available, along with general industry information, occupational opportunities within different majors, graduate school procedures, an extensive alumni directory and much more. The list is nearly limitless.

Make an appointment for an orientation to our services or stop by during our drop-in hours, available each day from 2:00 to 4:00 p.m.

## Sophomore Syllabus

### SCHEDULE YOUR

I was about reading and thinking critically about writing.

**CDC: What factors went into your decision to study and then work in the U.S.?**

**AC:** I just wanted to study abroad, and the U.S. is really a country where the academic system is really good, and there are a lot of scholarships available for international students, in a way that there isn't in a lot of other countries. And as for working here, I really like the academic system here. I think there are a lot of things about American universities and colleges that make it an ideal teaching and research environment for me. So for all I know, if I was doing something else, maybe I wouldn't have stayed here.

**CDC: What attracted you to teaching college students?**

**AC:** I guess because college teaching is something where you yourself are always a student, too. To be able to teach well at the college level you really have to keep up with the research and produce your own research, because college teaching is about telling students about how knowledge is constructed and questioning those ways. It's just so active teaching in college.

**CDC: What do you like best about your job so far?**

**AC:** Oh I don't know. I like so many things. I like my students, I like my office. That's a difficult one, you know. Everything.

**CDC: Who is your favorite author?**

**AC:** Yes, that's the question I dread. I don't so much have favorite authors as favorite books, and the book that comes to my mind first is John Fowles' *The Magus*.

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

## Upcoming CDC Events

### RESUME WORKSHOP

**Tue., Oct. 25**

12-1 pm

Campus Center 215

### GOVERNMENT JOB FAIR

**Mon., Oct. 31**

Coffman Memorial Union

University of Minnesota-

Minneapolis

## Beyond the Piggy Bank

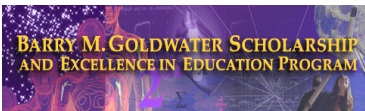


The Career Development Center and Financial Aid Office have teamed up to provide you with information on managing your personal finances. We hope you find the information useful.

This newsletter's topic is:

["Money Matters for College Students"](#)

## Featured Fellowship



The [Barry M. Goldwater Scholarship and Excellence in Education Program](#) was authorized by the United States Congress in 1986 to honor Senator Barry M. Goldwater, who served his country for 56 years as a soldier and statesman, including 30 years of service in the U.S. Senate. The creation of this program pays tribute to the leadership, courage, and vision of Senator

## SOPHOMORE INTERVIEW!

The sophomore year is an important one - declaration of major, study abroad decisions, etc. For many students, it is also a time of transition, from "everything is new" first year, to "been there, done that, not sure what to do next" second year.

The Career Development Center (CDC) is inviting you to come for your Sophomore Interview. In a ½ hour meeting, we would like to discuss how you are doing, where you are in terms of deciding on a major, what you think you would like to do after graduation, what resources and information you might need to meet your goals and other sorts of life-planning concerns. Our goal is to be a resource for you as you plan the rest of your experience at Macalester and to help you reach your goals. This should support and complement the work you are doing with your academic adviser.

Please call the CDC at extension x6384 before the end of October to set up your appointment. We look forward to speaking with you!

## Junior Jumpstart

### CREATE YOUR OWN BUSINESS CARD

You've probably heard many times that networking is important! It can help you gain information to make decision about career directions or connect you with people and resources to find the right match in terms of employment or graduate school.

So, you are out there and meeting people - calling alumni, shaking hands at lectures and gatherings, introducing yourself. Here's one tool that might come in handy - a **business card** to leave with folks. Definitely more subtle than

**CDC: Do you have any advice for students who are on the fence about what academic path to take, in terms of specialization?**

**AC:** I think one of the great advantages that the American system offers is the opportunity to double major. If it had been available in the system that I was part of when I was in college, I definitely would have double majored, and that would have solved all my problems. So, I think it really helps to be as aware as one can that one doesn't always have to choose. It really matters to have a path that you're determined to follow. I don't want to distract from the importance of knowing what you need to do, but I also think it's great that you really don't have to commit to one thing at the expense of another.

**CDC: So what about the next step, when you have to choose in terms of a career?**

**AC:** Of course I think about my own choices, but I guess, don't worry too much about what people will say. I know that a lot of people think, for instance, that I'm crazy for switching from engineering to literature, but you just can't live your life that way. And people who are close to you will want the best for you, and when you choose something that really suits you well, they will support you.

## The Bookshelf



**"Great Jobs for English Majors" - Authors Julie DeGalan and Stephen Lambert, VGM Career Horizons, Chicago, IL2000.**

Goldwater and establishes in his name an endowed recognition program to foster and encourage excellence in science and mathematics.

The purpose of the Barry M. Goldwater Scholarship and Excellence in Education Foundation, as stated in the enabling legislation, is to alleviate a critical current and future shortage of highly qualified scientists, mathematicians, and engineers. A more realistic statement of the purpose, in today's terms, is to provide a continuing source of highly qualified individuals to those fields of academic study and research.

The Foundation is supported by the Barry M. Goldwater Scholarship and Excellence in Education Fund, which has been established in the Treasury of the United States. Funding for awards and administrative expenses derives from interest on the Trust Fund, invested in U.S. securities.

Please make an appointment to see Ellen Guyer, Dean of Academic Programs, (651) 696-6036, [guyer@macalester.edu](mailto:guyer@macalester.edu) for further information about this scholarship and the application process. Visit their website at: <http://www.act.org/goldwater/>

For a complete list of all scholarship opportunities go to: <http://www.macalester.edu/academicprograms/scholar.htm>

## Essay Contest



**THE ELIE WIESEL FOUNDATION FOR HUMANITY: PRIZE IN ETHICS ESSAY**

popping down your resume! But wait, you say...I don't have a job and thus, no card! Don't despair - make your own!

With word processing and some nice cardstock, you can create your own "calling card". Put your name, Macalester mailing address, email address on it. If you want, you can also list your major or put a mini-resume on the back, including places interned, etc. It leaves a much better impression than that scrap of paper you might pull out of your wallet to write a name and telephone number on. A personal card leaves a professional image and is efficient as well. You don't have to wait for your first job to get one - make your own!

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

### COVER LETTERS 101

Whether you are job hunting for your dream career job or just looking for something to pay the rent after graduation, you will more than likely need to write a cover letter. We thought we'd share some words of advice on cover letter writing provided by J.P. Morgan (investment bank). It is solid information and can really be applied to most employment sectors even though it references analyst positions. Here goes!

"While your resume should be a static summary of your academic and professional accomplishments to date, your cover letter should be a dynamic document that presents you with an opportunity to sell yourself to each different firm. Take advantage of this medium and prepare unique points for each company, rather than simply changing the name of the addressee. Research the company and develop specific reasons why, based on the needs of the company, you would make a good analyst. A

Authors DeGalan and Lambert state in their book, **Great Jobs for English Majors**, that "There is perhaps no major less subject to academic fads and fancies than English. It has always been not only a mainstay of the college curriculum, but also the foundation of our work in many other academic areas. Of all the liberal arts degrees, it opens the most doors and makes the graduate versatile and highly employable in any number of entry-level positions.

**Great Jobs for English Majors** is a big help to college graduates entering the working world. You will discover common career paths of graduates in your field, get help assessing your individual talents and skills, and learn what steps need to be taken to land a job. Every aspect of identifying and getting started in a career is covered, from exploring options and conducting an effective job search to making a smooth transition from college to career.

*(This book can be found in the Kagin Resource Center, Humanities Section of the CDC resource library.)*

## Job Fairs

**Government Job & Internship Fair**  
**Oct. 31, 2005**  
**10 AM - 4 PM**  
**Coffman Union, Great Hall**  
**University of Minnesota**



The Government Job & Internship Fair is for government agencies to meet with students and alumni from the 27 participating Minnesota 4-year colleges and universities. [Use this link to view a list of participating employers.](#)

The job fair is free and there is no pre-registration required.

## Suggestion Box



**THE VALUE OF AN**

**CONTEST**

Now entering its 17<sup>th</sup> year, the Prize in Ethics Essay Contest is an annual competition designed to challenge college students to analyze the urgent ethical issues confronting them in today's complex world.

Full-time juniors and seniors at accredited four-year colleges and universities in the US are welcome to enter the Essay Contest and compete for \$10,000 in prizes and the opportunity to meet Elie Wiesel in New York City.

Entry forms and additional information about the Contest is available at the web address:

[www.eliewieselfoundation.org](http://www.eliewieselfoundation.org).

The postmark deadline for the 2006 Essay Contest is Friday, December 9, 2005.

**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.)**

few insightful points will separate your cover letter from the crowd and may earn you a seat in the interview room.

The cover letter is also an opportunity to present compelling evidence of your candidacy that may not be obvious in your resume. If your resume states what you did at your last job, your cover letter gives you an opening to discuss what you learned there, and how you will apply it to an analyst position.

Organization of your cover letter is just as important as it is in your resume and again, brevity is essential. The resume readers will see literally hundreds of cover letters, and they may not read every word of every letter. Prioritize your points; cover each one in order; do not dwell on any of them.

And again, absolutely **no typos.**"

[For more information on cover letter writing](#), see the CDC's web page or stop by Kagin and pick up a handout on resumes and cover letters.

**Featured Article**

**JOB SEARCH ETHICS: DOING THE RIGHT THING**

*If John accepts an offer from company X, is it okay to continue interviewing through on-campus recruiting? If Jane's GPA is 3.31 but will probably be pulled up by graduation time, is it okay to list a 3.5 on her resume? If Joe has no interest in working for Company Y, but could really use the interview practice, is it okay for him to sign up for an interview slot?*

These are ethical dilemmas you

**INTERNSHIP**

**An internship is like a job interview that lasts three months.** Nothing looks better on a resume than "been there, done that." Companies pluck employees from their pool of summer interns. In fact, firms often design internships as a recruiting method, while also helping students develop marketable skills. Freshmen and sophomores should pursue internship possibilities with the same aggressiveness as seniors pursue employment. Apply just as you would for a job, with a resume and cover letter tailored to the company's needs.

For more information visit the Macalester College Internship Program website at:

<http://www.macalester.edu/internship/>

(Source: www.usatoday.com)



**Web Watch**

**Occupational Outlook Handbook**

The [Occupational Outlook Handbook](#) is a nationally recognized source of career information, 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. For more information, visit the website at:

<http://www.bls.gov/oco/>

**Grad School Notes**

**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**

may find yourself faced with while searching for a job. Whenever you are involved in a job search, whether through Internet job postings or your school's on-campus recruiting program, your behavior has a direct impact on employers' perceptions of you as a candidate.

Ethical behavior becomes even more important during on-campus interviewing when your behavior not only affects employers' perceptions of you, but also that of your fellow students and your school as a whole. Employers will often make the decision whether or not to return to a particular school based upon how successful recruiting is. Unethical job seekers detract from a school's attractiveness.

**So, how can you be an ethical job seeker?** Keep the following suggestions in mind as you go through the job search process.

**1) Do not lie - ever.** From your resume to your cover letter, to the actual interview, honesty is your best policy. It may be tempting to round up your 3.13 GPA to a 3.2 or to list Visual Basic as one of your computer skills even though you won't take that course until next term, but these actions can have very negative consequences. If a potential employer learns that you misrepresented yourself at any point in the interview process, it is perfectly reasonable for that employer to terminate your candidacy status or to revoke any offers which may have been given. It is much better to present yourself accurately and to explain any discrepancies or concerns. If you are concerned about a low GPA, lack of particular skills or experiences or other requirements, make an appointment to talk to a CDC staff member for guidance on the best way to present this information.

**2) Only apply and interview for jobs you are truly interested in.** Never treat an

## **TAKING YOUR ENTRANCE TEST EARLY**

Accomplishing all the application requirements to grad school--and submitting them in a timely fashion--can be stressful if you're trying to get everything together at the same time. By now, you probably understand the virtues of a staggered approach, based on a clearly delineated timeline. Completing the entrance exam for your grad program--GMAT, GRE, LSAT, or MCAT--as early as possible is one step you can take to spread out the application load.

### **GMAT**

Can be taken once per calendar month, up to five times per 12-month period. Scores are valid for up to five years. Administered by the [Graduate Management Admission Council](#).

### **GRE**

Can be taken once per calendar month, up to five times per 12-month period. Scores are valid for five years. Administered by the [Educational Testing Service and the GRE Board](#).

### **LSAT**

Can be taken three times in any two-year period. Given in February, June, September/October, and December only. Scores are valid for at least three years and up to five, depending on each school's requirements. Administered by the [Law School Admission Council](#).

### **MCAT**

Can be taken twice per year (April and August). Can only be taken three times. To take the MCAT more than three times requires special permission from MCAT and the AAMC (Association of American Medical Colleges). Scores are valid for three years. Administered by the [AAMC](#).

interview as practice. Remember that a recruiter's time is just as valuable as yours. Whether interviewing on-campus or at the company site, chancees are good that the employer only has a limited number of interview time slots.

When you take a time slot for a job you are not interested in, you are preventing a student who may have a sincere desire to work for that organization from interviewing. Furthermore, many companies will pay for your travel expenses when they invite you to interview at their work site. If you feel you need interview practice, schedule an appointment for a mock interview with a CDC career counselor.

**3) Accept a job offer in good faith.** When you agree to work for a particular organization, you are expected to contact all other organizations you have applied to and are interviewing with to withdraw your candidacy. You should also remove yourself from any future interview schedules. It is never acceptable to accept a job offer with the idea you will change your mind if a better offer comes along. If you receive an offer from what is not your first-choice employer, use the offer as an opportunity to contact your first-choice and see when they will make an offer. (If you have a questions about how to do this diplomatically, see the Career Development Center staff for advice.) Once you accept a job offer, your prospective employer has every expectation that you will come to work and now considers your position filled. Reneging on an offer puts the employer in a position where they may be understaffed and may have lost second-choice candidates to other organizations. If you find yourself faced with an offer you are not sure about, come and talk to a counselor for assistance in the decision-making process.

Being an ethical job seeker means "doing the right thing." If you find yourself questioning a situation and are not sure what the "right thing"

While it's almost never too early to take the test, the benchmarks listed above are given by the tests' respective administering organizations; you should contact the admissions offices at your prospective schools to verify their exact time requirements. That said, no school requires test scores less than two years old, so you could take your entrance test one or more years in advance of beginning the application process. This not only gets one major requirement of your application out of the way, it also gives you a nice, wide window of time to squeeze the test into your busy schedule.

If you're an undergraduate junior or senior, consider taking your exam during a natural lull in your course work; shortly after a semester has started or during the summer months, for example. If you're a post-graduate, your test should be done when you have the fewest demands on your time, since preparation usually requires a substantial commitment. Plan on devoting twenty or more hours of preparation for the GRE and GMAT, more for the LSAT, and even more for the MCAT (depending on your current mastery of material) for significant score improvement.

is, stop by the CDC and speak with the staff who are readily available to discuss your options.

*(Source: This article was adapted from an article written by Nicole M. Snyder, Associate Director for Recruitment & Employer Relations in the Office of Career Services at Princeton University. This article has been copyrighted by the National Association of Colleges and Employers (NACE).*