



CareerStreet

A Publication of the Career Development Center Macalester College

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*"If a man is called to be a street sweeper, he should sweep streets even as Michelangelo painted, or Beethoven played music, or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, here lived a great street sweeper who did his job well."
(Martin Luther King, Jr.)*

Did You Miss An Issue?

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Hot Jobs



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

Tour Guide Adventures by Disney Italy March 2006 – October 2006

Deadline: 1/31/06

Seeking Tour Escorts/Guides/ Leaders for a new family vacation guided tour operator of the Walt Disney Company. Guided tours for up to 30 guests over a 9-day/8night period. Each trip will have 2 Tour Guides.

Conservation and Land Management Paid Internship Chicago Botanic Gardens Various-Multi State 5-month paid internship Deadline: 2/1/06

Working with the Bureau of Land Management (BLM) and National Park Service

Counselor's Corner



START YOUR JOB/INTERNSHIP SEARCH TODAY

by John Mountain,
Assistant Director Employer Relationships
Career Development Center

Even though it might seem a long way off, May is not that far away. What better time than now to start looking for a job/internship? It probably was a popular question over break... "So, have you thought about what you are going to do this summer?" Instead of trying to figure out an excuse to that annoying question, why not use some of the resources available to you to make it happen. The CDC can help in a number of ways to assist in this process. We have interest/personality inventories to help you find an area that you might want to look into. Also, our career counselors can be a great help in flushing out what areas might be worth pursuing. The key ingredient in this process is to find out where you can get the information you need to make an educated decision. This can seem like a daunting task, but if you break it into small sections, you will be surprised how the path can become clearer fairly quickly. That said, it will take some effort. In

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

Chris Cloutier Macalester Class of 1988

Macalester alum, Chris Cloutier, spoke with the CDC regarding his current involvement with energy efficiency issues, as well as the challenges of working remotely. As a history and speech communication major, Chris offers advice to students on how to successfully apply the skills acquired in college to the workplace.

CDC: Could you tell us about where you work and your current job?

CC: I currently work for a Beltway consulting firm - I am their Midwest office - on energy efficiency issues. I work with utilities, product manufacturers and retailers around the country to develop and implement market-based programs that provide consumers an opportunity to buy energy savings products and services in simple, easy ways.

CDC: What would you say is the most challenging aspect of your job?

CC: I work remotely which means most interactions with co-workers,

(NPS) predominantly in the western states. Interns participate in a one-week training course held in late May (Chicago).

Conservation Associate Positions

Conservancy of South West Florida

Various, Florida

Full Time

Deadline: 2/1/06

Opportunities in: Wildlife Rehabilitation Center, Naples Nature Center, Youth Programs, Environmental Science, Environmental Policy/Naples Office, Environmental Policy/Ft. Myers Office.

Legal Assistant

Sullivan & Cromwell LLP Washington, D.C.

Full time

Deadline: 1/31/06

Assist lawyers in the firm's corporate finance practice area. The firm encourages legal assistants and lawyers to participate in pro bono work. 50% of S&C's client base is located outside of the U.S.

Product Development

Underwriter

St. Paul Travelers

Hartford, CT

Full Time

Deadline: 2/6/06

Provide market analysis and market support to product areas. Respond to underwriting and marketing strategies by creating products and services or programs. Obtain and analyze all related information to support the development of products. Monitor product results and make recommendations for corrective action and more.

addition to the interest/personality inventories, some great ways to get the ball rolling include:

Meet with a career counselor -

We can provide a great sounding board on your ideas and interests. We can also provide additional resources specific to a wide variety of areas.

Contact Alumni - This is one of your greatest tools available. The CDC has access to the alumni directory where you can select alums that are currently working in your field of interest. You can also search the database by geographic areas, grad schools, or field of study. Mac alums are a great source of real world advice on how they made it to where they are.

Build your network – Beyond alumni, you need to keep your eyes open for other individuals that might be helpful in your search. This doesn't mean you have to have your resume in your back pocket and pull it out whenever you meet someone new, but by adding people to your network, your odds of finding an interesting position increase dramatically. As you start adding people to your list, it is a good idea to put their contact info into a Word or Excel document so you can track your progress, and also to reference the information when you need to see how you got that connection.

Talk with your academic

advisor - Your advisor can be a great source of knowledge in giving you a perspective of what others with similar backgrounds have done. In addition, they can be great connectors to other people in a particular field.

Talk with fellow students -

Many times we forget that your fellow students are a great place to find out what career options are out there. Right here at Macalester we have a wealth of students from all over the world doing amazing

clients and customers are done either over the phone or electronically. It makes interpersonal communication more difficult.

CDC: Do you have any interviewing advice for students?

CC: Practice, practice, practice. No matter what, you will be nervous. By practicing, you will have anticipated and hopefully prepared for some of the more routine questions, allowing you to focus your creativity on the more individual questions.

CDC: How did you decide on your college majors?

CC: I love history. It is a unique perspective that allows a great deal of opportunity to analyze social, political, natural, religious, and a host of other events - both past and present. Once I got to Mac, I really enjoyed the Speech Communications staff and courses, so decided to double-major.

CDC: How have they helped you in your job experiences?

CC: Being able to give a strong, interesting, compelling presentation will help you in any field. As does the ability to write, think and do primary research.

CDC: How did you find your first job out of college?

CC: I worked for Mayor George Latimer as his driver/speech-writer/flunky. It was a cool job in a lot of ways and certainly a very challenging experience.

CDC: Had you planned on staying in the Twin Cities when you graduated from Macalester?

CC: Not for 20 years! I knew I wanted to stick around, but like most folks I graduated with, the



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

Choosing a Major Support Group Wed., February 1

11:45 a.m.-12:45 p.m.
Wallace 2nd Floor Lounge

Resume Writing Workshop Wed., February 1

4:45-5:45 p.m.
Campus Center 215

MPC Job Fair Prep Session Mon., February 6

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

Choosing a Major Support Group Wed., February 8

11:45 a.m.-12:45 p.m.
Wallace 2nd Floor Lounge

MPC Job Fair Prep Session Wed., February 8

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

Choosing a Major Support Group Wed., February 15

11:45 a.m.-12:45 p.m.
Wallace 2nd Floor Lounge

things in most fields of study. Most likely, there are students that have similar interests, have had an internship position that might be interesting to you, or have a connection for you in the country you want to explore.

There is no one magic way of finding a job/internship, but instead a combination of many areas. Some of the ideas listed above may be more effective for some and less for others. You need to find out what will work best for you. The main point is to get out and talk to people. It could be classmates, family, friends, alums, professors, current/former supervisors or co-workers. By having these conversations you start to develop a picture of what fields might be interesting. It also might narrow your choices too by discovering areas that after further research, now don't seem as appealing.

By using the resources available to you, the journey to finding a job/internship can be much more effective and enjoyable. To learn how you can make this process more successful, make an appointment today at the CDC by calling 651-696-6384.

First Year Focus

WELCOME BACK!!

You are probably not quite the same person you were when you started your first semester at Macalester. Older and wiser perhaps? Some students may fall into this category. Many return, however, feeling more confused about their academic and career path than they were when they arrived in September. All that break time with parents, friends and other well-intentioned people can be extremely helpful and it can also create confusion.

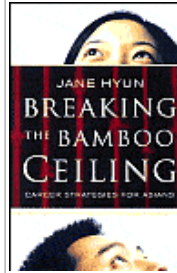
Read on for some quick ideas about

Seattle scene beckoned. But, love and employment kept me here.

CDC: What do you do in your free time?

CC: When I have free time, I still do volunteer work, I play ultimate frisbee, take my dog on long walks and spend time with my boys.

The Bookshelf



"Breaking the Bamboo Ceiling"
by Jane Hyun;
Harper Collins
Publishers, Inc.,
New York, NY,
2005.

The popular media often portrays Asian Americans as highly educated and successful individuals. They have been called the "Model Minority." Many believe Asian Americans enter the corporate workforce, thrive under pressure, and excel in their careers.

As the ethnic minority with the largest percentage of college graduates, many Asian Americans do enter the professional workforce. However, many of them seem to stall in their careers and never make it to the corner offices.

Leading executive career coach and author, Jane Hyun, explains how the traditional values Asian Americans were brought up with are often at odds with modern Western corporate culture. The fact is, being Asian affects the way people interact with - and are perceived by - their colleagues, managers, and clients. Hyun offers real-world solutions for resolving misunderstandings and overcoming workplace challenges. Her compelling and timely book explains how companies will benefit from discovering and supporting the talents of their Asian employees, and shows Asians how to leverage their skills and strengths to break through the bamboo ceiling.

Choosing a Major Support Group
Wed., February 22
 11:45 a.m.-12:45 p.m.
 Wallace 2nd Floor Lounge

Minnesota Private College (MPC) Job & Internship Fair
Tue., February 28
 9:00 a.m.-5:00 p.m.
 Minneapolis Convention Center

Minnesota Private College (MPC) Job & Internship Fair
Wed., March 1
 9:00 a.m.-5:00 p.m.
 Minneapolis Convention Center

Job Fairs

NONPROFIT FAIR

The University of Minnesota (Humphrey Institute of Public Affairs) and MCUCSA will co-host the **idealist.org Nonprofit Fair** on:

Friday, February 17, 2006, from 11:00 .am. to 4:00 p.m.

As many as 60 organizations will be represented. Registration is free for candidates seeking jobs, internships, and volunteer opportunities. Students are encouraged to go to the website www.idealists.org for more information. Free workshops and panel discussions are also scheduled.



Beyond the Piggy Bank

how to focus your “career development energy” for the remainder of the school year.

- 1.) Talk with faculty and older students about different majors.
- 2.) Write a resume. It is never too early to have a copy of that ever-changing document in your possession.
- 3.) Complete occupational research using online resources such as The Vault and Spotlight on Careers, available on the [CDC homepage](#).
- 4.) Take a look at options for summer jobs and begin the application process.
- 5.) Meet with a Career Counselor to debrief and process the information you gain in the course of completing the steps above.

Sophomore Syllabus

DEVELOPING FOCUS

Sophomore year is the time to start focusing on your future by choosing a major and seeking out experiences that will help you prepare for life after Macalester. Since transitioning to college, you have likely done a lot of exploration and self-reflection by taking a variety of classes, participating in student organizations or athletic teams, and developing relationships with friends and faculty. If you have not yet come to any conclusions, schedule an appointment with a career counselor to talk about some of the possibilities you are considering. The CDC offers self-assessment inventories such as Discover, the Myers-Briggs Type indicator and the Strong Interest Inventory to help you find out more about yourself and your preferences.

Once you have a better idea of who you are, it's time to start developing a plan of action that will help get

Never before has this dichotomy been so thoroughly explored, and in this insightful book, Hyun uses case studies, interviews, and anecdotes to identify the issues and provide strategies for Asian Americans to succeed in corporate America. Managers will learn how to support the Asian members of their teams to realize their full potential and to maintain their competitive edge in today's multicultural workplace.

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

Featured Article

E-MAIL AT WORK

"Less is more" when it comes to E-mail at work. As students begin to move into internships and jobs, you need to make sure your on-line communication looks and sounds different than IM'ing or FaceBook connections! Creative Group staffing services surveyed marketing and advertising executives on the topic.* Some of the top peeves were: receiving large, unsolicited files; being copies on superfluous "reply all" messages; messages that are too long; typos or grammatical errors; having to scroll to find information.

The survey authors highlights that although E-mail is considered a casual form of communication, the rules of etiquette still apply. Avoid trendy abbreviations, slang, etc. Other suggestions (some provided by CDC staff) include:

- **Keep the recipient in mind**, making messages relevant, clear and easy to file.
- **Keep it "mega-lyte"** - provide links to photos, PowerPoint presentations and other large files or offer to send them on request. Many professionals have limited in-box capacity and

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"

Suggestion Box



LISTEN - DON'T JUST WAIT TO TALK...

All too often, people are just waiting for their next opportunity to talk in a sales pitch, interview or conversation. Doing this fails to create a connection. Use conversations as opportunities to pick up information and apply it spontaneously to the task at hand.

In an interview, instead of spouting your memorized spiel, listen to the hiring manager and apply the company's needs to the talents you're waiting to tour.

(Source: CareerBuilding.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

you where you want to go. This semester, start thinking about your involvement on campus. Join student groups that are exciting to you and become an active member. Consider taking on a project within the group or a position of leadership to develop your skills of planning, organizing and implementing tasks. Also, think about how on-campus work might complement your career goals. Becoming an RA, a departmental student worker, or a research assistant can help you develop your work-related skills.

Consider seeking out experiences off campus as well. Obtaining an internship or doing volunteer work is a great way to test-run some of your tentative career choices in the "real world." These opportunities are excellent for building your job-search and interviewing skills, adding valuable experiences to your resume and developing contacts with people who are doing the type of work that you would like to do after Macalester.

Finally, make a trip to the CDC to check out the available resources. Talk with a career counselor about developing and achieving your goals. And keep an eye out for upcoming workshops on choosing a major, finding an internship, and planning for life after Macalester.

Junior Jumpstart

INTERVIEWING FOR SUMMER JOBS AND INTERNSHIPS

If you are going to be interviewing for important summer jobs and internships this spring, preparation and practice are critical! Keep an eye open for CDC workshops on interview preparation or schedule an appointment with CDC staff to talk about how to prepare for interviews.

Employers have told us that

bulky attachments are hard to open consume needed space

- **Don't be too quick with your "trigger finger"**. Before replying to all, consider whether each person on the list will benefit from your response - remove those that will not. Conversely, if someone is copied on a message that you receive, be sure to include that person on your response if s/he needs the information.
- **Be specific**. An informative subject line lets the recipient know the topic of the communication and whether action is needed. It also makes it easy to file.
- **Be direct**. Rather than forwarding a lengthy E-mail exchange to colleagues as an "FYI" forcing them to scroll to understand why they're being copied, give a brief synopsis of the situation, which allows them to choose whether or not to review the details.
- **Avoid "crying wolf"**. Mark messages high-priority only if they are truly urgent.
- **Never E-mail while angry**. You may regret those words sent in haste - it is tempting to fire something back at someone you are angry at. A better option would be to write it, then wait until later to send. Read it again and see if it is what you really want to say. Another option - wait a little bit and then pick up the phone or go see the individual in person - we are much more "metered" when we have to say things to a real human being rather than sitting behind a computer screen.
- **Avoid "questionable taste" correspondence**. If your brother or former roommate just loves to send you E-mail jokes, especially ones complete with pictures,

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.)**

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

preparation provides the needed degree of polish and confidence that differentiates candidates. It's very different from on-campus employment interviews! You may have the best resume and skill set in the world, but if you can't convey that effectively to the employer, they'll never know! The sooner you start preparing, the better!

Senior S.L.A.M.

I WISH I'D KNOWN...

Most of you will find yourself in some sort of employment after graduation - whether it is full-time career-type of thing, or temporary just to pay the rent, or a graduate assistantship. Grads that have gone before you have often shared stories of "I wish I'd known" - areas where they didn't know what to do or how to handle things in the workplace - with results that range from embarrassment to disaster.

Steve Ventura, in *Start RIGHT...Stay RIGHT* says there are 2 areas in which job success is determined:

1. Technical aspects and skills - the "how to's" of compiling reports, programming computers, processing orders, etc.
2. "The other stuff" - the conduct and attitude-related behaviors that you exhibit in the performance of your job. Here are some of the characteristics and behaviors associated with "the other stuff" - following these are common sense but have a high impact!

Take responsibility for yourself...contribute to others' success...put customers/clients first....be a "team player"...volunteer, and show some initiative...follow the rules...work the hours you're paid for....exceed expectations....keep your commitments....get with change....be considerate of others....don't "whine" or spread negativity....give, and earn,

straight from a Playboy or Hustler type of site, tell him/her not to send them to you at work. One person's "funny" might be another's "harassment".

E-mail is great - just remember that communication at work is exactly that..."work"!



Web Watch

TOP 500 ENTRY LEVEL EMPLOYERS OF 2006

The Top 500 Entry Level Employers of 2006 have been announced. The results of an annual survey conducted by CollegeGrad.com spell good news for the class of 2006. The majority of employers surveyed are increasing their hiring, and overall hiring is up by 9.1%! The "Top 500" list is posted at: <http://www.collegegrad.com/topemployers>, and is being updated daily.

Featured Fellowship



MORRIS K. UDALL SCHOLARSHIP PROGRAM

The Morris K. Udall Scholarship Program was created to encourage current sophomores and juniors to pursue careers related to environmental policy. Macalester may nominate three students who have outstanding potential and intend to pursue careers in environmental public policy. The scholarship pays a yearly stipend to help students complete their undergraduate education.

NOTE: Macalester campus application deadline is February 20, 2006.

respect.....embrace diversity....keep learning....ask for feedback....be patient....be appreciative....think "safety"....think "health" (RED - Rest, Exercise, Diet)....look your best....keep the boss informed...act like an "owner"...focus on "the big 2" - increase revenue, decrease costs - whether you are in a non-profit or for-profit....perform with ethics and integrity.

If you'd like to see more on these points, stop by the CDC - the book will be at the front desk.

For details on the scholarship, consult the Udall website at: http://www.udall.gov/p_scholarship.htm. The Dean of Academic Programs, [Ellen Guyer](#), (651) 696-6036, coordinates the Macalester application process. Be sure to talk with her if you are interested in applying for the scholarships.

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

January 31, 2006