



CareerStreet

A Publication of the Career Development Center Macalester College

Vol. III - Issue 10 - March 13, 2006

"From the first, I made my learning, what little it was, useful every way I could." -

(Mary McLeod Bethune , Educator 1875-1955)

Did You Miss An Issue?

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Hot Jobs



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

Children's Program Specialist

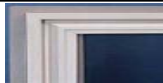
University of Minnesota Center for Democracy and Citizenship St. Paul, MN

Full-time (80% time)

Deadline: 3/20/06

Facilitate and guide work with children on St. Paul's West Side as part of the Jane Addams School for Democracy, All-Around-the-Neighborhood summer programming and other West Side initiatives of the Center for Democracy and Citizenship. Staff member will work with children and facilitate intergenerational learning among adults and children. 1-3 years of work experience (volunteer or paid) in a multicultural and multilingual environment. Prefer bilingual in Hmong, Spanish, or Somali. Experience working with children of differing ages, cultures and races.

Counselor's Corner



AFTER THE INTERVIEW by John Mountain, Assistant Director Employer Relationships Career Development Center

Now that the interview is over, you might think (ok, maybe beg) that all the work is done and you can just kick back until the organization makes a decision. Unfortunately, the answer is no. The good news is that most of your work is done, but there are still some key things you need to do to ensure you have the best chance of landing the position you want. Two key areas are:

Thank You Letters: The quickest way to ruin a great impression from your interview is not to write a thank you letter. The second quickest way is to write a poor one. Just remember how hard you worked to develop your resume, research the organization, and prepare for the interview. Use the memory of that effort to motivate you to take the time to write an effective thank you letter.

Thank you letters do not have to be long or complex. Take advantage of this opportunity to convey your appreciation for the time that they spent with you, as well as reiterate your interest in the position. Usually, the letters are written on thank you cards, but be careful when selecting the type of card, so that it is

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



**David Coe,
Macalester Class of 2005**

David Coe '05 moved to Madison, Wisconsin, last year after graduation to take a position with Epic Systems, where he works as a project manager. We asked him about the perks of his job (including an expense account for travel), how he made the transition from Macalester to a full-time job, his plans for the future, and more.

CDC: Where do you consider home, and how does it compare with where you live now?

DC: I guess my old home is my parents' house in St. Charles, IL. Although, I feel like my more recent "home" was in St. Paul while I was in college. After spending two summers up at school, it was where I spent the majority of my four years at Mac. I

**Interpreter
Garden & Associates
Various, MN
Full-time**

Deadline: 3/21/06

A foreign language agency, is hiring Interpreters for on call medical, social service, corporate and legal assignments through Minnesota. We have assignments during the day, night, overnight, and weekends. We are looking for interpreters who speak all languages, but we have an immediate need for the languages listed: Twin Cities: Bosnian, Chinese (Cantonese and Mandarin), Farsi, Hmong, Indonesian, Kenyan languages, Laotian, Liberian languages, Somali, Spanish, Sudanese languages, Tagalog, Tigrinia, and Vietnamese. Also, Hmong, Russian, Somali and Spanish who are willing to take on call assignments from 6pm – 7:30am. Needs also in other cities in MN.

Interpreters should be fluent in English and the foreign language, and have knowledge of medical and/or legal terminology. Pay \$15-25 per hour.

**Research Analyst
EMC Corporation
Hopkinton, MA
Full-time**

Deadline: 3/18/06

EMC Strategic Research Group (SRG) enables fact-based decision making and strategic planning within and across EMC business units to maximize EMC's addressable market opportunity and facilitate revenue and market share capture. A Research Analyst is responsible for research and analysis relating to specific EMC business objectives, as determined through interaction with product marketing, sales,

appropriate for the audience and won't bring unwanted attention to your letter. It is also becoming more common to send a thank you letter in the form of an email. Years ago that might not have been acceptable, but technology has changed and most organizations are fine with an email. The structure and content are the same and again, the most important thing is not if it is a hand written or electronic, but the fact that you send one.

Follow-Up: Time always seems to run slower when you are a candidate for an open position. When an organization tells you that it will be a week before they make a decision, it invariably will be the longest seven days in history. If they take more than a week, time runs even slower. It is usually not intentional on their part, and is most likely due to vacations, workload, or the interviewing process is just taking longer than anticipated. The key thing to remember is follow-up after the initial timeline has passed. If they tell you a week, wait a day or so more than a week and give a phone call or email. Each case is unique, but make sure you are persistent with your follow up, while not going over board. There may be many reasons for the delay and a daily call from you may quickly change their impression from persistence to irritation.

After the interview, it is also very important to keep track of the status of your interviews and any follow-up steps you need to take. It could be as simple as a notebook page or an Excel document that shows the name of the organization, date of interview, contact info, and follow-up timing. Especially when you have multiple opportunities going at the same time, it is imperative that you have a way to keep it all straight. Again, you don't want to waste all the effort you put into getting the interview by not keeping track of what your next steps should be.

The CDC can help if you have any

currently live in Madison. It's smaller than the Twin Cities and a bit less cosmopolitan, but it's a lot bigger than St. Charles. I still have a unique fondness for the Twin Cities whenever I come back for a visit. I think Madison might seem like that in a few years.

CDC: Can you tell us about where you work and how you got your job?

DC: I work at Epic Systems, a healthcare software company. I'm a project manager there, which means I assist the customer in customizing and installing the software for their organization. Epic's a pretty cool company. The atmosphere is very relaxed with no dress code at all and a non-competitive atmosphere.

I got the job just by applying through the website at the advice of a friend who was hired there. I didn't realize that software companies hire a lot of people with no programming knowledge.

CDC: Do you have any advice about the interview process?

DC: I think the most important thing is to be honest. If you exaggerate your abilities at something, it will definitely catch up to you when you start at the job. Otherwise, you should just relax and be yourself. Trying to think of questions that might be asked during the interview helped, as well as coming up with answers to those questions. That will help you be more confident during the interview. A mock interview at the CDC, while a bit scary, definitely helped.

CDC: What's the most interesting part of your job?

DC: I like thinking of ways to make the software work well for the customer. This customization for them can really help improve efficiency for their workflows. Otherwise, I just like it when the customer turns to me for advice on a decision to make. It makes me feel like they value my ideas and opinions.

executive management, engineering, and other business unit and functional sales and marketing groups.

**Environmental Specialist
Water Quality Intern
Minneapolis Park and
Recreation Board
Minneapolis, MN
Full-time**

Deadline: 4/3/06 (or until filled)

**April – October (variable hours during school year)
Full time-Summer**

The Water Quality Intern will assist with monitoring of Minneapolis Park system lakes and waterways in association a variety of projects. The intern's responsibilities will include: Lake, creek, well readings/data management; Sample preparation and delivery; Lake, stream, beach and storm water monitoring; Additional field and office work

News Interns Summer 2006

**KSTP-TV,
News/Weather/Sports
St. Paul, MN
Summer**

Deadline: 3/23/06

Must be done for class credit; pursuing a major in broadcasting, journalism, or communication preferred. Understand, interpret, and communicate information about news events to staff. Judge appropriateness of on-air materials according to FCC, community, and station standards. Read and interpret documents such as wire copy, articles, and professional journals.

questions regarding not only follow up techniques, but many other topics in the recruiting process. Set up an appointment today by calling 696-6384.

First Year Focus

MORE THAN JUST WORDS

When a prospective employer asks you "so, tell me about your experience at Macalester", what will you say? Do you really know what a liberal arts education means? How is that translating to your experience? Are you taking the responsibility for creating that experience?

Building your educational experience and targeting outcomes requires your involvement. And that means making some plans. Setting some goals. You can do it long-term (some day, I plan to run my own NGO or company), shorter-term (I want to graduate with honors), or near-term (this semester, I'm going to work on improving my oral presentation skills and look for a leadership opportunity in one organization).

The next three years will fly by. Take the reins of your time here. Create some plans, some strategies for meeting goals that you have set. The who, what, when, where and why of your Macalester experience will become clearer and perhaps, answering that question will be just a little meaningful as well. CDC staff (as well as other Student Affairs staff) can help you with that planning if you like. Give us a call.

Sophomore Syllabus

TRANSITIONS AND DECISIONS

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

CDC: Was the transition from Macalester to full-time work difficult?

DC: Yes, it was difficult to make the transition. Even after having full-time jobs during summers, I had trouble adjusting. I really liked having free time in the middle of the day during college for naps, exercising, etc. It's difficult to spend all day at a desk. I've gotten more used to it and found tricks to keep me engaged. The transition of going from overdrawn bank accounts while I was a poor student to not having to worry very much about money was less difficult.

CDC: What experience, at Mac or elsewhere, do you think prepared you for your job?

DC: My job is similar to Mac in that you have 10,000 things to do at one time and you have to prioritize them and just do them. The tasks themselves aren't that hard, just an email or phone call, most of the time. The problem is that there are so many things to do. You need to know how to prioritize and not freak out when thinking about the entire project. I had to this at Mac all the time.

CDC: How great is it to be on an expense account when traveling?

DC: It's wonderful! I love the traveling part of my job. It's great because I'm young and don't have a family or any other attachments at home. The free meals, frequent flyer miles, and hotel points really help to sweeten the deal. Even though I travel mostly to less desirable locales (e.g. Dayton), the travel is really exciting and helps balance out those weeks in the office.

CDC: What do you think your dream job might be?

DC: Even after entering the "real world," I'm still a bit clueless as to what my dream job is. There are parts of my job that I really like and other parts that I dislike. I think the same



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

Job Search Support Group
Wednesdays, March 22 through April 26

12-1 pm
 Campus Center 215

What To Do In Your Year Off

Tuesday, March 21
 12-1 pm
 Campus Center 215

Careers in Consulting
Tuesday, April 22

12-1 pm
 CDC, Kagin 1st Floor



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:

- 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.

Junior Jumpstart

RE-ENTRY FROM STUDY ABROAD

Did you miss the workshop on re-entry last month? Linda Schmid, Mia Nosanow, Kathryn Yngve and Andrea Dine had some good words of advice and it was a great opportunity to share stories.

Whether you were in France or India, Mexico or Morocco, you have no doubt had a significant learning experience during your time away. Ideally your return to the campus will be a learning experience as well.

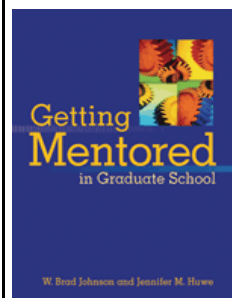
Are you both glad and a little sad to be back home? It is very normal to feel this way and these mixed feelings won't go away for a while either. Saying goodbye to friends you've made, places that have become familiar to you and activities that have become part of a comfortable and meaningful routine can be rough. You are probably

could go for any job. I guess my dream job would be a bit more analytical and independent than my current job. I think Mac students just need to realize that they won't have their dream job straight out of college. You have to try things out and gain some work experience. Then, you'll have a better idea of what you want and you'll have more of those real world skills in order to grab that dream job.

CDC: Do you have any plans for the future?

DC: Right now, I'm toying with the idea of going to England to get my MBA in a few years. I studied abroad in London and loved it, so I'd really love to go back for a few years. Other than that, I'm not really sure. I think it's good for people to just get out of the Mac bubble and live for a few years, taking things just as they come. That's my plan at the moment.

The Bookshelf



"Getting Mentored in Graduate School" by W. Brad Johnson and Jennifer M. Huwe, 2003.

As graduate programs become more complex to navigate, the importance of having a faculty mentor to optimize their value grows. "Getting Mentored in Graduate School" by W. Brad Johnson and Jennifer M. Huwe attempts to outline why it's important to facilitate a mentor relationship while pursuing a graduate degree, how to be an effective student "protégé," and the ways in which a faculty member can work to be a valuable mentor.

Johnson and Huwe define the word "mentor" as a seasoned and powerful professional in relation to the student being mentored. The role of the mentor in graduate school is to

"Credit Reports: What They Say About You"

Suggestion Box



SPRING BREAK SAFETY

For most students, **Spring Break** is a chance to relax and let all their worries melt away under the sun. Unfortunately, that mentality can cause many problems for the unwary traveler. Check out this Pepperdine University site for several ways to keep Spring Break safe and memorable instead of disastrous and a time best forgotten.

<http://graphic.pepperdine.edu/living/2006/2006-02-16-safetytips.htm>

(Source: Pepperdine University)

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

experiencing some degree of what is called "reverse culture shock" or "reverse cultural adjustment." In the same way that you had to adjust to the new culture where you studied, you now have to re-adjust to your own culture and the culture of Mac. This can be a disorienting experience.

An important thing to keep in mind is that the experience you had abroad is part of an **ongoing growth process** that need not stop now that you are back at Mac. Embrace the new things in your life, reconcile with things that have changed, and continue to challenge yourself, your beliefs and your assumptions. It is a good run at developing skills to become successful in future transitions in your life. (And, next year you have another one coming up called "graduation"!)

One more note - if you are interested in directly incorporating your study abroad experience into your "after Macalester" plans - e.g. where you live, the work you do - the CDC staff can help you research opportunities and options.

Senior S.L.A.M.

TO FOLLOW UP OR NOT TO FOLLOW UP: EXECUTIVES SAY TO DO SO WITHIN TWO WEEKS

Many job-hunting students are concerned that they are being pushy if they contact an employer after submitting a resume. A new survey suggests the opposite may be true. In fact, 82 percent of executives polled said job seekers should contact hiring managers within two weeks of submitting application materials, while just 5 percent said professionals should refrain from communicating once a resume has been sent.

The survey by Robert Half

support, guide, and counsel the student as he or she prepares for a future career. In today's doctoral programs, roughly half of students are mentored by an older professional, and a study of 92 Nobel laureates showed that half of them had been mentored by Nobel Laureates themselves. The most valuable beneficial relationships, then, go beyond pedagogy and almost into the realm of apprenticeship.

How does one find a mentor? According to Johnson and Huwe, through careful selection and a professional approach. Once a graduate student chooses to initiate a mentor relationship, his or her approach should be "tenacious." Although they emphasize that there is no ideal mentor relationship, they emphasize the goals of a personal relationship and academic collaboration as an endpoint.

Although the book is helpful in defining the importance of having academic guidance from a faculty member throughout graduate school, this reviewer feels that it takes the personal elements out of what should be a spontaneous and genuine relationship between a student and his or her mentor. By making into a science the process of finding someone in one's field who inspires respect and enthusiasm, Johnson and Huwe make the mentor relationship a game to be played and manipulated. This book would be helpful to someone who is truly challenged in finding a faculty member with whom to develop a relationship, and providing only a structural guideline to what should be an authentic bond between teacher and student.

(Book reviewed by Katie Harger, CDC Student Staff.)

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

Featured Article

[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
E-mail:
cdc@macalester.edu
www.macalester.edu/cdc**

International Inc., asked 150 executives with the nation's 1,000 largest companies, "How long should a job seeker wait to follow up with the hiring manager after submitting a resume?" Their responses:

- One week or less—37 percent
- One to two weeks—45 percent
- Two to three weeks—9 percent
- Three weeks or more—3 percent
- Don't follow up—5 percent
- Don't know—1 percent

Executives participating in the survey also were asked, "In your opinion, what is the best way for a job seeker to follow up with a hiring manager after submitting a resume?" The top three responses were via e-mail (38 percent), telephone (33 percent), and a handwritten note (23 percent).

So take the time to follow-up! It will work in your favor.



Web Watch

JOURNAL OF YOUNG INVESTIGATORS (JYI)

The first career information site run completely by undergraduates was launched November 1, 2005 by the Journal of Young Investigators (JYI). JYI is an undergraduate-run, peer-reviewed science journal published monthly online (<http://www.jyi.org>). Funded by the Burroughs Wellcome Fund, the Science Career Center (SCC) is targeting undergraduate students pursuing a career in a scientific field.

The SCC currently provides up-to-date information about science career areas and includes statistics, interviews, and feature articles pertaining to careers in academia,

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:

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:

science communication, industry, teaching, and the government. The site also contains monthly columns written by science professionals. A special Resources section is dedicated to helping undergraduates find links to job and internship sites and are personally rated by SCC staff.

The SCC can be accessed at <http://jyi.org/SCC/Index.php>.

Featured Fellowship



The Benjamin A. Gilman International Scholarship was created in 2001. This congressionally funded program is offered through the Bureau of Educational and Cultural Affairs of the U.S. Department of State and is administered by the Institute of International Education. This program offers a competition for awards to defray the cost of studying abroad, for US citizen students who are receiving federal Pell Grant funding.

Number of Awards:Varies
 Length of Award: Semester or Academic year; preference given to academic year participants.
 Eligibility: U.S. Citizenship; Good academic standing; recipient of the federal Pell Grant funding during the academic term of application; Multi-country tours and programs are not eligible. Value of Award: Up to \$5,000.

Application Process: Complete application (including both financial aid and study abroad advisor portions) and current official transcript sent to the Institute of International Education (IIE). Application form and instructions

- 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 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

available online on the IIE website. Application Deadline: April 4, 2006 for the Fall 2006; September 26, 2006 for Spring 2007.

For details on the scholarship, consult the website at: www.iie.org/gilman. 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 scholarship.

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

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.)

March 15, 2006