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Need help finding  
summer internships  
and jobs? Need your  
resume or cover  
letter critiqued?  
Want practice for  
your upcoming job  
interview? The  
CDO is here to  
assist you!

Stop in or call to  
make an appoint-  
ment.

If you have a quick  
question, take ad-  
vantage of drop-in  
hours!

**Drop-In Hours:**  
**Tues/Wed**  
**9:30am-11:30am**  
**Thurs/Fri**  
**1:30pm-3:30pm**

# CALS Career Development Newsletter

## Jobs, Internships, Events and more...

CALS Career Development Office 177 Roberts Hall  
alscdo@cornell.edu 607-255-2215

**August 18, 2009**

### Welcome Back

From the Director, Amy Benedict-Augustine

Welcome or welcome back, whichever fits for you! The CALS CDO staff looks forward to meeting you or seeing you again soon in 177 Roberts Hall. Whether you have been a student at Cornell for a couple of days or a couple of years, it is never too early—or too late—to use the CALS Career Development Office's resources. We have something for everyone...just ask us! Here are a couple of items for your "to do list": Complete or update your Cornell CareerNet student profile at [www.career.cornell.edu](http://www.career.cornell.edu). Tell us what you did this summer by completing the Summer Experience Survey at <http://www.career.cornell.edu/surveysAndSalary/summer.html>. Check out the newly published 2008 CALS Postgraduate Survey Report at <http://www.cals.cornell.edu/cals/current/career/discover/postgrad.cfm> to see the first destination of young alumni from your major. Stop by during drop-in hours (Tuesdays & Wednesdays, 9:30 – 11:30am and Thursdays & Fr days, 1:30 – 3:30pm starting **Tuesday, September 1**) for a 15 minute career "check-up". When you are "in the neighborhood", take a look at our collection of flags from around the world. There is one for each of the countries represented by the new international CALS undergraduate students. If you do not see your flag in the collection, please let us know and we will order it.

Here's wishing you all the best in the new semester! See you soon...

### CDO Spotlight

#### Did You Know....

The CALS Career Development Office offers a number of different services to help you explore and find a job as well as prepare for graduate school. These services include:

Personalized Career Counseling and Advising • Cornell CareerNet • Alumni Career Link • The CALS Career Library • Select Internship Files • Summer Experience Survey • Resume and Cover Letter Critiques • VPI's – Video Practice Interviews

You can find information on these services, as well as others, by visiting our website at: [www.cals.cornell.edu/cals/current/career/index.cfm](http://www.cals.cornell.edu/cals/current/career/index.cfm)

Please feel free to visit our office to explore our resources and make an appointment with one of the staff. You can also make an appointment by phone by calling 255-2215. Office hours are Monday – Thursday, 8:00 am - 5:00 pm and Friday from 8:00 am - 4:00 pm.

Don't Forget: If you would like to have your resume critiqued, you first need to watch a 15 minute powerpoint video. You can do this by stopping by our office!

## CDO Spotlight

### Resume and Cover Letter Critiques

As we begin a new school year, many of you may also be thinking about your job search. Two key elements that you should have ready to go are your resume and cover letter. Be sure to visit our office and have one of our experienced advisors review your documents. We can help you create accurate, professional-looking and targeted "marketing" materials for your job search.

If you have not done so already, you will want to come in to 177 Roberts Hall to view our resume writing tutorial, as you will need to view this before having a staff member provide feedback on your resume. The tutorial will provide you with the needed information to effectively write an initial draft of your resume. You may also wish to look over our Ready Reference Sheets that focus on preparing effective resume and cover letters. You can download these handouts at our career website:

<http://www.cals.cornell.edu/cals/current/career/reference/index.cfm>

### Summer Experience Survey

**Remember to complete the Summer Experience Survey!** The Summer Experience Survey gives you a way to help others in their search for practical experiences, and the results give you an opportunity to learn from the experience of others, too. The survey can help you find ideas for internships you might not have known about. It will also help you consider your goals and the practical factors related to selecting a summer position. To complete the survey or to review past survey results, go to: <http://www.career.cornell.edu/surveysAndSalary/summer.html>

## On-Campus Recruiting

**THE FALL ON-CAMPUS RECRUITING PROGRAM BEGINS AUGUST 14.** You may want to meet with a variety of employers who recruit at Cornell for summer or full-time positions. Some of these employers visit campus only in the Fall, others will visit only in the Spring, while others will visit both semesters. CALS students are eligible to submit resumes to employers who recruit at the CALS Career Development Office in Roberts Hall as well as the Cornell Career Services Office in Barnes Hall. Both share an on-line system, Cornell CareerNet (CCNet), to manage the on-campus recruiting program. It is required of students to complete the [CCNet tutorial](#) to learn how to use this service to your best advantage. Fall 2009 resume submission begins on **August 14**; the earliest resume submission deadline is **August 31**. On-campus interviews will take place **September 29-December 4**.

**NOTE:** The Career Development Office strongly advises students to pursue an independent job search and to use other job-search tools in conjunction with on-campus recruiting. This program offers only one avenue for finding a position following graduation, as only about 20% of students find jobs through this tool. While a diverse group of organizations do visit campus, they are only a small sampling of potential employers with job opportunities. Come visit us in 177 Roberts Hall to schedule an appointment!

## Fellowships/Scholarships

The CDO has created a series of publications called [Ready Reference Sheets](#) which are designed to assist you by:

1. Informing you of the services available through our office.
2. Providing solid career information to assist you in navigating your career.
3. Helping you create top notch application materials and develop strong interviewing skills.

The **WINSTON CHURCHILL FOUNDATION SCHOLARSHIP** provides for a year of graduate study in engineering, mathematics, or science at Churchill College, Cambridge University. Applicants must be U.S. citizens between the ages of 19 and 26 with a B.A. or B.S. (by spring '10). You may be enrolled in a master's program but not a doctoral program. **Interested? Attend one of the upcoming CHURCHILL INFORMATION SESSIONS:** Thursday, August 27 *4:35 pm, SESSION in 103 BARNES HALL* OR Tuesday, September 1 *NOON-TIME SESSION, 103 BARNES HALL*  
**Space is limited for the 12:00 p.m. program. Contact Beth Fiori**, Fellowships Coordinator, @ [BTF1@cornell.edu](mailto:BTF1@cornell.edu), **in advance, if you wish to attend** the noon session.

The **LUCE SCHOLARSHIP PROGRAM** provides stipends and individually arranged internships to increase awareness of Asia among future leaders in American society. U.S. citizenship and demonstrated leadership in a chosen field required. May NOT have a professed career interest in Asian affairs or have had significant exposure to Asia. **Interested? Attend one of the upcoming LUCE INFORMATION SESSIONS:** Monday, August 31 *4:35 pm, SESSION in 103 BARNES HALL* OR Wednesday, September 2 *NOON-TIME SESSION, 103 BARNES HALL*  
**Space is limited for the 12:00 p.m. program. Contact Beth Fiori**, Fellowships Coordinator, @ [BTF1@cornell.edu](mailto:BTF1@cornell.edu), **in advance, if you wish to attend** the noon session.

The **HARRY S. TRUMAN SCHOLARSHIP** provides up to \$30,000 for graduate school to students with outstanding leadership potential who plan careers in government or public service. Many fields are eligible such as government, international relations, public health, engineering, agriculture, environmental management, law, education, history, economics, sociology, biology, psychology, and others. Requirements: U.S. citizenship; commitment to a career in public service; current juniors (Class of 2011); and a minimum GPA of 3.5. **Interested? Attend a TRUMAN INFO SESSION:** Thursday, September 10, 4:35 p.m., 103 Barnes Hall OR Thursday, September 3 or Friday, September 4 12 noon, 103 Barnes Hall  
**Space is limited for the 12:00 p.m. program. Contact Beth Fiori**, Fellowships Coordinator, @ [BTF1@cornell.edu](mailto:BTF1@cornell.edu), **in advance, if you wish to attend** the noon session.

## Look Who's Hiring

### UNDERGRADUATE SUMMER INTERNSHIPS IN PARIS

These 10-week internships at the Institut Pasteur, one of the world's leading private, non-profit centers for infectious disease research, offer hands-on laboratory experience to undergraduates contemplating a scientific career. Applicants must be U.S. citizens. Living allowance is \$400 per week. Application and deadline information may be found at: <http://www.pasteurfoundation.org/>

**Email: [PasteurUS@aol.com](mailto:PasteurUS@aol.com)**

### CORNELL UNIVERSITY – CAMPUS LIFE INTERNSHIPS

*Campus Life is offering part-time internship opportunities for the fall semester in the areas of: Food Service Procurement and Vendor Performance Measurement, Event Planning and Catering Management, Food Safety Database Management, and Nutrition Marketing and Communication. Internships range from 5 – 20 hours per week and are for pay or credit. Interested students should submit a resume, cover letter, and 2 letters of reference by September 1, 2009 to : Leslie Meyerhoff, Associate Director for Academic Initiatives, [MLS73@cornell.edu](mailto:MLS73@cornell.edu).*

**Detailed job descriptions can be obtained from the CALS Career Development Office in 177 Roberts Hall.**

### ENCYCLOPEDIA OF EARTH INTERNSHIP

*The award-winning Encyclopedia of Earth (EoE – [www.eoearth.org](http://www.eoearth.org)) is a free, fully searchable online encyclopedia about the Earth, its ecosystems and their relationship to society. The EoE seeks student interns to assist with posting articles and performing other tasks as needed. Internships are not paid. However, interns gain valuable education and experience, receive recognition on the EoE, and may receive course credit. Interns will work on their own at their home institutions, but will have regular contact with EoE authors, editors and staff based in Boston, Washington, D.C. and other locations.*

**Detailed information regarding this opportunity and how to apply can be found on the Select Internship Files at: <http://internships.cals.cornell.edu/>**

### MAZZA VINEYARDS - VINTAGE CELLAR HAND

*Robert Mazza, Inc. is a family run operation consisting of three wine brands (Mazza Vineyards, Mazza Chautauqua Cellars, and South Shore Wine Company), two winery locations and a distillery located along Lake Erie in PA and in Mayville, NY. The winery crushes approximately 800 tons on site per year (vinifera, hybrid and native varieties). A portion of the business is dedicated to contract production, production of bulk juice and wine, contract bottling, and custom distillation.*

This position being offered is hands-on and some technical knowledge of winemaking is preferred. Responsibilities cover a wide range of vintage and harvest operations from crush through fermentation including cellar operations, lab analyses, fermentation management and record keeping.

## Look Who's Hiring

Detailed information regarding this opportunity and how to apply can be found on the Select Internship Files at: <http://internships.cals.cornell.edu/>

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Cornell University is providing these opportunities as a courtesy and does not endorse the opportunities, employers, or organizations offering them. Applicants should research the employers, organizations, and opportunities before proceeding.

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