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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

September 14, 2009

CDO Spotlight

Scheduled for an on-campus interview and you have the flu?

Please note that any student who has the flu or flu-like symptoms should cancel any on-campus interviews s/he has signed up for during the duration of his/her illness. We realize you will be anxious about missing any interviews, but if you have the flu you should stay home and take care of yourself. Please know that our office will advocate on your behalf to the employer and request that they consider an alternative interview date. If you cancel your interview(s), please contact the hosting career office as soon as possible. Also, send the employer an explanation of your situation and why you will not be able to attend. By doing this, you will improve your chances of the employer potentially making alternative arrangements to speak with you when you are feeling better. Be kind to yourself as well as your fellow students and interviewers. By being out and about while you have the flu, you will delay your recovery time as well as potentially spread the flu to others.

The Extern Program

Get an insider's view of a career field by shadowing Cornell alumni in their workplaces during Winter Break. Find out what it is like to be a surgeon, bank vice-president, environmental lawyer, museum curator, science teacher, etc. Observe the day-to-day activities of your Cornell sponsor, discuss specific jobs and careers with alumni and their colleagues, and sometimes obtain limited hands-on experience.

Externships are available in various career fields and geographic locations. The students and sponsors repeatedly comment on the Extern Program as one of the most valuable opportunities available to Cornell students.

Round 1 Application Period Begins September 21, 2009

General Information Meeting/Guidelines for Applying

September 21, 2009
5:00—6:00 pm, Goldwin Smith Hall, Lewis Auditorium

Helpful Hint: Be prepared by having your resume ready to go!

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 of-

CDO Spotlight Con't

Preparing for the Career Fair

Your Resume – Make sure your resume is updated and ready to go. Bring multiple copies with you to the fair to distribute to your target employers. Resumes should be printed on good quality, bond paper in a neutral color (white, cream).

Have a Game Plan – Review the listing of employers who will be attending the fair before you go. (The list of employers attending the Cornell Career Days can be found on Cornell CareerNet.) Make a list of the employers you want to target. Make sure to research the organization(s) in advance so you have some insightful comments to make and a couple of thoughtful questions ready to go. Plan to be there a couple of hours if possible. There may be a line of students waiting to see each employer. Be patient and plan your navigation of the room effectively.

30-Second Introduction – Prepare and practice a 30-second succinct introduction of yourself. Include things like your name, class year, type of position (e.g., internship, full-time, co-op), your career interest, your major, interest in the organization, and skills/experiences that you have to offer. Make sure to have a firm handshake, maintain good eye contact, and be positive and confident.

Dress Code – Dress to impress! Make sure to wear at least business casual attire to the event.

For more information, tips, and hints make sure to go to:

Make the Most of Your Career Fair Visit

Monday, September 14, 2009

Statler Hall, Classroom 196 (Beck Center Park Atrium) ■ 4:45 pm–5:45 pm

Look Who's Hiring

International Opportunities

Farm Credit Canada

Farm Credit Canada has the following positions currently listed on their website: Customer Service Representative, Executive Coordinator, Valuation Technician, Customer Service Assistant, Relationship Manager, Product Support, AgExpert Analyst (bilingual English/French), and Associate Analyst (bilingual in English/French). This organization also offers summer internships. Check them out at www.fcc.ca/careers.

Frontier

Frontier is a non-profit conservation and development NGO. They have 250 projects across 50 countries, and are dedicated to safeguarding biodiversity and ecosystem integrity and building sustainable livelihoods for marginalized communities. Volunteers can gain independent field research, save endangered wildlife, teach impoverished children and/or explore the world on an adventure trail. www.frontier.ac.uk (Note: volunteer positions do require students to pay a fee to participate. Fees assist in covering some expenses when in country.)

Information Session

Thursday, September 24 ■ 12:00 noon ■ 32 Warren Hall

Look Who's Hiring Con't

Featured Full-time Positions on Cornell CareerNet

Associate – Gerson Lehrman Group

Corporate and Investment Banking Divisions – Societe Generale

General Business Analyst – McKinsey & Company, Inc.

Global Investment Banking Analyst – RBC Capital Markets

Infusion Program – Humana Inc.

Rotational Program, Informational Solutions - PepsiCo

Find out more about these positions, as well as many others, by visiting Cornell CareerNet at: <http://www.career.cornell.edu/cuTRAK.html>.

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.

Events

Make the Most of Your Career Fair Visit

Monday, September 14, 2009

Statler Hall, Classroom 196 (Beck Center Park Atrium)

4:45 pm–5:45 pm

Career Fair Days

General Interest Fair—September 15, 2009

Tech/Engineering Fair—September 16, 2009

Barton Hall - 10:00 am–3:00 pm

A list of employers who are attending can be found on Cornell CareerNet. For more information go to www.career.cornell.edu

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.

Don't Forget: If you would like to have your re-sume critiqued, you first need to watch a 15 minute PowerPoint video. You can do this by stopping by our of-

Events Con't

Attire For Hire Fashion Show

September 17, 2009

Anabel Taylor Auditorium—5:00 pm

What's The Word: Job Search Communication Etiquette

Presented by Janelle Godfrey, Microsoft Corp.

September 17, 2009

Hollister B14—4:45 pm

Investment Banking 2009—What the Hell Happened!

Presented by Prof. Biloski, JGSM

September 18, 2009

Sage Hall, Room B1—4:45 pm

Frontier Information Session

September 24, 2009

32 Warren Hall—12:00 noon