



"I have worked with many Peace Corps applicants who were actively involved in sports/athletics during college. Through my contact with Dartmouth student athletes in particular, I find the majority to be good leaders, communicators, able to work well with others and good at managing their time- juggling school work, practice, games and often time holding part time employment or volunteer positions on or off campus. Peace Corps volunteers need to be able to balance many different responsibilities and wear many hats throughout their service. Student athletes manage to find time to set aside on a daily basis for practice/work outs as well as time spent on the weekends for race events. Good time management equals high productivity."

--Susanne Delaney, Peace Corps Recruiter

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**Produced by
Career Services**

The Athlete's Advantage

Spring 2004

**A guide to using the
skills you gained as an
athlete AFTER Dartmouth**



Monitor Career Services' Blitz Bulletins!!

TKH 6/2004

So I am a student-athlete... Now what?

Introduction

Throughout college you are constantly confronted with choices. You choose your major, where you will live, where you will go on your off term, and what you will do with your free time. When you choose to be an athlete, it may seem as though many extracurricular and internship opportunities are limited due to the time commitment you give to your sport. While your classmates are building their resumes through internships and off-campus programs, you work hard on the field, the track, the ice, or the court, *but is that something you can put on your resume???*

The answer is YES! Employers and graduate schools seek candidates with the skills and talents you use everyday as an athlete. In moments when you must confront a teammate about a concern, to when you are sitting for hours in front of game tape, you are filling your resume with transferable skills. The question is, how do you articulate your experience as a student-athlete to market yourself as an intern, employee, or graduate student?

This booklet will assist you to see how to connect your athletic experience to the world outside of Hanover. No matter what your pursuit, being a student-athlete will help you get where you want to be.

"I found that being an athlete gave me a lot of marketable skills. Being an athlete makes it very easy to field questions in interviews about teamwork, leadership, commitment, work ethic, problem solving, and responsibility, and it gives you plenty of anecdotes to use in responding to any question."

—Kirsten Anderson'02

Who can I talk to??

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Key Contacts For YOU

- **Your teammates** are some of your best resources. Juniors and seniors have had to overcome the same obstacles as you. Find out what they have done to build their resumes or tackle conflicts.
- **Coaches** are critical links in helping you through the job search process. Make sure you involve them in your planning so that they understand at what points in your year you will be under more strain.
- **The CHAMPS/Life Skill Advisor** is a KEY liaison for the student-athlete to the athletic and campus administration, as well as to professors.
- **Faculty advisors** are there for you to talk to!! Your team's advisor can help you work through your career thoughts and perhaps connect you with another faculty member who shares your interests and ideas. They may also have tips for interacting with professors.
- **Deans** are great people to discuss the different options you have here at Dartmouth, as well as what lies beyond Hanover. Get to know your Class Dean today! You will thank yourself later.
- **CAREER SERVICES** is here to help YOU! The office offers great support for athletes and wants to help you along the way to success!!

Can I get some words of wisdom???

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Straight from your Peers

This booklet would not have been possible without the help of a select group of seniors involved in the Student Athletic Advisory Committee. The insight given by those that are going through the process of searching for a job is invaluable. Here is what some of them have to say:

Mike Strong '04, Crew

Michael Strong '04 is a lightweight rower originally from Chicago. He majored in Mathematics and Government--in which he is an honors candidate--and plans to attend University of Michigan Law School next year.

His advice: Achievement on the field is great but remember that dedication, commitment, work ethic, and teamwork are the most important skills you'll take away from your collegiate sports experience.

Shannon Rogers '04, Golf

Shannon Rogers is an Environmental Studies major and candidate for honors in that program. She is a member of the Dartmouth Women's Golf Team. Next year, she will be working at Industrial Economics, Inc, an environmental consulting firm in Cambridge, MA.

Her Advice: My advice for fellow athletes would be to take advantage of as many opportunities at Dartmouth as possible. As athletes, we are in the fortunate position to learn numerous skills, meet driven and talented people and experience character building situations. Qualities gained from these situations will enrich all facets of our lives.

Kristen Parkinson '04, Field Hockey

Kristen Parkinson is a Government major and an Environmental Studies minor. She is a field hockey player and the chair of the Student Athletic Advisory Committee. Next year Kristen will be moving to Costa Rica to do environmental education with an adventure tour company.

Her Advice: My advice would be to never underestimate what experiences will help you in your search for a job, internship, or grad school. Everything you do adds to the type of person you are and the skills you develop. Through sports, clubs, or volunteer work you gain life skills that are invaluable in the academic sphere, as well as the work place.

Athletes to Employees

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As a student-athlete how do I make this work?

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Student First, Athlete Second

Overcoming Stereotypes and Stigmas in the Classroom: Fostering good relationships with your professors

Student-Athletes have serious demands on their time. Not only are you training and competing at a Division-I level, but you are a student at a highly competitive college. Chances are that you are driven to excellence both in and out of the classroom. As your “job” is that of a professional student, employers and graduate schools will look to your academic work as a reflection of your qualifications. Success after Dartmouth starts with committing to your best work in the classroom.

- Open lines of communication early in the term with professors to help them see where your commitments/priorities are and to explain upcoming absences from classes due to travel or games.
- Be straightforward and flexible to make up what you will miss on your own time, not after deadlines. Be sure to get notes from a reliable source on what you have missed.
- Avoid statements such as, “I’m not coming to class” when explaining an upcoming absence.
- Meet with professors during office hours and show interest in the class subject.
- If struggling in a class, seek help from the professor or from the Academic Skills Center and communicate your actions with your professor. Avoid apathy or the illusion that you are not working hard.
- **Realize that professors do try to be accommodating but also have a job to teach the course.

Can I get some words of wisdom???

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Advice from Young Alums

“I learned what [my coworkers] best performances were, and what their goals were. It helped me see how we stood as a team and where we needed to focus. This is directly transferable to any work environment. Indeed, any employee capable of doing this will quickly be promoted to management. In my projects, I collaborate with high powered CEOs and academics, as well as front line workers. They have different goals and depending on my project and audience, I need to make the correct sale of our ideas. More often than not, I find a huge disconnect between the goals and visions of executives and the goals and vision of laborers (this is actually the focus of most of my research). Having key employees that see the big picture and can communicate it is essential to a successful work environment.”

—Bryce LaPierre '02, Research Associate
Harvard Business School

“Repetition in the workplace can seem unbearable at times. The process of doing something over and over again, especially if there is no immediate gain, is extremely difficult yet critical in any sales job. 'Mental toughness' achieved from athletic training enables us to feel confident that this process will eventually pay off.”

— Anatole Wedmid '02, Associate
Newmark Real Estate in New Jersey

Can I get some words of wisdom???

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Advice from Young Alums

"...it just comes down to transferable skills. Hard work, perseverance, teamwork, commitment, time-management, and the ability to get along with many different kinds of people are all useful skills that can be applied in an office environment. Basically, as a collegiate athlete, you decide to play a sport and you work your butt off to be able to play it well. I'm not extremely experienced but, so far, the working world is no different. And it seems to me that the most valued employees are (or should be) those that view the people they work with as teammates - working towards a common goal, no matter what field or specialty you decide to pursue."

--Abigail Clark '02, Deputy Legislative Assistant

"I was a coxswain in college for the women's crew team and I've talked about my experience on the team and as a leader of the team in almost every job interview I've had. Coxing really helped me learn how to listen to people, understand what motivates them, and inspire them to apply themselves, which has definitely helped me in my career. Being committed to a year round sport at Dartmouth taught me discipline and time management - I have always worked hard and I attribute that directly to the time I spent with the rowers on the Connecticut River."

--Abigail Smith, student at Tuck Business School

"I found that potential employers were very interested in the section of my resume that mentioned my athletic career and seemed to ask a lot of questions about that. My athletic experiences made me feel very prepared for my current job as a group counselor because I always felt that Division One athletics is a very intense activity to test your moral values in. And I feel that in many ways I have faced a lot of similar situations in this job as I faced in my athletic experiences."

—Kirsten Anderson '02, Master Counselor,
Eckerd Youth Alternatives

As a student-athlete how do I make this work?

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When Commitments Conflict– Finding a balance

When you begin to do a search for jobs or internships, or if you are applying to graduate school, you will have another commitment to balance in your life. It's important to be communicative with the people who can support you through this process-coaches, Career Services and your family to name a few...

"Searching for jobs is a lot like having an extra class....Thinking back, I was most productive when I set small goals for myself rather than trying to get a job in one day. Take each little part of the process whether it be writing/proofreading your resume, making phone calls, interviewing, etc. one step at a time. Involve your coach with what is going on. Once organized, you can explain to your coach where you are/will be in the process and when you need him/her to give you some flexibility. "

—Kane Russell '04, Men's Lacrosse



Am I really qualified??

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Will an employer really want to hire me?

In today's economy many employers seek liberal arts students for internships and entry-level jobs because they possess *transferable skills*, or basic skills that can be applied to a variety of situations, tasks, or responsibilities. These skills are gained through academic work, practical experience (internships, volunteering, work-study), and extracurricular activities.

Many student-athletes count themselves out of positions that require significant skill sets or leadership experience. Don't fall into this trap! Many employers value athletic experience as a means to build the skills that will make you competitive in the "real world". This doesn't mean that your athletic experience alone will land you your dream job, but it certainly is a large piece of your resume that will speak to your unique qualifications. You'll still need to have practical experience, do the legwork to write your cover letters, and take time to prepare for interviews, as any candidate would, but when it comes time to lay out your transferable skills, you'll be surprised how many will surface from your athletic experience.



What is out there for me?

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Scholarships and other Opportunities

The applicant must be seeking admission or have been **accepted into a sports-administration or related program** that will assist the applicant to obtain **a career in intercollegiate athletics** (athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics). Each award is valued at \$6,000."

Applications become available in August. Check out their website at....
http://www1.ncaa.org/membership/ed_outreach/prof_development/minority-womens_scholarships.html

NCAA Fellows Leadership Development Program

This program identifies minorities and women who desire to work within **athletic administration**. The program works to involve the fellows in a multitude of intercollegiate athletic administrative positions.

"The program provides academic and practical work experiences that will enable individuals to develop their talents and abilities and to mesh these skills with their aspirations. The program is designed to foster leadership within intercollegiate athletics and relate to the participants how athletics interface with the total academic experience. "

Applications become available in September and the new group of fellows begin in January. For more information check out their website at....
http://www1.ncaa.org/membership/ed_outreach/prof_development/fellows_program

NCAA Division 1 Degree Completion Award

"The NCAA established this program to assist **student-athletes who have exhausted their eligibility for institutional financial aid** (in five years). Applicants must have completed eligibility for athletics-related aid at a Division-I member institution before applying and must be within 30 semester hours of their degree requirements. Full-time students receive grants equal to a full athletics grant at the institution; part-time students receive tuition and an allowance for books."

Application is in the spring for the following year. For more information check out their website at... <http://www1.ncaa.org/membership/scholarships/degree-completion/d1/index.html>

What is out there for me?

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Scholarships and other Opportunities

NCAA Research Grants

“The Research Department accepts proposals for funding of external research conducted by NCAA membership and for access to limited NCAA data archives. Proposals will generally be referred to the Research Committee. The Research Committee, with the assistance of the NCAA research department staff and NCAA research consultants, will evaluate the proposals and select a member of the committee, staff, or consultants to oversee the project.”

Proposals are ongoing. For more information check out their website at...
http://www1.ncaa.org/membership/ed_outreach/research/grants/index.html

The Freedom-Forum NCAA Sports Journalism Scholarship Program

“The Freedom Forum, through a grant to the NCAA, supports eight \$3,000 scholarships to college juniors who have career goals in sports journalism and major in journalism or have experience in campus sports journalism.

The program assists deserving full-time students in their final year of study and is designed to foster freedoms of speech and press while promoting quality sports journalism education at the collegiate level.”

Applications are available in October. For an application and more information check out their website at...
http://www.ncaa.org/leadership_advisory_board/programs.html#freedom

Ethnic Minority and Women's Enhancement Postgraduate Scholarship Program

“The goal of the enhancement program is to increase the pool of and opportunities for qualified minority and female candidates in intercollegiate athletics through postgraduate scholarships at the NCAA national office.

Sixteen scholarships to ethnic minorities and sixteen scholarships to women are available annually to college graduates who will be entering into the first year of their initial postgraduate studies. Three of the 16 scholarships are restricted for Division III students only for both the ethnic minority and women's scholarship.

Am I really qualified?

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What about Graduate Programs? Will they also look for “transferable skills”?

Yes, but unlike a work environment, graduate and professional schools' main criteria for admitting students is academic potential and a clear focus for how graduate school fits into a student's overall plan. However, they will also look for dedication, leadership and work ethic as great attributes to success in a graduate program.

You should make an appointment with a Career Counselor to strategize applying to schools. Counselors can coach you through Personal Statements (you may want to use your athletic experience to address the topic of your essay), choosing schools and negotiating acceptances!

“Varsity athletes who have been successful in managing the significant demands of the sport and the classroom almost assuredly will be well received by admission committee members. Law schools, as well as other professional schools and graduate programs, are interested in identifying and enrolling men and women who possess academic ability and qualities such as – tenacity, a competitive spirit tempered by a commitment to teamwork, focus, and self-motivation.

From the perspective of someone who has reviewed more than 30,000 applications for admission to law school, I can assure varsity athletes that their significant commitment of time as a varsity athlete will not go unnoticed by admission committee members. On your end, I encourage you to help us develop an appreciation for the challenges and rewards involved with being a scholar-athlete. Through your personal statement, resume, and letters of recommendation, help us understand how you have managed to balance these significant commitments of time and energy, and the skills you have acquired in doing so.”

—Charles W. Roboski

Director of Admissions, Notre Dame Law School

How do I get started?

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Starting Points

Taking time to think about how, where, and to what extent you have built a skill will help you to write a cover letter and answer interview questions. For example, it is not uncommon for employers to ask *Behavioral Interview* Style questions such as, “Tell me about an experience you had when you had to work with others to achieve a common goal. How did you accomplish this and what role did you play?” This is a great chance to talk about your teamwork, communication, and leadership skills, but it will be more effective if you can tell your story, or put it in context for the interviewer.

CHECKLIST FOR SUCCESS:

- ‡ Write or update your resume
- ‡ Have it reviewed at Career Services
- ‡ Attend a First-Time Users Session at Career Services
- ‡ Open up a LEO (Letters of Evaluation Online) Account:
Ask Professors/Coaches/Administrators/Employers for letters of recommendation to keep in your file
- ‡ Contact alums through the Alumni Advisory Network
- ‡ Start looking for internships or jobs on MonsterTRAK
- ‡ Meet with a Career Counselor to create a strategic and individualized action plan to reach your goals!



What is out there for me?

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Scholarships and other Opportunities

There are many opportunities for student-athletes to take advantage of scholarships for employment and post-graduate study. This list is not exhaustive. If you are thinking about applying to graduate school or completing a special project, speak with **Marilyn Grundy**, Scholarship Advisor, and monitor the Career Services-Scholarship/Fellowship Blitz Bulletin. Although awards specifically for student-athletes are not plentiful, one will find the criteria for many scholarships match well with the transferable skills that you are building as a student athlete—such as leadership, teamwork, and excellence. Be aware that grants and scholarships have specific criteria and deadlines and require planning!

NCAA Postgraduate Scholarship Program

The NCAA awards up to 174 **postgraduate scholarships** annually, 87 for men and 87 for women. The scholarships are awarded to student-athletes who excel academically and athletically and who are in their last year of intercollegiate athletics competition. The one-time grants of \$7,500 each are awarded for fall, winter, and spring sports. Each recipient will receive a one-time award to be applied toward postgraduate study. Student athletes who have an overall minimum GPA of 3.2, are participating in their final season of competition, and have performed with distinction as members of varsity teams in the sport for which they were nominated are eligible for nomination.

For more information please contact Rob Morrissey and the CHAMPS/Life Skills office. Applications are due December 12 for fall sports, February 20 for winter sports, and May 7 for spring sports.

Walter Byers Postgraduate Scholarship Program

Under this program, one male and one female student-athlete are annually awarded a **postgraduate scholarship** in recognition of outstanding academic achievement and potential success in postgraduate study. It is intended that an individual named a Byers scholar will be recognized as one who has combined the best elements of mind and body to achieve national distinction for his or her achievements, and promises to be a future leader in his or her chosen field of career service. The stipend for each Byers scholar is \$21,500 for an academic year and the scholarship amount will be reviewed every two years to keep the purchasing power current. A minimum GPA of 3.5 is required for eligibility. **Candidates are faculty nominated and applications are due in January of each year.** Speak to your coach and/or Rob Morrissey about the nomination process. For an application check out the website at...

<http://www1.ncaa.org/eprise/main/membership/scholarships/byers/index.htm>

As a student-athlete how do I make this work?

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Online Resources

The National Collegiate Athletic Association is the governing body of college sports. The NCAA website offers links to scholarships, leadership programs, compliance information, and much more. Check out their website at: <http://www.ncaa.org>

NCAA and MonsterTrak's Career Coach is a service designed specifically for the college athlete. Services such as resume posting, job listings, and career advice are available at their website. Check it out at: <http://ncaacareercoach.monster.com/>

The Ivy League Guide to Becoming a Professional Athlete is a guidebook put together by Princeton to advise student athletes who desire to become professional athletes after graduation. Check out their advice at their website: <http://monstermac.princeton.edu/proguide/home.html>

CollegeGrad.com can help the soon-to-be college graduate with all of his/her job search needs. The site provides help with resumes, cover letters, salaries, job postings, job search advice, as well as resources about careers. Check it out at: www.collegegrad.com.

Work in Sports is a website that is considered the “#1 Job board in the sports industry.” This site is partnered with Sports Illustrated to form a comprehensive resource for those people who are looking to break into the world of sports careers. Check out all it has to offer at: www.workinsports.com.

Fast Web Scholarship Finder helps you locate thousands of applicable scholarships based on your demographic, academic, family, and extracurricular background. Just by filling out a profile the system can find scholarships that are tailored to your qualifications. Check it out at www.fastweb.com or look for the link on the Dartmouth Career Services website.

What about my resume??

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Buzz Words/Phrases for Athletes' Resumes

Time management
Teamwork
Efficiency
Goal-oriented
Competitiveness
Leadership
Communication
Persistence
Loyalty
Ability to take criticism
Long-term planning
Accountability
Discipline
Flexibility/Adaptability
Organizational skills
Detail awareness/Observant
Focused
Dedicated
Cooperation
Decisiveness
Analytical
Hardworking
Self-motivated
Motivator
Patient
Strategic
Tactful
Perseverance

How do I get started?

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Identifying the Transferable Skills You Develop

Whether your plans will be taking you to graduate school or work, you will need to start by knowing what you have to offer and then articulating your transferable skills well. You should reflect on ALL of your experiences—paid and unpaid, volunteer, academic, and personal—even though this publication focuses on your athletic experience.

So what skills do you build as a student-athlete? Four seniors told us what they thought were some of the most important skills they gained through their athletic careers at Dartmouth.

Communication

As an athlete, communication is a skill that is constantly practiced. Communicating with your teammates during a practice or game is perhaps the most obvious place where an athlete would use this skill. However, communication is also needed when talking to your coach about a problem on the team, speaking with an official diplomatically, or addressing a game/class conflict with a professor. Communication is a constant necessity to steer you through the challenges of life as a student-athlete and it will be just as necessary in the workplace especially for new professionals acclimating to a new work environment. Think about how you would discuss a problem with your co-workers or your boss. Communication can help you work through obstacles and also help you get what you want out of the organization.

Self-Motivated

On the field, court, track, or rink you can't afford to sit around and wait for your coach to tell you what your next move should be. It is necessary to recognize both your strengths and your weaknesses so that you can work efficiently

What can help me along my way?

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Know your Dartmouth Resources!

CHAMPS/Life Skills is an office designed to help athletes with the unique challenges they face as college students playing Division-I sports, such as strategies for balancing life, communicating with administrators, and much more. Contact Rob Morrissey with questions or check out the website at: http://athletics.dartmouth.edu/ot/champs_index.html

Academic Skills Center is available to all students offering confidential help and advice on how to navigate your way through the challenging academics of Dartmouth College. This office offers tutoring, study groups, advising, as well as special perks such as free laptop rental when you are away at competitions! You can find the office on third floor Collis or check out their website at: <http://www.dartmouth.edu/~acskills/athletes/index.html>

The Student Athletic Advisory Committee (SAAC) The committee's mandate is to improve the lives of Dartmouth student-athletes by looking at multiple issues that affect the athlete experience.

One of the primary purposes of the SAAC is to make opportunities and resources available to athletes. Through your job search process the SAAC can serve as a jumping off point for you. When trying to build your resume, the SAAC offers opportunities for you to volunteer in the community, help with an existing event, or even design and lead your own project. Every team has two representatives on the SAAC so talk to them and see what you can do for the SAAC, and more importantly what the SAAC can do for you!!

Check it out at:

<http://athletics.dartmouth.edu/ot/advisory.html>



What is out there for me?

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Pursuing Opportunities

Being an athlete provides you with challenges when balancing a job or internship search, especially when you are in season. Check out these tips to success in maintaining positive interactions with employers!

- Be communicative with employers (and Career Services, if you interview with an employer that is advertised through the Recruiting program) if you will be traveling during the time when decisions on interviews and offers are made. Employers might expect you to respond to an offer for an interview quickly, or invite you to their organization to interview. You don't want to miss your shot-or have them believe that you are not interested-if you are traveling and unable to be reached.
- If you are traveling, set your email auto-reply and voicemail to let employers know when you will be returning and if there is an alternate way to reach you.
- If you are applying for positions through InterviewTRAK (the Recruiting program) and will be out of town and away from the internet when interview signups happen, designate a friend to access your account daily and to sign you up for interviews in your absence.
- Send thank you notes quickly after interviews.
- Visit Career Services for strategies to speak with employers to learn how to address scheduling conflicts or pressure to make a decision on an offer. We're here to help!

“Actually trying to find a job is very similar to the process of being recruited to a college team.”
—Bryce LaPierre '02

How do I get started?

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Identifying the Transferable Skills You Develop

towards your ultimate goal. To do that, you must be self-motivated and able to work independently. A self-motivated employee increases the efficiency of the office and improves the ultimate level of productivity.

Detail-Oriented

In an athletic competition every movement has the ability to make or break the game. That is why every aspect of an athlete's life is paid attention to: what you eat, how much sleep you get, how well you stretch, how much water you had to drink, etc. The athlete understands that it is the little things we do in life that will affect the whole. In a large organization people who have the ability to notice and react to the details are those that will excel the fastest. Employers need people that will be able to recognize the small things that may be slowing down the progress of a project or to find out what is the critical information needed for a client.

Time Management

Throughout college you probably felt that there was not enough time in the day but did you ever stop to think about how much you were trying to fit into one day?? As an athlete, time management is one of your greatest skills. To be able to balance a full class schedule with the demands of a Division-I sport, you must be extremely efficient, driven, and able to work on a tight schedule. Employers desire efficient people who are self-disciplined and able to stay on task. Time management is key in the working world where “time is money.”

How do I get started?

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Identifying the Transferable Skills You Develop

Analytical/Strategy

Ever sit down and watch hours of game tape? Ever analyzed pictures of your body position as you are coming up out of a sprint? If so, you have utilized the analytical skills that many of your fellow college students have not. The analytical skills needed to perfect every movement and strategy in a sport is highly valued in the workplace. In any career, strategic thinking and analysis are needed to keep a competitive edge. The athlete has the advantage of approaching work with an already finely tuned analytical and strategic mindset.

Goal-Oriented

As an athlete you are always working to overcome the next hurdle. Whether it is to bench more weight, cut a few seconds off of your mile, or to get a shut-out in your next game, athletes are constantly pushing themselves and the people around them to excel. This characteristic is critical in the work place. Employers need workers that will rise to a challenge and work hard until they complete their task, leading others to do the same.

Leadership

Whether you were captain of your team in college or not, everyone on a team takes on a leadership role at some point in their career. A successful team demands that every person recognize his or her own skills and leads the group when it is appropriate. A successful team also demands that you encourage others' strengths to make the whole team productive. This team situation is a mirror-image of the office. Every one in a work environment has different roles, different skills, and different purposes. To be able to lead by knowing your strengths and by motivating others is the key to success in any career.

As a student-athlete how do I make this work?

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Searching for Opportunities

Tuning in to Career Services' resources and services is a great first step, here are some more tips to keep up your momentum:

- Plan ahead! Your off-terms will most likely be influenced by your sport's season; therefore, you know when you'll want to do internships.
- Make appointments early and often with a career counselor to coach you through decisions on choosing a major, discovering Dartmouth resources and creating an individualized action plan for scoring an internship or job. Counselors can direct you to the best resources that are targeted to your interest, or even help you define what your interest may be. This will reduce the research time that you might have to do on your own.
- Set time aside-know that searching for an internship or job will take significant time and energy.
- Be aware of resources at Dartmouth! Tap into funding for unpaid internships and research, search databases of alumni and organizations with whom you can network, and explore the expertise of faculty and administrators.
- Monitor Career Services' Blitz Bulletins. Many employers and graduate schools come to campus for information sessions and recruiting. Others post unique and one-time internship and job opportunities on our blitz bulletin, while others use MonsterTRAK.



"I think summer internships are a great way to demonstrate your passion for an industry. You can balance the training requirements of athletics and a full-time internship. Take full advantage of your off terms to explore potential career paths."

--Holly Thomas '97, Trinity Partners
(Healthcare Consulting)

What can help me
along the way?

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Team up with Career Services!

- **MonsterTRAK**– An on-line database of internships/entry-level jobs posted by employers who want to target Dartmouth students. Accessible through Career Services' webpage under "Internships" link. Your password is your last 5 digits of your SSN. Be sure to register your interests with us by selecting "Employment Preferences" in your user profile. Based on your selections, you'll get emails from us in these areas: Arts, Careers for the Common Good, Communications, Education, Environment, Government/Public Policy, International Work, Science and Sports.
- **InterviewTRAK**- Dartmouth's on-line recruiting program for internships and entry-level jobs, facilitated through MonsterTRAK. Opportunities include for-profit, non-profit and public sector positions and are posted throughout the year based on the hiring needs of the employers with whom we work. Monitor Career Services' Blitz Bulletin for announcements!
- **LEO**– Our online service for you store and monitor your letters of evaluation (recommendation). You may also request to send them to employers or graduate schools. Accessible through <http://leo.dartmouth.edu>
- **Alumni Advisory Network**-Database of 15,000 alums who have volunteered to be career advisors for Dartmouth students. Networking possibilities galore! Accessible in Career Services only.
- **Not-For-Profit Organization Database**- Over 500 organizations and growing daily! The NFP Database is a tool for students interested in the non-profit sector to conduct initial research on potential organizations, internships, volunteer work, or entry-level jobs.
- **Career Services Resource Center**–Learn more about your options! Come find books of internships, professional associations & general info on career fields!
- **Unpaid Internship Funding**– Learn about funding sources on campus.



What can help me
along my way?

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Team up with Career Services!

Career Services is your one-stop Dartmouth resource for information and strategies to pursue internships, jobs, and graduate programs. Many students come in for appointments to determine what their career interests are and how to find opportunities to gain practical work experience that match their interests. You don't need to have it all figured out to use our services. We assist students in every step of the way from being undecided all the way to negotiating a job or graduate school offer!

Check out some of our most popular services exclusively available to Dartmouth students and alums:

- **First-Time Users**- Mondays & Thursdays (see blitz bulletin for times) *A 25-min guided tour of our office and an introduction to how to use our resources. A great place to get started!*
- **Walk-In Hours**– Monday through Friday (1:30-4); plus extended Monday hours Fall through Spring terms! *Get answers to your quick questions! Need help getting started or identifying your next step? Just show up!*
- **Coaching/Counseling Appointments**–Every day! 30-min long *Not sure what you want to do after graduation or your next off-term? Need help picking a major? Are your parents stressing you out? Want to know what you should be doing now to get ahead? Call 6-2215 or stop by to make an appointment to create an individual, strategic plan!*
- **Workshops**- Monitor Career Services' Blitz bulletin for dates/times of workshops covering everything from writing resumes and cover letters to interviewing to finding jobs and internships. Workshops are typically less than an hour and all classes are welcome!
- **Road Shows**- Interested in learning about valuable internship/job seeking skills in our workshops, but the timing doesn't fit into your schedule? Do you find that others on your team are running into the same problem? Call (6-2215) or Blitz "**csrc**" to schedule a time for a counselor to come to your space and present a workshop. We only require that you have 12 people in attendance and our schedules can be flexible around yours!