

STRICTLY FOR SENIORS WORKBOOK

“All Dreams Are Welcome Here”

Career Services

63 South Main Street, 2nd Floor
Bank of America Bldg (next to Nugget Theatre)

www.dartmouth.edu/~csrc

(603) 646-2215

Fall Term - Office Hours

Monday - Friday: 8:00am-4:30pm

Fall Term - Walk-In Hours

Monday-Friday 1:30-4:00pm

Resume Reviews: See Blitz Bulletin for schedule

Discovery:

- I've made a list of my skills, knowledge, and successes
 - I've identified my interests and curiosities
 - I've prioritized my values
 - I know my lifestyle preferences
 - I've used O*Net to find careers that match my interest, skills, etc.
 - I've identified my preferred work environments
 - I've taken the Strong Interest Inventory and/or the Myers Briggs Type Indicator to gain more information about my interests and personality strengths
 - I've talked to a Career Advisor
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Options:

- I've read job descriptions of careers in which I have a curiosity
 - I've talked to/networked with people who can tell me more about the realities of careers
 - I monitor online job postings, websites, and classified ads to 'feed me' with ideas
 - I've used O*Net to obtain descriptions of employment options
 - I've talked to a Career Advisor
 - I've decided on pursuing a post graduate scholarship, employment, and/or grad school
 - I've investigated graduate school programs
 - I've taken graduate school admission exams
 - I know the deadlines related to the options I'm considering
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Strategies:

- I've outlined a term-by-term plan and estimated a timeline of steps I need to take
- I've set aside enough time each week to maintain my goals as a priority**
- I've developed a system for keeping track of my applications
- I've fine-tuned my personal statements and/or cover letters
- I've used various resources to identify employers/graduate programs I want to target
- I've developed a network (Alumni Network, family, work, etc.) and am asking for advice and leads
- I've practiced interviewing
- I've been monitoring websites, media, and blitz bulletins to stay on top of new opportunities
- I've followed up on my initial applications
- I've talked to a Career Advisor about effective strategies
- I've developed a 'Plan B'
- I'm convinced that the options that I'm pursuing are the best for me
- I'm evaluating offers/admissions offers

FALL

General Start-Up

- Register in DartBoard.
- Inventory your interests, skills, values, etc. – Utilize O*Net, Myers Briggs Type Indicator, or the Strong Interest Inventory and participate in the *Finding the Formula* workshop series
- Open a LEO / Credential File and letters of recommendation
- Update your resume
- Review job descriptions using Career Services resources
- Network and interview alumni for realities of different options
- Discuss options with a Career Advisor.
- Monitor *Career Services* blitz bulletins

Graduate/Professional School

- Take graduate school admission tests, if attending next fall
- Attend information meetings offered by Career Services and by admissions officers
- Submit completed graduate school applications 6-8 weeks before stated deadlines
- Apply for funding/financial aid 6-8 weeks before deadline

WINTER

General

- Re-assess interests & be open to new options
- Discuss your strategy with a Career Advisor
- Ensure Credentials File is complete
- Monitor *Career Services* blitz bulletins

Graduate/Professional School

- Take graduate school admission tests, if applying to enter next fall
- Submit completed graduate school applications
- Apply for funding and/or financial aid
- Check with all institutions to ensure your application is complete

SPRING

General

- Re-assess interests & be open to new options
- Discuss your progress with a Career Advisor
- Ensure LEO / Credentials File is complete
- Monitor *Career Services* blitz bulletin

Graduate/Professional School

- Visit institutions that accept you & select one

Scholarships/Fellowships

- Monitor www.dartmouth.edu/~scholarship deadlines

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Scholarships/Fellowships

- Monitor *Scholarships* blitz bulletin. Meet with Scholarship Advisor in the Dean of the Faculty Office (Wentworth) www.dartmouth.edu/~scholarship
- Apply for fellowships: Fulbright, National Science Foundation, Churchill, DAAD, Gates, Hertz, Javitz, St. Andrew's Society, American-Scandinavian Foundation, Studio Arts Center International, German Chancellor, Freeman-Asia and Luce, etc.

Employment

- Browse O*Net, Career Services books, and job websites for information on entry-level job titles and expected qualifications. Check DartBoard (<http://www.dartmouth.edu/~csrc>), Idealist.org, etc.)
- Attend the *Employer Connections Fair* on **OCT. 1 & OCT. 2**
- Recruiting Deadlines - **OCT. 5 & OCT. 19** - (Only if you're genuinely interested in those options)
- Monitor *Career Services-Entry Level Jobs* blitz bulletin AND the general *Career Services* blitz bulletin.

Scholarships/Fellowships

- Monitor www.dartmouth.edu/~scholarship

Employment

- Organize your job search - Identify employers that fit industries/locations of interest using Career Search, employer websites, Alumni Network, existing contacts, directories, Chambers of Commerce, newspapers, etc.
- Investigate post-graduate internships
- 3rd Recruiting Deadline – **JAN. 6**
- 4th Recruiting Deadline – **JAN. 13**
- Attend customized Job Search & Interviewing workshops
- Research employers and practice interviewing.
- Monitor *Career Services- Entry Level Jobs* blitz bulletin AND the general *Career Services* blitz bulletin

Employment

- Assess your progress & follow up on your applications
- Continue to monitor *Career Services- Entry Level Jobs* blitz bulletin
- Continue to use a variety of strategies, including direct inquiry
- Develop a 'contingency' plan that allows you to keep searching (temping, internship, part-time work, etc.)
- Decide on job offers, if applicable
- Seek advice for Career Services if needed



Lamp

STEP 1: Clarify your Focus/Self Assessment

Systematically assess your interests, skills and values and how they relate to career possibilities.

Sample objectives:

- Meet with a Career Advisor who can help you clarify thoughts and acquaint you with the appropriate resources in Career Services.
- Analyze your interests, values, skills in order to direct your job search; meet with a Career Advisor to take the Myers-Briggs Type Indicator and/or Strong Interest Inventory; use the online O*Net occupations system <http://onetcenter.org> ; attend "Finding the Formula" workshop series held in the Fall.
- Browse the CS website Quick Link – 'Career Links'
- Look at 'Self-Assessment' in the "Students" section of our website for more ideas: <http://www.dartmouth.edu/~csrc/students/>

STEP 2: Career Exploration

Identify several career fields that interest you and research them for skills needed, typical work responsibilities, work environment, education needed, etc.

Sample objectives:

- Meet with a Career Advisor to discuss options and strategies for searching for info.
- Speak with faculty or administrators who might have insights into specific fields.
- Join a professional association—use the *NTPA Directory* in Career Services to identify associations.
- Attend Career Fairs to learn about specific fields.
- Monitor job posting sites on DartBoard (<http://www.dartmouth.edu/~csrc>), *Idealist.org*, and websites on the 'Career Links' of the Career Services webpage.
- Research job descriptions found in Career Services' print resources. A sampling of our publications:

Careers in the Physical Sciences

Jobs & Careers with Non-Profit Orgs.

U.S. Government Jobs

Careers in International Affairs

Career Opportunities for Writers

Environmental Careers in the 21st Century

Careers in Sports

Careers by Design

Careers in Marketing

Careers in Business

100 Jobs in Social Change

Careers in BioScience

Careers in Health Care

Career Opportunities in Art

Careers in Education

Careers in Magazine Publishing

> See <http://www.dartmouth.edu/~csrc/students/careers/#III> for books on Reserve in Baker Library.

"The main thing is to learn the differences between appearances and reality"
H.L. Mencken



You too could be a millionaire for three easy payments of \$9.99... and one really hard one of \$3000

STEP 3: Career Networking

Talk to people in the fields of your career interests and ask about the realities of the occupation (daily routine, skills, challenges, lifestyle, experience required, etc)

Sample objectives:

- Use Alumni Advisory Network to conduct "informational interviews" with alums currently working in fields in which you are interested.
- Ask faculty, parents, family friends, etc. for contacts in the industry in which you're interested and conduct informational interviews with those you are referred to.
- Alumni & Professional groups such as: Dartmouth Lawyer's Association, Alums for Social Change, Dartmouth Alumni in Entertainment (see Alumni Office website for more groups)

STEP 4: Identify/Prioritize Employers

Make a list of organizations/employers you plan to contact regarding opportunities. Identify the person within each organization who is responsible for hiring.

Sample objectives:

- Use 'Career Search' database, the Alumni Network, employer directories (all found in Career Services), and the internet to identify specific organizations/employers.
- Monitor Blitz Bulletins and 'Career Links' on the CS website for potential employment leads.
- Create a list of employers and the appropriate contact person who is responsible for hiring in that organization.
- Conduct employer research: <http://www.dartmouth.edu/~csrc/students/research.html>
- Prioritize your list of employment opportunities. Keep in mind that many opportunities have application deadlines!



"Man's biggest mistake is to believe that he's working for someone else"

Nashua Cavalier

STEP 5: Finalize your Resume and Cover Letter

Create a targeted copy of your resume and cover letter (and if requested, writing sample, personal statement, etc) that speaks to the specific opportunity to which you are applying. These documents are **strategically** written to illustrate skills and experience.

Sample objectives:

- Review Career Services handouts/website on writing resumes and job search letters.
- Ask a Career Assistant to view a final draft of your resume during Resume Review Hours. Sign up for a 15-minute slot during Walk-in Hours to have your cover letter or other documents reviewed. (See Career Services' blitz bulletin for times.) Or, meet with an RWIT Tutor who has been trained in reviewing these documents. (see CS website for hours)
- Establish a 'follow-up' schedule for contacting employers. Stick to that schedule!

STEP 6: Preparing for Interviews

Think through your responses to the questions typically asked during an employment interview in the field. Become knowledgeable about interviewing skills and etiquette.

Sample objectives:

- Attend Interviewing workshops offered by Career Services. Consult Career Services' handout 'Successful Interviewing' for typical interview questions, tips on dress, and etiquette. Also check our online interviewing workshop at <http://www.dartmouth.edu/~csrc/workshops/interviewing/player.html>.
- Complete a 'mock interview' with a friend; use Optimal Interview - Have Career Services give you feedback (www.dartmouth.optimalresume.com); ask a Tuck student (see Tuck Liaison Binder in Career Services). **Practice! Practice!**



If one door closes, keep knocking.

Each job search is unique - These steps may not always go in this order!

A Successful Job Search = Time, Commitment, Organization & Strategy

Use multiple strategies & sources !

“Debriefing” your college experiences will serve as the foundation for any employment/graduate school process. See examples below:

Work Experience:

Research Intern

Winter 2008

Office of Evaluation & Research, Dartmouth College

Hanover, NH

•Researched and produced reports addressing current student issues, with particular emphasis on social patterns of undergraduates, for Dean of the College. Assisted in moderating student focus groups. Conducted observations of college social events and wrote weekly reports. Statistically analyzed Dartmouth survey data. Created and presented poster at Women in Science Symposium.

Functional Skills

Classify
Research
Facilitate
Interpret

Personal Skills

Accuracy
Logic
Self-Reliant
Creative

Special Skills

SPSS
Excel
Filemaker

Values

Help Others
Precision
Honesty

Knowledge

Survey Analysis
Report Writing
Norming

Leadership:

Chair – Concerned Black Students Committee

Fall 2007

Afro-American Society of Dartmouth College

Investigate and analyze issues of concern within the African Diaspora. Initiate programs and workshops to assist students with developing solutions to these concerns. Organized voter registration and credit management workshop.

Functional Skills

Interview
Organize
Analyze

Personal Skills

Tactful
Understanding
Verbal

Special Skills

Voter Registration

Values

Affiliation
Self-Esteem
Community

Knowledge

African-American Culture

Academic:

Honor's Thesis: The Influence of Pharmaceutical Companies on International Trade Policy

Functional Skills

Evaluate
Translate
Synthesize
Research

Personal Skills

Deliberate
Thorough

Special Skills

ABI Inform
Graphic Presentation

Values

Knowledge
Intellectual
Status

Knowledge

Commercial Trade Barriers
Globalization & Int'l Policy
Strategy & Decision Theory
Int'l Political Economy

Block time to do research on a regular basis !

- Send out only as many inquiry letters as you can reasonably follow up, within approx. 7-10 days.
- Follow up letters with a telephone call to ask for an interview or to learn the next step in the process.
- Be sure to follow interviews with thank you letters within 24 hours.
- Design a tracking system of your progress and use it!
- **Monitor Career Services Blitz Bulletins for information on events and deadlines!!!**
- Have a 'Plan B' in case your primary job search goals are not achieved as quickly as you'd like.

VALUABLE WEBSITES

- Career Links (search by topic) – <http://www.dartmouth.edu/~csrc>
- DartBoard - Entry Level listings and Recruiting Program – <http://www.dartmouth.edu/~csrc>
- Not-for-Profit/Social Justice internships and jobs – <http://www.idealists.org>
- Career development and job search help – <http://www.jobweb.com>
- * Check with Career Advisor for additional suggestions

HANDOUTS ON THE WEB

<http://www.dartmouth.edu/~csrc/students/handouts.html>

Career Exploration/Self-Assessment

- ◆ Making a Living, Make A Difference:
- ◆ A Guide To Careers in Non-Profits
- ◆ Networking for Internships/Jobs/Graduate School
- ◆ Alumni Career Network – How to contact Career Advisors
- ◆ The Athlete's Advantage

Graduate/Professional School

- Graduate School Guide
- Writing Your Personal Statement
- Pre-Law Guide
- Law School Frequently Asked Questions
- Applying to Medical School
- Choosing Medical Schools
- Medical School Interviews



Job Search – General

- Entry-Level Job Search
- Writing Job Search Letters
- Writing Your Resume
- Action Verbs
- 12 Common Skills Sought by Employers
- Interviewing Strategies
- Dress To Achieve
- Writing KSA's (knowledge, skills, abilities) for Federal Jobs
- Federal USAJOBS Resume




Job Search – Recruiting

- ◆ 2008 Employer Fair Directory
- ◆ Top 12 Tips For the Recruiting Program
- ◆ Student Recruiting Handbook
- ◆ Case Interview Presentations:
 - > Accenture
 - > Bain
 - > Boston Consulting Group
 - > Parthenon
 - > Investor Group Services

Online Workshops

- Interviewing
- Resume Writing
- Applying To Law School



Personal Action Plan	
Short-Term Goal:	Example: Schedule information interviews in various jobs in publishing 
Long-Term Goal:	Example: Obtain interviews for publishing jobs in Seattle.

Today, I will...	Read job descriptions of jobs in the publishing industry	✓
	Identify 4 descriptions I'm most curious about	✓
	Resources I need to Use:	
	1) <i>Careers in Publishing</i> book – in Career Services or on reserve in Baker	
	2) <i>Careers for Writers</i> - in Career Services or on reserve in Baker	
	3) Review descriptions in O*Net	
This Week, I will...	Select 3 alumni to contact to learn more about their career	✓
	Look at the employer websites of these alums	✓
	Send a Letter of Introduction to these alums and plan to follow up with a call	✓
	Resources I need to Use:	
	1) Alumni Career Network database in Career Services or online	
	2) CS Handout on how to write Letter of Introduction to Alumni Career Advisors	
	3)	
This Month, I will...	Schedule telephone calls with the Alumni Career Advisors and speak to them	✓
	Send thank-you letters to these alumni	✓
	Contact 3 more alumni who are in publishing, including in Seattle	✓
	Resources I need to Use:	
	1) Block off time in my busy calendar	
	2) Envelopes to send thank-you	
	3) Alumni Career Network	
In 3 Months, I will...	Get a student membership in Young Professionals in Publishing Association	✓
	Browse the YPPA membership directory and identify employers in Seattle	
	Customize my resume and cover letter for the publishing industry	✓
	Get my updated resume reviewed	
	Resources I need to Use:	
	1) National Trade & Association Directory in Career Services	
	2) Handouts on Resumes and Cover Letters	
	3) Resume Review service at Career Services	

Progress Report:

- I'm re-evaluating my options
- I've changed my goals
- I'm reaching my goals

- I'm building on my plan
- I'm starting a new plan
- I'm confident of a positive outcome

Short-Term Goal:	My Personal Action Plan	
Long-Term Goal:		

Today, I will...		
	Resources I need to Use:	
	1)	
	2)	
	3)	
This Week, I will...		
	Resources I need to Use:	
	1)	
	2)	
	3)	
This Month, I will...		
	Resources I need to Use:	
	1)	
	2)	
	3)	
In 3 Months, I will...		
	Resources I need to Use:	
	1)	
	2)	
	3)	

Progress Report:

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- I've changed my goals
- I'm reaching my goals

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GRADUATE AND PROFESSIONAL SCHOOL PROGRAMS • FALL 2008

GRADUATE SCHOOL

DATE	PROGRAM	TIME	LOCATION
10/2	University of Edinburgh in Scotland Info Session (Graduate Programs in the School of History, Classics and Archaeology)	3:00-4:00pm	Collis 212
10/7	Johns Hopkins-Nanjing Center in Nanjing, China Info Session (School of Advanced International Studies partnered with Nanjing University)	4:30-5:30pm	Collis 219
10/14	Duke University: Nicholas School of the Environment Info Session	12:30-1:30pm	Steele 008
10/15	Yale Divinity School Info Session	4:00-5:00pm	Collis 218

LAW SCHOOL

DATE	PROGRAM	TIME	LOCATION
9/24	Cornell, NYU, Stanford, Duke Law School Panel: Meet the Admissions Deans	5:00-6:30pm	Kemeny 007
9/30	Columbia University School of Law Info Session	12:30-1:30pm	Collis 101
9/30	Applying to Law School Workshop	4:30pm	Carson L01
10/8	Writing the Personal Statement for Law School Workshop	4:00pm	Career Services
10/20	American University, Washington College of Law & Boston College Law School Info Session	3:00-4:00pm	Tindle Lounge, Thayer Dining Hall
10/22	Harvard Law School Info Session	3:30-4:30pm	Tindle Lounge, Thayer Dining Hall
10/27	The University of Chicago Law School Info Session	4:00-5:00pm	Collis 101
10/31	Vanderbilt University Law School Info Session & Interviews Info Session (sign-up for interviews at: http://law.vanderbilt.edu/virtual-vuis/admissions-interviewing/index.aspx -- Follow steps to Register and choose Hanover, NH location)	11:00am-12:00pm 12:00-3:00pm	Career Services
11/4	Yale Law School Info Session	4:30-5:30pm	Collis 101

Meet with admission representatives to learn about graduate school options. You don't have to be applying now to attend these programs.

- Monitor Career Services Blitz Bulletin for Complete Program Details and Updates •