

Life After Lawrence NOW!

Career Services

Spring Term 2014



Save the Date

Career Conference
SATURDAY, APRIL 5

- Lawrence Scholars in Arts and Entertainment (Visual Arts)
- What to do with a Biology Major
- Major Fellowships, Scholarships and Grants Resources Fair
- Lawrence Scholars in Business (General Business)
- What to do with an English Major
- Career Chats, Résumé Reviews, Mock Interviews
- Networking Reception

Getting to Know Career Services

Now that it is Spring Term, students are in the final stretch of securing internships, jobs and graduate school opportunities. Below are the answers to questions students have been asking:

I have decided on my major, but I'm still not sure which area of interest I wish to pursue after I graduate from Lawrence. Where can I get information on what types of jobs are out there and what different job fields look like?

There is a great opportunity to explore various areas of interest on **Saturday, April 5**. The day consists of a number of sessions that are set up to allow students to explore career possibilities of different majors and explore various areas of interest within an industry field by speaking with visiting alumni. There are events for everyone:

- Lawrence Scholars in Business (General Business)
- Lawrence Scholars in Arts and Entertainment (Visual Arts)
- What to do with a Biology Major
- What to do with an English Major

There will also be opportunities for one-on-one Résumé Reviews, Career Chats and Mock Interviews.

I have an internship for the summer, but I don't know how I am going to support myself financially since the opportunity is unpaid and will be more expensive than living on campus or at home. Does Career Services have any grants I can apply for to help me fund my summer internship experience?

Yes, there are two grants that Career Services offers to assist students with funding summer internship experiences:

The Betty Heistad Barrett Fund for Excellence in Civic Service provides money to student applicants who have secured internships with nonprofit organizations. If your internship organization provides you with an unpaid opportunity and you are passionate about making a difference by working with the organization, this grant is for you! **The Summer Experiential Learning Grant application is available on the Career Services and Volunteer Center websites and is due April 18, 2014.**

The Great Lakes Career Ready Internship Initiative Grant is specifically designed to help rising juniors and seniors who have FAFSA-demonstrated financial need. Contact us for more information.

Stop by the **Major Fellowships, Scholarships and Grants Resources Fair** on **Saturday, April 5** to learn about other funding opportunities, such as the Watson Fellowship and Fulbright Fellowship, to explore, learn and travel around the world.

I'm a senior and getting started late thinking about what I should do after graduation. I am looking for advice on how to move forward and what my next steps should be to plan for *Life After Lawrence NOW*?

Don't worry! You still have time to utilize resources on campus before graduation. Check out our **Seniors: Support, Strategies and Success (S⁴)** program. It is a great space for seniors, regardless of where you are in your process of preparing for life after Lawrence. We hope you attend to learn about the possibilities available after graduation, gain confidence regarding your past experiences and skills, and show employers that you would be a fantastic asset to their organizations. Some topics we address in S⁴ include the following:

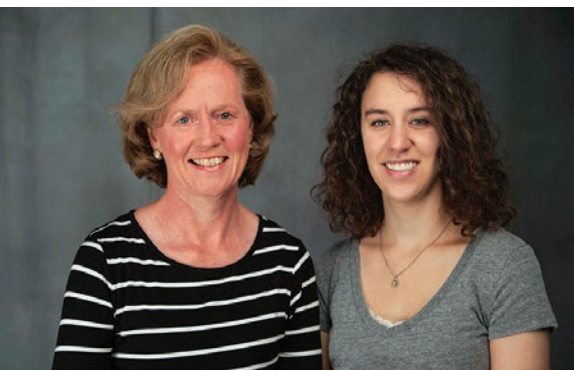
- Using social media in a job search
- Presenting your best self (networking, interviewing, post-hire)
- Gaining confidence about your skills and experiences

If you are still looking for an internship over the summer or have secured an opportunity, contact Tricia Plutz, our internship coordinator, to figure out next steps for ensuring your experience is everything that you want it to be.

Keep an eye out for the Career Services biweekly newsletter for information about our events, presentations and other opportunities to help you explore ***Life After Lawrence NOW!***

We've enjoyed getting to know many of you this year; we look forward to hearing about your experiences over the summer and, for seniors, experiences from the first few years of your life after Lawrence.

If you haven't met our staff, check out our video at www.lawrence.edu/students/resources/career/about_us.



Mary Meany '83
Dean of Career Services

Alexis Cuozzo '15
Career Assistant

What are on-campus events?

On-campus events bring recruiters, graduate school admissions officers and other organization representatives to Lawrence to educate you about possible graduate programs, gap year opportunities, fields of interest, internships and/or jobs.

*It is never too early to start exploring your options and discovering what you want for your life after Lawrence. This is how the idea **Life After Lawrence NOW!** was born.*

Ways to prepare for your future:

Information Tables: Organizations sit near the mailboxes in the Warch Campus Center. You can drop by to hear about their programs or ask a question. You don't need to have any prior information; this is your opportunity to gather information.

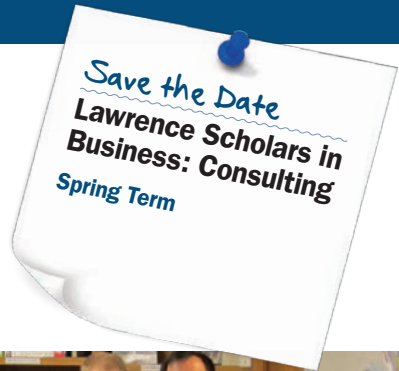
Career Chats: Some organizations will host Career Chats. You will need to sign up in advance via LUworks. This is your opportunity to gather individualized information and start building a relationship with an organization of interest. You can bring questions (application advice, culture of the organization, etc.), résumés, cover letters or thoughts about what you are hoping to get out of the experience.

Mock Interviews: This is your opportunity to practice! Organizations appreciate access to bright students like you and give back to the university by helping you practice your interview skills in a realistic setting, with someone who has conducted professional interviews in his/her career. Mock Interviews are an opportunity for you to perfect your interviewing skills. Sometimes a mock interview will turn into a great job offer! You should do as many mock interviews as possible during your time at Lawrence.

Information Sessions: This is an interactive presentation where an organization's representative educates you about their full-time, part-time, gap year, internship or graduate program. Graduate schools will focus on their degree programs, so even if you are not interested in that particular university it is important to come and learn about the application process for that degree.

Note: Alumni often participate in these opportunities

On-Campus Events



Tuesday, April 8 **Peace Corps**

- Information Table 11 a.m.–noon, Warch Campus Center, near mailboxes
- Information Session Noon–12:45 p.m., Warch Campus Center, Parrish Room
- Mock Interviews 1:30–5 p.m., Career Services



Thursday, April 10 **Vector Marketing**

- Information Table 10:30 a.m.–noon, Warch Campus Center, near mailboxes
- Information Session Noon–1 p.m. with recruiter and current employee Evan Newman '17, Warch Campus Center, Schumann Room



Saturday, April 12 **Community Initiatives in Sustainable Agriculture (CISA) Conference**

- Internship/Job Fair 10:30 a.m.–12:30 p.m., Warch Campus Center, Mead Witter Room



Monday, April 14 **The State of Wisconsin**

- Live Webcast Noon–1 p.m., Career Services



Tuesday, April 15 The Aldo Leopold Foundation

Information Session Noon–1 p.m., Warch Campus Center, Kraemer Room
Mock Interviews or Career Chats 1:30–4 p.m., Career Services



Monday, April 21 City Year

Information Table 11 a.m.–noon,
Warch Campus Center, near Andrew Commons
Information Session Noon–12:45 p.m.,
Warch Campus Center, Kraemer Room
Mock Interviews or Career Chats 1:30–5 p.m., Career Services



Wednesday, April 23 University of Wisconsin Law School

Information Table 11 a.m.–noon,
Warch Campus Center, near Andrew Commons
Information Session Noon–1 p.m.,
Warch Campus Center, Schumann Room
Career Chats 1:30–3 p.m., Career Services



Tuesday, April 29 The Littlest Tumor Foundation

Information Session Noon–1 p.m. Warch Campus Center, Kraemer Room
Mock Interviews 1:30–5 p.m., Career Services



Wednesday, April 30 PhysAssist Scribes

Information Table 11 a.m.–1 p.m., Warch Campus Center, near mailboxes



Thursday, May 1 West Corporation

Information Table 11 a.m.–1 p.m., Warch Campus Center, near mailboxes
Mock Interviews 1:30–5 p.m., Career Services



Thursday, May 15 Careers at the Federal Reserve

Information Session 8–9 p.m., Warch Campus Center, Kraemer Room

Wednesday, May 21 The National Guard

Information Table 11 a.m.–1:30 p.m.,
Warch Campus Center, near mailboxes



Think Globally, Explore Locally

Career Services partners with local and regional for profit and not-for-profit organizations to provide you with an experience that will give you a sense of the opportunities available through the host organization as well as in similar organizations elsewhere in the world. The initiative is intended to give you an on-site glimpse into the workplace and to promote the view that the greater Fox Valley and eastern Wisconsin area can be seen as a microcosm of the national and global job market.



Thursday, May 8 **Red Frog Events**

Vans will leave from the Wriston turnaround at 6:30 a.m. We will return to campus around 5:30 p.m.

Red Frog Events, an event planning firm, is located in downtown Chicago. They offer an internship program which can lead to full time employment.



Laughlin Constable



Remember to sign up for events in **LLworks**

“I was able to film and edit interviews for inclusion in a safe space video for Goodwill Industries of North Central Wisconsin, learn about diversity and inclusion, and collaborate with awesome professionals! Next year Goodwill is looking for an interested and dedicated student to undertake a diversity/film internship with them again.”

—Devin Burri '14

Before starting the internship search process attend Internships 101 or 102 in Career Services, located in the Hurvis Center, Room 202.

Internships 101

This program is designed for freshmen. Attend a session to learn about support, search techniques and tools available to start your internship search. Registration in LUworks is appreciated.

Thursday, April 3	11 a.m.–noon
Tuesday, April 15	4–5 p.m.

Internships 102

This program is designed for sophomores, juniors and seniors to focus on major-specific resources, applying to internships and interviewing. Registration in LUworks is appreciated.

Tuesday, April 8	4–5 p.m.
Thursday, April 24	11 a.m.–noon

Please bring a laptop or tablet to Internships 101 and 102!



Get started on securing your 2014 summer internships!

For ideas, review the sampling of local, national and international organizations listed below. All hosted Lawrence students during summer 2013:

- Amazon
- American Red Cross
- Andreabeaty LLC
- Appleton Boychoir
- Appleton COTS
- Appleton Downtown Inc.
- BCDVideo
- Boston Modern Orchestra Project/
Odyssey Opera/Monadnock Music
Festival
- Bottlenose Dolphin Research Institute
- Carnegie Hall
- Columbia University
- Contemporary Art Museum St. Louis
- Cook County State's Attorney's Office
- Copley Equity Partners
- Deep Listening Institute
- Detroit Medical Center
- Empire Medical Review Services, Inc.
- Environmental Protection Agency
- FNB Fox Valley
- Fox Cities Magazine
- Girls Write Now
- Harbor House
- Harmony Café, a program of Goodwill
Industries of North Central Wisconsin
- Health Development Initiative–Rwanda
- Heckrodt Wetland Reserve
- History Museum at the Castle
- HY Connect
- Interlochen Arts Camp
- La Musica Lirica
- Lawrence University
- Lunds and Byerly's Food Holdings Inc.
- Machon Kaplan
- Madison Children's Museum Inc.
- Make-A-Wish Foundation of Wisconsin
- MicroInsurance Centre, LLC
- Milwaukee Art Museum
- Milwaukee CHIP
- Minnesota Zoo
- NASA
- National Renewable Energy Laboratory
- New York Jazz Academy
- Oberlin College
- Oberlin in Italy
- Oshkosh Corporation
- Peninsula Players
- Penumbra Theatre Company
- Productive Strategies
- Rockwell Automation
- Santa Fe Opera House
- Sexual Assault Crisis Center–
Fox Cities
- Shakespeare Theatre of New Jersey
- SHARE Foundation
- Smart Sensors and Integrated
Microsystems (SSIM)
- Spark and Echo
- Sustainable Lawrence University
Gardens (SLUG)
- Teach For America
- Teens Alone
- 10th Congressional District
Democrats
- Trout Museum of Art
- Time Warner Cable
- University of Virginia Health System
- UNT NSF REU in Civil Conflict
Management and Peace Science
- Wake Forest University
- Washington Office on Latin America
(WOLA)
- Winnetka Historical Society
- Women's International League for
Peace and Freedom
- Young Chicago Authors
- Zinch China

**If you have already secured an internship, congratulations!
The following resources are for you!**

Internship Orientation

If you have already secured a summer internship you are expected to attend one of the following sessions:

Thursday, May 1	11 a.m.–noon
Thursday, May 15	4:30–5:30 p.m.
Tuesday, May 20	4–5 p.m.
Tuesday, May 27	11 a.m.–noon

All sessions take place in the Mudd Library, second floor ITC

Summer Experiential Learning Grant

The Volunteer and Community Service Center and Career Services provide funding for students serving the community in nonprofit settings over the summer months through the following funds: Summer Volunteer Opportunity Grant (SVOG) and Betty Heistad Barrett Fund for Excellence in Civic Service. Applications are due **April 18, 2014**. Download an application from the Career Services or Volunteer Center websites.

Summer 2013 grant winners included:

Betty Heistad Barrett Fund for Excellence in Civic Service

- Alyssa Villaire '14, Washington Office on Latin America, Washington, D.C.

Summer Volunteer Opportunity Grant (SVOG)

- Chelsea Gans '14, Sustainable Roots, Ecuador
- Kelsi Brunn-Bryant '14, World Teach, Ecuador
- Rose Broll '14, Outagamie County Mental Health Court, Outagamie County Volunteers in Offender Services, and Green Lake County Jail, Appleton and Green Lake
- Helen Noble '14, SHARE Foundation, India

Great Lakes Career Ready Initiative Grant

Funding is still available for Spring Term and summer. If you are a junior (or rising junior) or senior who has demonstrated financial need after completing the FAFSA, you may be eligible for internship funding. Stop by Career Services to pick up an application.

We will hold an informational meeting in the WCC Cinema on Tuesday, April 1 from 4:30 to 5 p.m.

Life After Lawrence NOW! Spotlight

We are extremely proud of all our interns, graduate students and new professionals. If you or someone you know has secured a summer internship, or an opportunity post-graduation (e.g., graduate school, gap year, employment, etc.), please register the opportunity on the Career Services website. We would love to share these accomplishments with the Lawrence community!



Liz Armstrong '15
Sentry Insurance
Product Analyst Intern



Josie Gomez '14
Vanderbilt School of Nursing
Student



Emily McLane '14
Teach for America
Educator



Dan O'Mahoney '14
SinglePlatform
Inside Sales Consultant



Stephanie Thomas '14
City Year
Corps Member



Chiao-Yu Tuan '14
LinkedIn
Software Engineer

Exploring your *Life After Lawrence* NOW!

Freshman Year—Start NOW!

- ▶ Complete your profile on LUworks
- ▶ Consider your interests, abilities and skills, values, personality, and motivation in partnership with Career Services
- ▶ Explore Academic Options:
 - Keep your mind open and think about what you might like to do
 - Take a broad selection of courses as a way of previewing different majors
 - Initiate meetings with professors to learn about various majors
 - Visit Career Services for resources to help you think through a major
- ▶ Attend **S²** which will help you uncover your interests and skills, match them to your major, help prepare your résumé, and start providing you with tools and resources that all college students should have to be successful now and in the future. A career advisor will offer you the support and connection you need to launch your

Life After Lawrence NOW!

- Review *What Can I Do with this Major?*
- Talk to upperclassmen about their experiences and reasons for choosing specific major(s)
- Attend the student-sponsored LUCC Majors Fair
- Consider off-campus study options, such as the London Centre, Associated Colleges of the Midwest and IES Abroad, as a way to gain experience in your major; many programs include research, language immersion, volunteer and internship components which help build your résumé; for more information regarding application deadlines, contact the off-campus programs coordinator
- ▶ Discover internship and career opportunities:
 - Review LUworks for current internships and jobs, or past ones to stimulate interests/ideas; visit the Internship Summit
 - Explore a variety of careers (even if you think you “know” what you want to do) by participating in Career Services events such as:
 - Think Globally, Explore Locally (TGEL) trips
 - Lawrence Scholars sessions and midterm reading period trips
 - The Career Conference
 - Guest Drop-in Hours with alumni
 - Shadow/Network events
 - Info Tables and Info Sessions
 - Participate in Mock Interviews to practice articulating your interests and skills to a third party; interviewing well is a valuable lifelong skill to have
 - Learn the search function in Voyager
- ▶ Develop yourself as a competitive candidate by:
 - Maintaining a solid GPA by utilizing good study habits
 - Creating an effective résumé and uploading it to LUworks
 - Gaining work experience through volunteering or interning
- ▶ Attend **Internships 101** for more information
 - Participate in different extracurricular activities and leadership programs, where you can test your skills and interests

Sophomore Year—Build on Freshman Year!

Explore career options with a major in mind

- ▶ Continue to update your résumé and LUworks profile
- ▶ Attend the following Career Services events to see how the majors you are interested in can be applied in the work world:
 - Think Globally, Explore Locally (TGEL) trips
 - Lawrence Scholars sessions and midterm reading period trips
 - The Career Conference
 - Guest Drop-in Hours with alumni
 - Shadow/Network events
 - Info Tables and Info Sessions
- ▶ Take advantage of the student-sponsored Majors Fair
- ▶ Attend internship and job fairs
- ▶ Start thinking about whether you may want to attend graduate school
- ▶ Attend **S²** which will help you uncover your interests and skills, match them to your major, help prepare your résumé, and start providing you with tools and resources that all college students should have to be successful now and in the future. A career advisor will offer you the support and connection you need to launch your **Life After Lawrence NOW!**
- ▶ Use winter and spring breaks to do informational interviewing or job shadowing to explore your potential major or career; in addition to alumni, talk to neighbors, family friends, parents, etc., about your interests and potential internship opportunities
- ▶ Consider off-campus study options, such as the London Centre, Associated Colleges of the Midwest and IES Abroad, as a way to gain experience in your major; many programs include research, language immersion, volunteer and internship components which help build your résumé; for more information regarding application deadlines, contact the off-campus programs coordinator

Plan for Summer

- ▶ Begin taking steps in Fall Term to secure an internship or job in your field of interest for the coming summer; many employers, as well as graduate schools, expect applicants to have at least two internships during college
- ▶ Visit the Internship Summit to see what other students did over the summer
- ▶ Attend the summer research informational meeting to learn about on-campus or off-campus summer research; speak to professors about summer research opportunities
- ▶ Attend **Internships 102** to learn how to search for summer internships and how Career Services supports you through the process
- ▶ After attending **Internships 102**, schedule a meeting with the internship coordinator to further target your search or to discuss next steps
- ▶ Participate in Mock Interviews to practice articulating your interests and skills to a third party; interviewing well is a valuable lifelong skill to have
- ▶ Use winter break to do informational interviews at potential internship sites or even arrange an internship
- ▶ Use Voyager to search for alumni connections in order to explore your options for **Life After Lawrence NOW!**

Junior Year—Assess and Take Action!

- ▶ Participate in Career Services events to explore specific paths within your field of interest and to learn about postgraduate study requirements:
 - Think Globally, Explore Locally (TGEL) trips
 - Lawrence Scholars sessions and midterm reading period trips
 - The Career Conference
 - Guest Drop-in Hours with alumni
 - Shadow/Network events
 - Info Tables and Info Sessions
- ▶ Graduate School Planning:
 - Attend internship and job fairs
 - Research and explore graduate and professional programs
 - Initiate a dialogue with your advisor and other faculty members about postgraduate options
 - Learn the requirements for postgraduate programs which are of interest to you (e.g., MCAT, LSAT, GRE or required courses)
 - Take the appropriate professional and graduate school entrance exams in the spring or register for fall exams
 - Maintain a solid GPA
 - Identify faculty and others who may be able to provide strong references for you
 - Speak with Career Services about participating in mock interviews
- ▶ Career Planning:
 - Visit Career Services and/or attend **S²** which will help you uncover your interests and skills, match them to your major, help prepare your résumé, and start providing you with tools and resources that all college students should have to be successful now and in the future. A career advisor will offer you the support and connection you need to launch your **Life After Lawrence NOW!**
 - Continue to update your résumé and LUworks profile
 - Participate in Mock Interviews with a career advisor, visiting alumni and/or business representatives hosted by Career Services
 - Explore off-campus study options, such as the London Centre, Associated Colleges of the Midwest and IES Abroad, as a way to gain experience in your major; many programs include research, language immersion, volunteer and internship components which help build your résumé; for more information regarding application deadlines, contact the off-campus programs coordinator
 - Look into gap year and other alternative postgraduate options like the Peace Corps, AmeriCorps VISTA, Green Corps, etc., to ensure you meet application deadlines
 - Attend **Internships 102** for more information about securing an internship or job in your field of interest for this summer
 - After attending **Internships 102**, schedule a meeting with the internship coordinator to further target your search or to discuss next steps
 - Use Voyager to search for alumni connections in order to explore your options for **Life After Lawrence NOW!**

Senior Year—Time to Apply!

- ▶ Continue to participate in Career Services events:
 - Think Globally, Explore Locally (TGEL) trips
 - Lawrence Scholars sessions and midterm reading period trips
 - The Career Conference
 - Guest Drop-in Hours with alumni
 - Shadow/Network events
 - Info Tables and Info Sessions
- ▶ Participate in S⁴ which will provide you the tools to promote your skills, create quality application materials, build your personal brand and feel energized about your future
- ▶ Attend internship and job fairs
- ▶ Decide whether you are going to enter the job market right from Lawrence, participate in a gap year or pursue further study
- ▶ Finalize graduate school applications in early fall; have personal statements reviewed by career advisors and faculty members
- ▶ Start working with a career advisor early in the fall to develop job search strategies and establish job targets
- ▶ Network with others, even people you don't know and let them know you are looking for a job—they may be able to help you expand your network or keep you posted on job openings
- ▶ Identify potential employers and send résumés and cover letters; set up informational interviews to build contacts within the company and learn more about the field or organization
- ▶ Tailor résumés and cover letters for specific job targets
- ▶ Continue to participate in mock interviews with a career advisor, visiting alumni and/or business representatives hosted by Career Services
- ▶ Attend internship and job fairs
- ▶ Consider gap year postgraduate opportunities such as the Peace Corps, Teach For America and Green Corps

Celebrate your success!

Career Services subscribes to a number of resources to assist in your job or internship search. They are free to all Lawrence students. Visit go.lawrence.edu/4964 and sign in to access the resources below.

ArtJob	www.artjob.org
ArtSearch	www.tcg.org/artsearch
Auditions Plus	www.auditionsplus.com
Classical Singer	www.classicalsinger.com
Bridge: Worldwide Music Connection	www.myinterfase.com/nec/student
Chronicle of Higher Education	www.chronicle.com
Current Jobs	www.graduatejobs.com
Internships-USA	www.internships-usa.com
The International Educator	www.tieonline.com
The Job Seeker	http://blogs.lawrence.edu/jobs/category/the-job-seeker
National Network for Artist Placement	www.artisitplacement.com

What Can I Do With This Major?

To explore “What Can I Do With This Major?” go to the Career Services website, click on “For Students” and then “What Can I Do With This Major?”

Check out the resource library in **LLworks**

It includes recent presentations from the following alumni:

Jonathan Bauer '83

Careers in Consulting
Preparing for Life After Lawrence

David Knapp '89

Northern Trust

Maggie Schmidt '12

Law School—An Insider's View

Tom Watson '80

Advertising/Marketing

Dave Ribbens '83

Heartland Advisors

SOPHOMORES: Support, Strategies and Success (S²)

Attend this session to uncover your interests and skills, match them to your potential majors, help prepare your résumé and start acquiring the tools and resources that all college students should have to be successful now and in the future. A career advisor will offer you the support and connections you need to launch your **Life After Lawrence NOW!** Registration in LUworks is appreciated.

Attend one of the following sessions in Career Services, located in the Hurvis Center, Room 202:

Wednesday, April 2	4:30–5:15 p.m.
Monday, April 14	4:30–5:15 p.m.
Wednesday, April 30	4:30–5:15 p.m.
Monday, May 12	4:30–5:15 p.m.
Wednesday, May 28	4:30–5:15 p.m.

SENIORS: Support, Strategies and Success (S⁴)

Career Services, Hurvis Center, Room 202

S⁴ will provide you the tools to promote your skills, create quality application materials, build your personal brand and feel energized about your future!

Join us from 11:30 to noon:

Tuesday, April 1	Getting Started
Tuesday, April 8	Application Materials
Tuesday, April 15	Interviewing
Tuesday, April 29	Presenting your Best Self (networking, interviewing, post-hire)
Tuesday, May 6	LinkedIn and Social Media in the Job Search
Tuesday, May 13	Values and Transitioning from Lawrence to Life After Lawrence NOW!
Tuesday, May 20	Reflecting and Taking Action

"I thought S⁴ was great. It gave me the confidence to move to Portland, Oregon and helped increase my security about graduating a lot. And the fact that it was only about 30 minutes in the middle of the day was perfect too."

—Claire Edwards '13



Career Conference – Saturday, April 5

Lawrence Scholars in Arts and Entertainment (Visual Arts)

10 a.m.–noon

What to do with a Biology Major

10 a.m.–noon

Major Fellowships, Scholarships and Grants Resources Fair

11 a.m.–1:30 p.m.

Lawrence Scholars in Business (General Business)

11:30 a.m.–1 p.m.

What to do with an English Major

1:30–3:30 p.m.

Career Chats, Résumé/CV Reviews, Mock Interviews

This is your chance to meet 1:1 with one of the alumni who are on campus for the Career Conference. If you are interested in having a Résumé/CV Review, Mock Interview or Career Chat with one of the alumni, email Career Services indicating whether you would like a Résumé or CV Review, a Mock Interview or a Career Chat and include times you are available on April 5.

Networking Reception

4:30–6 p.m.

Networking Tips:

1. Be prepared. Know something about the organization or person you are meeting. You can find a lot of information by doing online research.
2. Be confident in your approach with:
 - a. Having a strong handshake
 - b. Showing genuine interest in the other person
 - c. Giving eye contact
 - d. Respecting personal space
3. Think about how you are going to introduce yourself
4. Networking is about giving before you get
 - a. Talk about things you are learning that might benefit the organization
5. Always ask people their preferred method of communication for follow-up
6. Arrive early and remember you are on from the minute you walk in the door
7. Always carry business cards
8. Always send a follow-up or thank-you note within 24 hours





Cassie Curry, employer relations coordinator

- Partners with for-profit and nonprofit organizations locally, nationally and internationally to help build strong relationships between students and employers in diverse fields.



Mollie Kaebisch, career advisor

- Partners with students to determine interests, skills and strengths as they relate to major selection and to planning for jobs, graduate schools and scholarships/fellowships.
- Assists with social media outreach and maintaining the Career Services website.



Sue Knott, administrative assistant

- Provides administrative and operational support to staff.
- Markets and coordinates events and programs.



Grace Kutney, career technology specialist

- Develops and maintains the Career Services website including blogs, Twitter and Facebook.



Tricia Plutz '03, internship coordinator

- Fosters relationships with students, faculty, staff, alumni and internship sponsors to ensure a beneficial experience through internships and shadow experiences in preparation for ***Life After Lawrence NOW!***



Career Services Hours

Office Hours

Monday–Friday, 8 a.m.–noon and 1–5 p.m.

Drop-in Hours

Monday, 3–4:30 p.m.

Tuesday, 5–7 p.m.

Wednesday, 9–11 a.m.

Thursday, 1:30–3:30 p.m.

Friday, 9–11 a.m.

Drop-in hours are regularly scheduled set blocks of time when you can come to Career Services without an appointment to ask quick questions about résumés, cover letters, CVs or any other career-related topics.

Career Cart on the Go

Tuesday

Mission Statement

Lawrence University encourages students to think about **Life After Lawrence NOW!** As part of the student affairs division, Career Services provides a comprehensive program to support the relationship between academic planning and career planning within a liberal arts environment. This includes collaborating on strategies to support internships, preprofessional advising, graduate/professional school, scholarships/fellowships and job placement. In addition, Career Services partners with alumni, faculty and staff to identify networking opportunities, outreach events and programs to assist in **Life After Lawrence NOW!**

CAREER SERVICES



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

920-832-6561 | careerservices@lawrence.edu | www.lawrence.edu/dept/student_dean/career