

***Life After Lawrence NOW!***

# Career Services

Winter Term 2015



## Save the Dates

**ENST Fest and Internship Summit**

January 29

**Lawrence Scholars in Business: Consumer Products**

January 31

**Lawrence Scholars in Law**

January 31

**Seniors: Support, Strategies and Success (S<sup>4</sup>)**

Tuesdays

See LUworks for details and registration.

## Getting to Know Career Services

Welcome back to Lawrence for Winter Term! We hope you had a restful break and are ready to pick up where you left off exploring options for **Life After Lawrence NOW!** Some of you may be thinking about finding a summer internship or applying to graduate schools, jobs and gap year programs, and we are here to support you in achieving your goals no matter what stage you are at in your process. And, if you haven't gotten started, we are here to help you begin! For your reference, below are some questions students have asked and our answers:

### **I'm not sure what my next steps are for locating opportunities for this summer or even life after Lawrence. Can Career Services help me figure out goals for this term and for the rest of my time at Lawrence?**

Absolutely, the more we get to know you and learn about your interests, the better we can provide you individualized support. Students are invited to set up appointments with Career Services staff or attend our daily Drop-in Hours.

Internship, graduate school and gap year program deadlines may be coming up as soon as January, depending on the program, so we recommend you start thinking seriously about what kind of internship you might want for the summer and options for life after Lawrence. Gap year opportunities can be helpful for students who want to gain work experience in a specific field before pursuing a professional degree or full-time job.

To set goals and prepare for the remainder of the academic year, as well as for life after graduation, students find it helpful to organize their tasks by term. Below is a list of activities to focus on this term:

#### **Winter Term:**

- Start applying to the programs (e.g. graduate schools, internships, gap year programs) you are interested in and think about potential learning goals.
- Prepare for interviews by participating in mock and informational interviews and career chats.
- Attend **Seniors: Support, Strategies and Success (S<sup>4</sup>)**. This program provides a support network for seniors and covers relevant topics to entering the post college world, such as how to maintain a positive social media presence, the importance of networking and what transitioning to life after Lawrence means for you.
- Explore all your options by participating in on campus and off campus programming.
- Learn how to match your interests and skills to majors and future opportunities. Acquire tips, tools and resources for current and future success by attending **Strategies for Success (S<sup>2</sup>)**.

## Why should I do an informational interview, mock interview or career chat with an organization I am not necessarily interested in?

Practice, practice, practice!

Participating in **mock interviews** and **career chats** helps you gain interviewing skills, so that when the time comes to interview for a position you are interested in, you will feel more natural speaking with employers and less nervous about the interview process. Students say that they gain confidence from participating in multiple mock interviews during the academic year, and some have even discovered new interests from interviewing with an organization they didn't think they would like.

Arranging an **informational interview** offers you the opportunity to gather information about a career field or company you may be interested in by fostering a conversation with an experienced professional. In an informational interview, you are the one conducting the interview with an employer. Informational interviewing helps you develop a clear picture of a day in the life of a professional in a specific field, create networking relationships and develop confidence and skills for future interviews where you are the interviewee.

If you have any questions about what Career Services can do to help you during your time at Lawrence, please come visit us. We look forward to helping you prepare for **Life After Lawrence NOW!**

Have any questions you would like us to answer in our Spring Term booklet? Submit a question to [careerservices@lawrence.edu](mailto:careerservices@lawrence.edu).



Alexis Cuzzo '15  
Career Assistant

Mary Meany '83  
Dean of Career Services

## Career Services Staff



### **Sue Knott, administrative assistant**

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- Provides administrative and operational support for staff including marketing and coordinating events and programs.



### **Grace Kutney, career technology specialist**

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- Manages the technology needs, including developing and maintaining the Career Services website, blogs, Twitter and Facebook.



### **Tricia Plutz '03, internship coordinator**

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- 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!***



### **Dawn Rinehart, employer relations coordinator**

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



## 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, 8:30–10 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.

## 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, graduate/professional school, scholarships/fellowships and career options. In addition, Career Services partners with alumni, faculty and staff to identify networking opportunities, outreach events and programs to assist in planning your **Life After Lawrence NOW!**

# Networking for Your Future

What on-campus opportunities are available for me to prepare for **Life After Lawrence NOW?**

## Information Tables

- Drop by to ask questions and learn about an organization and its programs
- An easy opportunity to gather information

## Career Chats

- A chance to start building a relationship with an organization of interest
- You bring the questions; this allows you to gather individualized information to help you formulate your interests and goals

## Mock Interviews

- Practice your interview skills in a realistic setting with professionals who meet candidates every day
- A chance to build your confidence and potentially make connections that could lead to a future career

## Information Sessions

- An interactive presentation where an organization provides information about its full-time, part-time, gap year, internship or graduate program offerings
- A good opportunity to learn about application processes



## Networking/Dining Etiquette

### Reception Etiquette

- Alternate eating and drinking separately so that you have one hand free for shaking hands.
- Hold cold drinks in your left hand.
- If alcohol is served and you are of age, stick with non or low alcohol drinks and take small sips.

### Meal Etiquette

- Eat at the same pace as others.
- Place your napkin on your lap and consider ordering food that is easy to eat with a fork and knife.
- Join in the conversation but be careful not to dominate it.

## Networking Tips

1. Be prepared. Do your research (e.g. LinkedIn, organization's website, etc.) so you go knowing something about the organization or person you are meeting.
2. Be confident in your approach with:
  - a. having a strong handshake,
  - b. showing genuine interest in the other person,
  - c. giving eye contact and
  - d. respecting personal space.
3. Think about how you are going to introduce yourself succinctly.
4. Give before you get.
  - a. Talk about things you are learning that might benefit the organization.
5. Arrive early and remember you are on from the minute you walk in the door.
6. Carry your business cards; when you feel you're making a connection, offer your card and ask the other person for theirs.
7. Ask people their preferred method of communication for follow-up.
8. Follow up quickly and efficiently with people you met at the event. Send a follow-up note within 24 hours, referencing a topic you discussed.





# Lawrence Scholars



**Wednesday, January 28**

**Productive Strategies Information Session with Trustee Terry Franke '68**

8–9 p.m., Warch Campus Center, Arthur Vining Davis

**Saturday, January 31**

**Lawrence Scholars in Business: Consumer Products**

Meet and hear from alumni as they talk about the consumer products industry and the various career opportunities available.

**Lawrence Scholars in Law**

Learn the different ways you can pursue a legal career.

**Internships 102: Arts**

**Career Chats**

**Résumé Reviews**

**Mock Interviews**

**Save the Date**

**Lawrence Scholars in Law  
Dennis Huebner Pre-Law  
Stipend application deadline:  
early March**

Learn more at:  
[lawrence.edu/alumni/  
scholars/law](http://lawrence.edu/alumni/scholars/law)

**Save the Date**

**Spring Term Career Conference**  
Saturday, April 18

What to do with a Foreign Language Major?  
What to do with a Gender Studies Major?  
Nonprofit Resources Fair  
Lawrence Scholars and more...



## Strategies for Success (S<sup>2</sup>)

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!**

**Attend one the following sessions in Career Services:**

|                        |                 |
|------------------------|-----------------|
| Wednesday, February 11 | 12:30–1:30 p.m. |
| Thursday, February 26  | 4:30–5:30 p.m.  |



## On Demand

On Demand is available for campus organizations, athletic teams, residence halls and academic departments to customize a workshop to the needs of your students. Topics could include résumé and cover letter writing, networking, job searching, applying to graduate school, gap year programs, etc. In addition, you can combine any of these topics to create a customized workshop.

To request an On Demand session, go to the bottom right side of the Career Services homepage. Under “Frequently Used Links,” select “Request an On Demand Workshop” and complete the electronic form.

## Seniors: Support, Strategies and Success (S<sup>4</sup>)

**S<sup>4</sup>** will provide you the tools to promote your skills, create quality application materials, build your personal brand and feel energized about your future!

**Attend one the following sessions in Career Services:**

|                      |  |
|----------------------|--|
| Tuesday, January 6   | Getting Started  |
| Tuesday, January 13  | Application Materials  |
| Tuesday, January 20  | Interviewing   |
| Tuesday, January 27  | Presenting Your Best Self  |
| Tuesday, February 3  | LinkedIn and Social Media in the Job Search                                  |
| Tuesday, February 24 | Values and Transitioning from Lawrence to<br><b>Life After Lawrence NOW!</b> |
| Tuesday, March 3     | Reflecting and Taking Action   |



# On-Campus Events



## Tuesday, January 13 **Littlest Tumor Foundation**

|   |   |
|---|---|
| Information Table                                   | 11 a.m.–1 p.m., Warch Campus Center, near mailboxes |
| Career Chats, Mock Interviews and/or Résumé Reviews | 1:30–5 p.m., Hurvis Center, Career Services         |
| Information Session                                 | 7 p.m., Warch Campus Center, Kraemer Room           |



## Wednesday, January 14 **Teach For America**

|              |   |
|--------------|---|
| Live Webcast | 6:30–7:30 p.m., Warch Campus Center, Kraemer Room |
|--------------|---|



## Thursday, January 15 **Green Bay Bullfrogs**

|                     |   |
|---------------------|---|
| Information Session | Noon–12:45 p.m., Warch Campus Center, Schumann Room |
|---------------------|---|



## Thursday, January 22 **Kwik Trip**

|   |  |
|---|--|
| Information Table                                   | 11 a.m.–1:30 p.m., Warch Campus Center, near mailboxes |
| Career Chats, Mock Interviews and/or Résumé Reviews | 2–5 p.m., Hurvis Center, Career Services               |
| Information Session                                 | 7 p.m., Warch Campus Center, Kraemer Room              |



## Monday, January 26 **Principal Financial Group**

|   |   |
|---|---|
| Information Session                                 | 11 a.m.–1 p.m., Warch Campus Center, near mailboxes                           |
| Career Chats, Mock Interviews and/or Résumé Reviews | 1:30–5 p.m., Hurvis Center, Career Services                                   |
| Information Session                                 | 6–7 p.m., Warch Campus Center, Kraemer Room<br>with <b>Tyler Krzewina '07</b> |



## Wednesday, February 4 **City Year**

|   |   |
|---|---|
| Information Table                                   | 11 a.m.–12:30 p.m., Warch Campus Center, near mailboxes |
| Information Session                                 | 12:30–1:30 p.m., Warch Campus Center, Schumann Room     |
| Career Chats, Mock Interviews and/or Résumé Reviews | 2–5 p.m., Hurvis Center, Career Services                |



## Thursday, February 5 **Northwestern Mutual**

Information Table 11 a.m.–1:30 p.m., Warch Campus Center, near mailboxes  
with **Mauricio Bolanos '10**

Career Chats, Mock  
Interviews and/or  
Résumé Reviews 2–5 p.m., Hurvis Center, Career Services



## Friday, February 6 **U.S. Marine Corps**

Information Table 11 a.m.–2 p.m., Warch Campus Center, near mailboxes

### **U.S. Marine Corps Band**

Information Table 11 a.m.–3:30 p.m., Conservatory

Career Chats, Mock  
Interviews and/or  
Résumé Reviews 1:30–3:30 p.m., Hurvis Center, Career Services



## Tuesday, February 10 **Kohler Arts Center**

JOHN MICHAEL KOHLER ARTS CENTER  
expect the unexpected

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

Information Session Noon–1 p.m., Warch Campus Center, Kraemer Room

Career Chats, Mock  
Interviews and/or  
Résumé Reviews 1:30–4 p.m., Hurvis Center, Career Services

## Tuesday, February 17 **Thrivent Financial**

Information Table 12:15–1:30 p.m., Warch Campus Center, near mailboxes

Career Chats, Mock  
Interviews and/or  
Résumé Reviews 2–5 p.m., Hurvis Center, Career Services



## Wednesday, February 18 **MicroInsurance Centre, LLC**

Information Session 12:30–1:30 p.m., Warch Campus Center, Schumann Room



## Thursday, February 19 **Weidert Group**

Information Table 11 a.m.–1 p.m., Warch Campus Center, near mailboxes  
with **Jamie Cartwright '14**

Career Chats, Mock  
Interviews and/or  
Résumé Reviews 1–3 p.m., Hurvis Center, Career Services



## Wednesday, February 25 **Breakthrough Fuel**

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

Career Chats, Mock  
Interviews and/or  
Résumé Reviews 2–5 p.m., Hurvis Center, Career Services

Information Session 6 p.m., Warch Campus Center, Kraemer Room



## A Glimpse of *Life After Lawrence* NOW!



### **ENST Fest and Internship Summit: Thursday, January 29, 4:30 – 5:30 p.m., Steitz Hall Atrium**

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This collaborative event celebrates and showcases engaged learning opportunities. Attend to gain ideas for future internships and field experiences.

#### **ENST Fest**

A celebration of the many ways environmental studies majors have fulfilled their field experience requirement.

#### **Internship Summit**

Fellow students from a wide variety of majors will share their internship experiences and offer tips on how you can secure similar opportunities.

### **Internships 101**

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This program is designed for students looking to engage in their first internship. Attend a session to learn about support, search techniques and tools available to start your internship search.

#### **Attend one the following sessions in Career Services:**

|                       |                 |
|-----------------------|-----------------|
| Wednesday, January 14 | 12:30–1:30 p.m. |
| Wednesday, January 28 | 4:30–5:30 p.m.  |
| Thursday, February 12 | 11 a.m.–noon    |
| Thursday, February 24 | 4:30–5:30 p.m.  |

**Conservatory<sup>2</sup>  
scholarship  
deadline:  
January 23, 2015**

## Summer Experiential Learning Grant

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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 by 4 p.m. on April 20, 2015**. Applications will be available online at the Career Services and Volunteer Center webpages in mid-January. Students will be notified about their application status by May 4.

## Lawrence Scholars in Law Huebner Pre-Law Stipend

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The Huebner Stipend is offered to students interested in exploring or pursuing opportunities related to a career in law. To apply, students should have a minimum of junior standing, a grade point average of 3.0 and a desire to attend law school. The application is due in early March. More information can be found at [lawrence.edu/alumni/scholars/law](http://lawrence.edu/alumni/scholars/law).

## Great Lakes Career Ready Initiative Grant

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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.





### Think Globally, Explore Locally

Career Services partners with local and regional for profit and nonprofit 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 great Fox Valley and eastern Wisconsin area can be seen as a microcosm of the national and global job market. Register on LUworks.



#### Wednesday, January 21 **COTS, Inc.**

Vans will leave from the Wriston turnaround at 4:30 p.m.  
We will return to campus at approximately 6:30 p.m.



#### Thursday, February 12 **Robert W. Baird**

See Career Services for details.



#### Monday, February 23 **WorkForce Career and Internship Fair**

Vans will leave from the Wriston turnaround at 2:30 p.m.  
We will return to campus at approximately 9:30 p.m.

Visit with 100-plus regional and national employers looking to help you with **Life After Lawrence NOW!**



**WIPCCC**  
WISCONSIN PRIVATE  
COLLEGES CAREER  
CONSORTIUM







# Managing Your Image

## Résumé

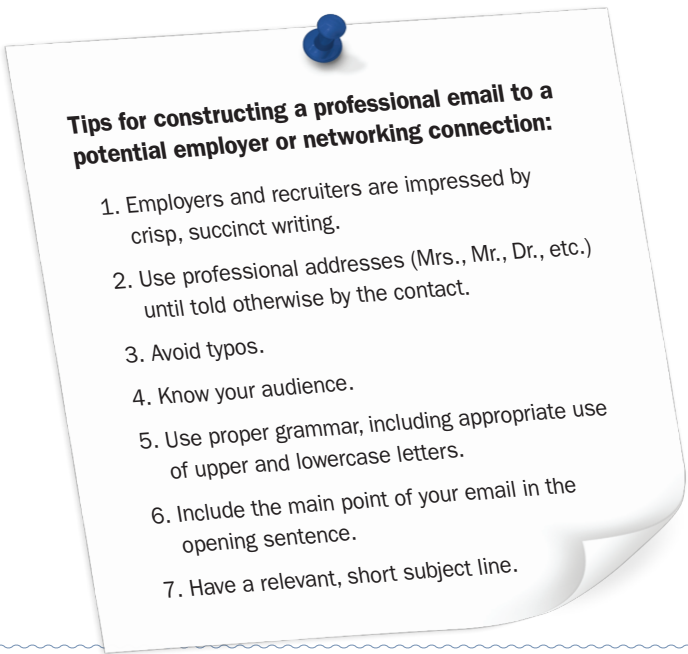
- Regardless of how much or how little experience you have, all students should have a résumé.
- It is important to have an up-to-date résumé that you can give to employers at networking events and interviews. For résumé writing guidelines and examples, visit [goo.gl/buX9OK](http://goo.gl/buX9OK).

## LinkedIn

- LinkedIn is a valuable resource to market yourself to potential employers, expand your professional network, reconnect with professionals you met in person and establish a professional online presence.
- Be sure to add your skills and experience to your profile. LinkedIn is like a virtual résumé...what would you like potential employers to learn about you?

## Social Media

- It is important to maintain a professional presence on all social media you are a part of, including photos, posts and personal information.
- Enable privacy settings on your social media profiles to ensure that employers see a professional image of you, while still allowing you to be candid on social media profiles.



### **Tips for constructing a professional email to a potential employer or networking connection:**

1. Employers and recruiters are impressed by crisp, succinct writing.
2. Use professional addresses (Mrs., Mr., Dr., etc.) until told otherwise by the contact.
3. Avoid typos.
4. Know your audience.
5. Use proper grammar, including appropriate use of upper and lowercase letters.
6. Include the main point of your email in the opening sentence.
7. Have a relevant, short subject line.

## Email Signature

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- An email signature should be straightforward and to the point, including only that which is relevant to the individual you are emailing.
- Email signatures that are too long or include too many ways for someone to contact you can be distracting, confusing and unprofessional.
- See below for an example of a good email signature.

Karl Colman '17  
Vice President of Anthropology Club  
colmank@lawrence.edu

## Business Cards

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- Business cards are a valuable networking tool for students that allow them to make connections with potential employers. The convenience of a business card maintains a professional presence when networking, while pulling out a piece of paper and a pen can seem unprepared and unprofessional.
- As a student, your business card should look something like this example:



## Dress

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- Dress professionally when networking, participating in a mock interview, informational interview or a job interview. This may mean different things for different employers, but it is safer to dress up than to dress down. If in doubt, ask an advisor in Career Services.
- A good go-to professional outfit might be a pair of slacks, a button up shirt and modest shoes. Before an interview it is always alright to ask about an organization's dress code to make sure you feel comfortable and appropriate. Visit [youtube.com/watch?v=nODFwGy8wUg](https://www.youtube.com/watch?v=nODFwGy8wUg) for a short video explaining appropriate professional dress.

## Online Resources



Career Services subscribes to a number of resources to assist in your job or internship search. Visit [go.lawrence.edu/4964](http://go.lawrence.edu/4964) and sign in to access the resources below.

### ArtJob

[artjob.org](http://artjob.org)

### ArtSearch

[tcg.org/artsearch](http://tcg.org/artsearch)

### Auditions Plus

[auditionsplus.com](http://auditionsplus.com)

### Classical Singer

[classicalsinger.com](http://classicalsinger.com)

### Bridge: Worldwide Music Connection

[myinterfase.com/nec/student](http://myinterfase.com/nec/student)

### Chronicle of Higher Education

[chronicle.com](http://chronicle.com)

### Current Jobs

[graduatejobs.com](http://graduatejobs.com)

### Internships-USA

[internships-usa.com](http://internships-usa.com)

### The International Educator

[tieonline.com](http://tieonline.com)

### The Job Seeker

[blogs.lawrence.edu/jobs/category/the-job-seeker](http://blogs.lawrence.edu/jobs/category/the-job-seeker)

### National Network for Artist Placement

[artisitplacement.com](http://artisitplacement.com)



## CAREER SERVICES



**LAWRENCE UNIVERSITY**  
APPLETON, WISCONSIN

920-832-6561 | [careerservices@lawrence.edu](mailto:careerservices@lawrence.edu) | [www.lawrence.edu/dept/student\\_dean/career](http://www.lawrence.edu/dept/student_dean/career)