

Life After Lawrence NOW!

Career Services

Winter Term 2014



Timelines for Your Exploration

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Getting to Know Career Services

Now that it is Winter Term, it is time to begin or pick up where you left off in the fall as it relates to your **Life After Lawrence NOW!** exploration. With so many options for the summer and beyond, students are asking us “So, how do I get started? How can Career Services help me?” Your questions and our answers are below:

What is S²? What will I accomplish if I attend?

S² stands for **Sophomores: Support, Strategies and Success** and is a great start for preparing for **Life After Lawrence NOW!** If you are a freshman or junior and wondering how to get started, you are also welcome to join us! During **S²**, you will uncover job search techniques that all students need to know and you will be provided with tips on how to:

- assess your interests and skills,
- begin applying for internships,
- contact potential employers and conduct impactful interviews.

Will you give me a job or internship if I come to Career Services?

We give you something better than a job: skills to locate and secure jobs on your own! We are here to help you grow, no matter what stage, and learn how to secure positions on your own by providing you with résumé and cover letter writing, networking, researching and interviewing skills. These job search skills will sustain you well past your first job.

Watch for information during the term about **Internships 102**, a new program targeted at specific areas of interest.

I haven't decided whether I am going to take a gap year, go to graduate school or get a job right after graduation. Would S⁴ be helpful for me?

S⁴ stands for **Seniors: Support, Strategies and Success**. At **S⁴** we talk about options for **Life After Lawrence NOW!**, focusing on specific topics such as presenting your best self (networking, interviewing, post-hire) and LinkedIn and social media in the job search. **S⁴** is a great opportunity to learn about the possibilities available to you after graduation, and to gain confidence in your skills and how you can apply them for future success.

How can I learn about a field that I'm interested in but don't have any work experience in that area?

Networking, participating in informational and mock interviews and shadow experiences are great ways to learn about fields you don't have much experience in.

Networking allows you to build relationships with individuals who are active in various fields of the workforce. Fostering such connections can allow you both to explore and exchange information about various fields of interest and employment.

Participating in mock interviews when recruiters are on campus also provides you another outlet to explore options. Informational interviewing allows you to talk with an employer about your questions concerning the ins and outs of employment in a certain field. Come talk to us about how you can arrange a shadow experience over spring break!

All of these can provide you with information about what day-to-day tasks in a certain field look like, giving you the opportunity to explore how it fits, or not, with your goals and interests.

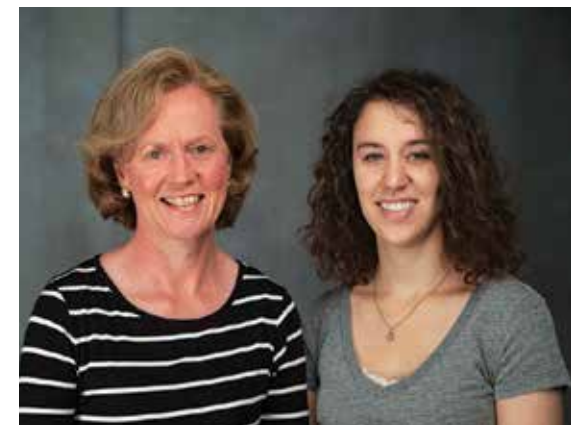
Alumni love speaking with students, so be sure to watch for opportunities on campus to visit with alumni!



Whether or not you know what you want to pursue, we look forward to talking through your ideas with you and/or helping you formulate ideas as you move through your journey to **Life After Lawrence NOW!**

Mary Meany '83
Dean of Career Services

Alexis Cuozzo '15
Career Assistant



Opportunities to Network

What are on-campus events?

On-campus events are when recruiters, graduate school admissions officers or others from an organization come 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 that organization. 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



Thursday, Jan. 9

Principal Financial Group

1–5 p.m.

Mock Interviews

Hurvis Center, Career Services

6–7 p.m.

Information Session

Warch Campus Center, Kraemer Room



Monday, Jan. 13

Teach for America

8 a.m.–5 p.m.

Career Chats

Hurvis Center, Career Services

6–7 p.m.

Information Session

Hurvis Center, Room 202



Tuesday, Jan. 14

Teach for America

8 a.m.–5 p.m.

Career Chats

Hurvis Center, Career Services

Wednesday, Jan. 15

Kohler Arts Center

11 a.m.–noon

Information Table

Warch Campus Center, near mailboxes

Noon–1 p.m.

Lunch Information Session

Warch Campus Center, Schumann

1:30–4:30 p.m.

Mock Interviews

Hurvis Center, Career Services



Thursday, Jan. 16

City Year

10:30 a.m.–noon Information Table
Warch Campus Center, near mailboxes

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

1:30–5 p.m. Mock Interview or Career Chat
Hurvis Center, Career Services



Tuesday, Jan. 21

FELS Institute of Government

7–8 p.m. Webcast
Warch Campus Center, Kraemer Room



Wednesday, Jan. 22

The State of Wisconsin

TBA Table, Mocks, Info Session



Thursday, Jan. 23

Mircolnsurance

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



Friday, Jan. 24

Hamline Law School

10:30 a.m.–noon Information Table
Warch Campus Center, near mailboxes

Noon–1 p.m. Lunch Information Session (with Pizza)
Hurvis Center, Room 202

1:30–5 p.m. Mock Interviews
Hurvis Center, Career Services



Thursday, Jan. 30

Northern Trust

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



Monday, Feb. 10

Teach for America

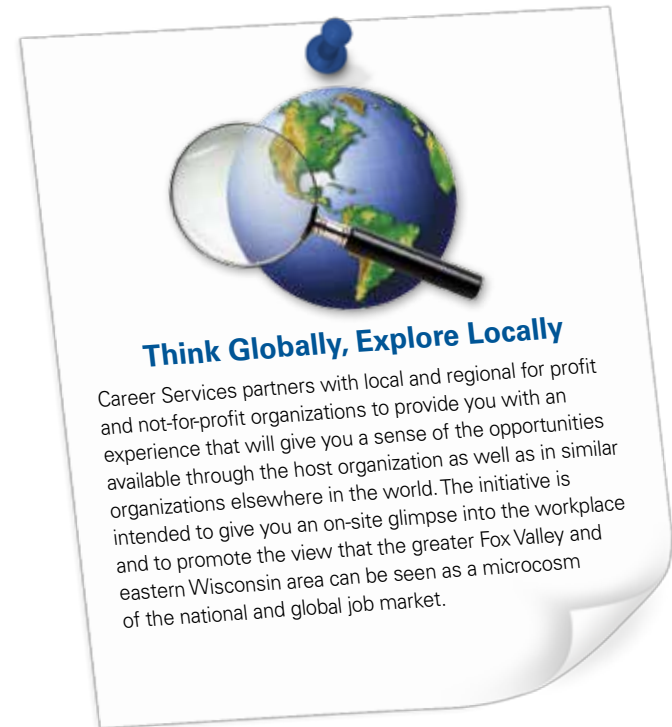
8 a.m.–5 p.m. Group Career Chats for underclassmen
Hurvis Center, Career Services



Thursday, Feb. 20

Summer Camp

TBA Information Table
Warch Campus Center, near mailboxes



Thursday, Feb. 13

Laughlin Constable

Vans will leave from the Wriston turnaround at 8 a.m.
We will return to campus around 3 p.m.

LAUGHLIN CONSTABLE



Tuesday, Feb. 18

Workforce Fair

Vans will leave from the Wriston turnaround
2:30 p.m.

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



Remember to sign up for events on LUworks

Internships

"It's funny because I always thought I was busy at Lawrence, but working here has been a nice wake-up call to what's in store after graduation. I think I'm finally starting to really understand what busy actually means."

—Zach Simmering'14, intern at Oshkosh Corporation

Internships 101

Before starting the internship search process attend one of the following sessions in the Hurvis Center, Room 202:

Thursday, Jan. 9	11 a.m.–noon
Thursday, Jan. 23	4–5 p.m.
Thursday, Feb. 6	11 a.m.–noon
Thursday, Feb. 20	4–5 p.m.
Thursday, March 6	11 a.m.–noon

Save the Date

Annual internship summit

Come hear interns talk about their experiences and how they landed internships.

Jan. 30, 2014 • 5:30–6:30 p.m.
Warch Campus Center, Gallery

Save the Date

Majors Fair

Winter Term

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

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 know in order 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 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 ***Life After Lawrence NOW!*** Event
 - 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** or **102** 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 ***Life After Lawrence NOW!*** Event
 - Guest Drop-in Hours with alumni
 - Shadow/network events
 - Info tables and info sessions
- ▶ Take advantage of the student-sponsored Majors Fair
- ▶ 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 know in order 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 101** or **102** to learn how to search for summer internships and how Career Services supports you through the process
- ▶ After attending **Internships 101** or **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 **Life After Lawrence NOW!** Event
 - 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 know in order 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 101** or **102** for more information about securing an internship or job in your field of interest for this summer
 - 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 **Life After Lawrence NOW!** Event
 - 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
- ▶ 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!

Additional Resources

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.artistplacement.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

Programs

SOPHOMORES: Support, Strategies and Success (S²)

Hurvis Center, Room 202

Strategies for Success: **S²** will help you uncover your interests and skills, match them to your potential majors, help prepare your résumé and start providing you with tools and resources that all college students should know 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!**

Attend one of the following sessions:

Thursday, Jan. 9	4:30–5:15 p.m.
Friday, Jan. 24	11–11:45 a.m.
Tuesday, Feb. 4	4:30–5:15 p.m.
Monday, Feb. 17	11:30 a.m.–12:15 p.m.
Wednesday, March 5	4:30–5:15 p.m.

SENIORS: Support, Strategies and Success (S⁴)

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, Jan. 7	Getting Started
Tuesday, Jan. 14	Application Materials
Tuesday, Jan. 21	Interviewing
Tuesday, Jan. 28	Presenting your best self (networking, interviewing, post- hire)
Tuesday, Feb. 4	LinkedIn and social media in the job search
Tuesday, Feb. 11	Values and Transitioning from Lawrence to Life After Lawrence NOW!
Tuesday, Feb. 18	Reflecting and Taking Action

Lawrence Scholars



Saturday, Feb. 1

Lawrence Scholars in Business

Financial Services with representatives from KEPOS Capital, Morgan Stanley and others.

Lawrence Scholars in Arts & Entertainment

Music Education

Careers in Medicine

All day grant-writing workshop with Kurt Albertine '75

Career Chats

Résumé Reviews

Mock Interviews

Save the Date

Spring Term Life After Lawrence NOW! Event

Saturday, April 5

What to do with an English major?
What to do with a Biology major?
Lawrence Scholars in Business: Consulting
And more...

Save the Date

Lawrence Scholars in Business Webcast

Lawrence Scholars in Law

Winter Term

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. Strong handshakes
 - 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



Career Services Staff

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!**



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

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