

# Guidelines

Volume IV, Number 2

**What is ECCD-Boston?** It is our off-campus consortia recruitment program taking place on November 13th at the Back Bay Events Center in Boston. Interview with up to 13 employers in one day. **Deadline to apply is Monday, October 5.** For more information, go to [www.williams.edu/go/careers/eccd\\_Boston.php](http://www.williams.edu/go/careers/eccd_Boston.php).

## ■ From the Director

John Noble

### The Lost Art of the Thank You

Everyone has heard enough about networking these days to cause malaise. However, it is probably the best route to your dream job. While you are networking, a particularly effective way to get people to remember you and recommend you to others is by writing a handwritten thank-you letter. If you've benefitted from time with alums, friends of the family, or other contacts, you should be sure to thank them for their time. E-mail is one quick way to thank someone, but it's not very memorable, so consider sending a handwritten note. It will make a huge impact and set you apart from most other job seekers. People hang on to these, especially if you send a nice postcard or note depicting a Williamstown scene.

Here's a story we just heard that makes this advice come to life: "A young woman I know, fresh out of Brown University and hot to break into advertising, had about as much chance connecting with a job on Mad Ave as a young actress has of landing a part four blocks west of Madison on Broadway. She struggled through the usual months of rejection and alarming dependence on the medications of Dr. Scholl's. Finally, an interview seemed to go well on both sides of the desk. That had happened

## Office of Career Counseling

Weston Hall > 413.597.2311  
[www.williams.edu/go/careers](http://www.williams.edu/go/careers)

Office hours: 8:30-5:00  
Monday to Friday  
Walk-in hours:  
10:00-4:00  
Monday to Friday



before she knew she was a long way from having the job sewn up. She went back to her apartment, composed and typed a creative letter of appreciation, and hand-delivered it that same day to the maybe-boss-to-be. End of story? She got the job – against tough competition – and later learned it was the letter that did the trick." – Harvey Mackay from his book *Swim With the Sharks Without Being Eaten Alive*.

### Winter Study Fieldwork Class

Would you like to spend your winter study shadowing a Williams alum and doing fieldwork? Do you have your own project in mind and want to explore ways to accomplish it? Come to this info session for **SPEC 21 – The Psychology of the Workplace**, John Noble, Instructor. For the past three years students have spent January studying and exploring a variety of career fields by doing mini-internships in many areas, including the arts, television, film, government, politics, energy, architecture, advertising, public relations, publishing, theater, music, journalism, technology, sports, among others. This will be a 30-minute session, and is open to sophs, jrs, and srs. **Information Session: October 7, 6:00 p.m. in Weston Hall, Room 10.**

### Grad School – Now or Later?

Are you trying to decide whether or not to pursue grad school next year? Do you have questions about the pros and cons of going now given the current job market? Are there different considerations for different degrees? These questions and more will be discussed in a session at the OCC. Molly Magavern, Coordinator of Special Academic Programs, and John Noble, Director of the OCC will be on hand to lead the discussion. **October 1, 7:00 p.m. in Weston Hall, Room 10.**

## ■ OCC Updates

### Visit Studio 33 at the OCC!

In this super competitive job market you need all the help you can get with the dif-

ferent aspects of your search. Probably the most important step in closing the deal is to perform an excellent interview. Yes, it is a performance, so it's critical that you practice. The OCC has set up "**Studio 33**" to help students perfect their interview skills. Make an appointment with any one of our counselors for a one-on-one videotaped mock interview. Pick a preferred employer, bring a resume, and get ready to perform.

## ■ Advertising & PR

Robin Meyer, counselor

Save the date! Thanks to collaboration with Professor Darrow, the OCC, and the Advertising Educational Foundation, **Peter De Nunzio (President of DraftFCB!) will be on campus to talk about careers in advertising. Join us November 3, 4:00 p.m. in Weston 10.**

**Arnold Worldwide** is collecting resumes and interviewing at **ECCD Boston. The deadline is Monday, October 5th!** Directions for applying can be found at [www.williams.edu/go/careers/eccd\\_Boston.php](http://www.williams.edu/go/careers/eccd_Boston.php).

## ■ Arts & Entertainment

Ron Gallagher, counselor

'**Graduate & Professional Studies in the Fields of Architecture, Landscape Architecture, Sustainable Design, and Heritage Conservation & Preservation**' Terrence Rafferty, Director of Admissions, University of Minnesota College of Design will be here for an **Information Session on Wednesday, October 7, 12:00 noon at the OCC, Weston Hall, Room 10.** A free lunch will be served.

### Christie's Education-Master's Programs in New York and London

Representatives will be Hilary Smith, Academic Administrator, New York and Catherine Hyotte, Recruitment Officer, London. Come to this **Information**

**Session on Thursday, October 8, 12:00 noon to 1:00 p.m. in Weston Hall, Room 10.** RSVP by October 2 to Hilary Smith at [hsmith@christies.edu](mailto:hsmith@christies.edu) and include the name of your college in your email.

## ■ Book & Magazine Publishing

Robin Meyer, counselor

### **A fantastic source of information about book publishing:**

Be sure to check out the “about publishing” section of [bookjobs.com](http://bookjobs.com). to learn more about specific jobs and companies in the industry. The “jobs in publishing” section also has a great list of summer internships! Over the years I’ve spoken with many alums working in publishing. They have all recommended this site.

### **What if you are interested in magazine publishing?**

[Mediabistro.com](http://mediabistro.com) should be your site of choice! In addition to job postings, you will find a wealth of great articles such as, “how to pitch” about pitching a story to magazine publishers. Knowing how to pitch a story is a must for any freelance writer!

## ■ Business

Robin Meyer, Counselor

### **Check out these organizations recruiting at ECCD Boston!**

Federal Reserve Bank of Boston, Federal Reserve Bank of New York, Boston Partners General Agency, LECG LLC, The Brattle Group, the Northbridge Group, and more. **The deadline is October 5.** Directions for applying can be found at [williams.edu/go/careers/eccd\\_Boston.php](http://williams.edu/go/careers/eccd_Boston.php).

### **Do you know that you want to work in “business” but not sure exactly what that means for you?**

Then it’s time to visit Robin in the OCC. Call x2311 to make an appointment.

## ■ Consulting & Finance

### **On-campus recruiting for finance and consulting position is in full swing!**

Check the Rte 2 System frequently for upcoming information sessions and application deadlines.

**ECCD Boston deadline is October 5.** (See **Business** above.)

## ■ Education & Teaching

John Noble, counselor

### **Exploration Junior Summer Program:**

too early to think about next summer? NOT! If you are interested in teaching and need experience to beef up your resume, the Explo Jr Program is a great way to get excellent experience. Come to an info session and visit their table at Paresky on **October 7th**. The session is in **Weston 10 at 7:00 p.m.**, and they’ll be in **Paresky during the lunch hours**. Visit their website at: [//hiring.explo.org/](http://hiring.explo.org/).

### **Teaching Abroad**

If the idea of teaching in Hong Kong, Morocco, Paris, Buenos Aires, London, or any other major city in the world intrigues you, consider teaching in an international school. Many schools offer one-year teaching fellowships to teach high school subjects in English to the children of ex-patriots working abroad. **Search Associates** is a placement firm that assists you in finding these jobs and they hold an annual February job fair in Boston to do so. Check out their info at [www.searchassociates.com/](http://www.searchassociates.com/). They will also be on campus sometime in October to meet with students; check the OCC Calendar on Route 2 and look for an announcement in DM and via the OCC listserv.

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### **Teacher Placement Agencies**

Do you just want to start teaching and to skip the certification and master degree route? Many independent or “private” schools are happy to hire entry-level teachers from colleges like Williams, and they employ placement agencies to help them find you. Working with a placement agency costs you nothing and may save you time as you look for positions. They collect your paperwork (resume, cover letter, recommendations, transcript) and send them around to their client schools. If there is a good match, you’ll hear from the school to set up an interview. To learn more about how these agencies work, visit our webpage ([www.williams.edu/go/careers/education\\_resources.php#teacher](http://www.williams.edu/go/careers/education_resources.php#teacher)) or make an appointment with John Noble at the OCC (x2311).

### **Teaching Fellowships/Internships**

While jumping right into the classroom might seem somewhat intimidating, there are ways to stick your toe in to test the waters. Many independent schools hire newly-minted B.A.’s to serve as teaching fellows or interns. These are one-year, full-

# Guidelines

Diane Perault, Editor

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*Guidelines* is a publication of OCC for all Williams students to provide information about career related resources, programs, and information from all across the College. The newsletter is a collaborative effort among many offices and is published monthly.

time, and paid positions that usually involve a lighter teaching load with more extensive involvement in the extracurricular life of the school. Many schools also have summer programs for those interested in teaching. Get a sense for the variety of these programs by going to this webpage: [www.williams.edu/go/careers/education\\_resources.php#private](http://www.williams.edu/go/careers/education_resources.php#private).

### **Get Teaching Experience**

If you are contemplating a teaching career, or just want to test your interest in teaching, there are many ways to do so while at Williams. There are opportunities to teach and tutor at local public schools, you can become a teaching assistant and/or writing tutor. Searching the **Winter Study** course list, you will discover even more options, and, of course, there is always the summer. Many **summer camps** and **summer enrichment programs** recruit college students to fill their teaching staffs. Also, consider exploring the options provided by **Prof. Susan Engel’s Program in Teaching** as a way to examine the philosophical and academic side of the profession. For more information about all these options, visit the Education and Teaching page on the OCC website at: [www.williams.edu/go/careers/education.php](http://www.williams.edu/go/careers/education.php).

## ■ Environment

Jane Cary, Counselor

**Websites that support efforts to improve the environment and increase sustainability** are available in abundance, as are environmental job sites. I’ll list a few energy associations, job sites, and businesses each month in the *Guidelines* for you to check out:

**American Solar Energy Society:**  
www.ases.org/

**American Wind Energy Association:**  
www.awea.org/

**EnergyVortex.com:**  
www.energyvortex.com/careercenter/

**Environmental and Energy Study Institute:** www.eesi.org/green\_jobs

**U.S. Green Building Council:**  
www.usgbc.org/

**Clean Techies Job Board:** cleantechjobs.cleantechies.com/a/jobs/find-jobs

**Environmental Expert.com:** www.environmental-expert.com/index.aspx

**Green Jobs Network:** www.greenjobs.net/

**California Environmental Associates:**  
www.ceaconsulting.com/

**Renewable Choice energy:** www.renewablechoice.com/

## ■ Government & Public Policy

Dawn Dellea, counselor

**The U.S. Department of State** offers opportunities to get first hand experience in the field of foreign affairs. Internships are excellent preparation for future careers in both the **Civil Service** and the **Foreign Service**. Juniors are invited to apply for the **2010 Summer Internship Program**. **Submit application by November 2.** The application information and brochure can be found at: [careers.state.gov/students/programs.html#SIP](http://careers.state.gov/students/programs.html#SIP).

**The Woodrow Wilson School of Public and International Affairs** is pleased to announce that the **2010 PPIA Junior Summer Institute** will be held at Princeton University from June 10 through July 30. PPIA (Public Policy and International Affairs) has an outreach focus on students from groups who are underrepresented in leadership positions in government, non-profits, international organizations, and other institutional settings. The goal of the PPIA Junior Summer Institute is to prepare students for graduate study and careers in public policy and international affairs. The summer institute provides a rigorous training in policy analysis and serves as a springboard to exciting careers in public service. Similar summer programs are offered at

Berkeley, Carnegie Mellon, Maryland, and Michigan. **Submit application by November 1.** For more information, please go to: [www.ppiaprogram.org/app/](http://www.ppiaprogram.org/app/).

A representative from **The Peace Corps** will conduct an **information session on Tuesday, October 27 from 12:00 p.m.-1:00 p.m. in Weston 10.** Peace Corps volunteers serve in 72 countries around the globe on projects related to environment, agro-forestry, education, health, youth outreach, community development, and information technology. All Peace Corps Volunteer programs are 27 months in length, including the initial three-month training period, where you are given extensive cultural, language, and technical training. It is very important to keep in mind that the Peace Corps application is NOT binding—applying simply makes Peace Corps one of your OPTIONS upon graduation.

**The National Security Agency (NSA)** invites first-years, sophomores, and juniors to apply for their **Cryptologic Access Summer Intern Program**. If you are interested in learning about how NSA participates in the Global War on Terrorism through a wide variety of collection capabilities, then you are beginning to touch the world of Signals Intelligence (SIGINT). **Submit application by October 31.** For more information, please go to: [www.nsa.gov/careers/opportunities\\_4\\_u/students/undergraduate/cap.shtml](http://www.nsa.gov/careers/opportunities_4_u/students/undergraduate/cap.shtml).

**The National Security Agency's (NSA) Intelligence Analysis Program** offers rising college seniors the opportunity to receive training in a multi-faceted cryptologic discipline that involves research, analysis, and the presentation of findings that enable us to provide the fullest possible Signals Intelligence picture to U.S. policymakers, military commanders, and other Intelligence Community members.

**NSA's Intelligence Analysis Summer Program** is an intensive 12-week program for undergraduates entering the final year of an undergraduate degree program (juniors at the time of application). The program consists of formal classroom instruction, workshops, and agency facilities tours. **Submit application by October 31.** For more information, please go to: [www.nsa.gov/careers/opportunities\\_4\\_u/students/undergraduate/iasp.shtml](http://www.nsa.gov/careers/opportunities_4_u/students/undergraduate/iasp.shtml).

## ■ Health Professions

Jane Cary, counselor

### MCAT Registration for 2010

Testing will open in early November. Jane Cary will announce these dates when they become available, and you can also go to [www.aamc.org/students/mcat/reserving/deadlineandscorerelase.htm](http://www.aamc.org/students/mcat/reserving/deadlineandscorerelase.htm).

### Podiatric Medicine (DPM)

Link to a new "testimonial" video about podiatric medicine on YouTube from the Health Professions (web) Resources page: [www.williams.edu/go/careers/prehealth\\_resources.php](http://www.williams.edu/go/careers/prehealth_resources.php). It's the last item on that page.

### Tufts Veterinary School

Representative Laura Fuller will visit campus October 22. She will be available to answer student questions from **12 noon to 2:00 p.m. that Thursday in Paresky 114.**

**Seniors:** Samuel Merritt University (Sacramento or San Mateo campuses) and Robert Wood Johnson Foundation announce funding for students in the **Accelerated Bachelor of Science in Nursing (ABSN) program**. Ten RWJ scholarships of \$10,000 are available to students starting the ABSN program in spring 2010 and summer 2010. The ABSN program is designed for someone who already has his/her baccalaureate in a non-nursing field. The intensive program is completed in 12 months. **Submit application by October 31** for the scholarships. Preference will be given to male and/or Hispanic applicants. [www.samuelmerritt.edu/files/SCH\\_rwj\\_absn\\_application.pdf](http://www.samuelmerritt.edu/files/SCH_rwj_absn_application.pdf)

## ■ International

Ron Gallagher, counselor

**The Global Voices Film Festival**, presented by the United Nations Association of Greater Boston and the Harvard Kennedy School New England Alumni Association takes place **October 8-11 in Harvard Square** at the Harvard Film Archive, Brattle Theatre, and the Harvard Kennedy School. This will be a weekend of powerful international documentary films that provide an amazing opportunity to see films you simply cannot see anywhere else. These are compelling films that deal with issues from the plight of migrant farm workers in the U.S. to interpretations of Islam in Syria. While you're there, enjoy live music from around the world and plenty of tasty food from local restaurants

including beer, courtesy of Harpoon. All for a \$10 donation to the festival, or free if you buy a festival pass which will be on sale at the event. ([bostonfilms.org/about.htm](http://bostonfilms.org/about.htm))

## Journalism

Dawn Dellea, counselor

**JournalismJobs.com** is the largest and most visited resource for journalism jobs. You can search for jobs in newspapers, wire services, television, radio, and online media.

If you are interested in a summer internship in print journalism, please note these early deadlines of **November 1**:

### The Boston Globe

([www.bostonglobe.com/aboutus/career/care.aspx?id=7282](http://www.bostonglobe.com/aboutus/career/care.aspx?id=7282))

### The Washington Post

([intern.washpost.com/](http://intern.washpost.com/))

## Law

Dawn Dellea, counselor

The following law school presentations will be held soon. Please sign up on the **Route 2 System** at [www.williams.edu/go/careers](http://www.williams.edu/go/careers).

'**What You Should Know: Tips on Applying to Law School and How to Finance a Legal Education**' will be held on **Monday, October 5, 12:15 p.m.-1:45 p.m. in Weston 10**. Meet law school admissions officers from American University, Washington College of Law, Boston College Law School, University of North Carolina Law School, and Washington University School of Law. Pizza and beverages will be provided.

**Columbia Law School** presentation will be held on **Wednesday, October 7, 4:15 p.m.-5:45 p.m. in Weston 10**.

'**Insiders' View into the Law School Admissions Process**' will be held on **Wednesday, October 14, 7:00 p.m. in Weston 10**. Law School Admissions Officers from George Washington University, Fordham University, and the University of Richmond will review actual law school candidates' applications. Students attending this program will evaluate the personal statements, resumes, letters of recommendation, transcripts, and LSAT scores. After discussing the strengths and

weaknesses of each candidate, students will vote on accepting or rejecting candidates for admission into law school.

**Harvard Law School** presentation will be held on **Wednesday, November 4, 12:30 p.m.-1:30 p.m. in Weston 10**. Meet Josh Rubenstein, the new Dean of Admissions at Harvard Law School. Pizza and beverages will be provided.

## Math and Computer Science

Jane Cary, counselor

**Summer Undergraduate Research Fellowships (SURF)** are available in quantitative science fields (biophysics, computational biology and systems biology, or quantitative and analytical chemistry) at the **University of Texas Southwestern Medical Center in Dallas** next summer. **Submit applications by February 9**. Applicants must be completing their sophomore year in 2010. Go here for details: [www.utsouthwestern.edu/utsw/cda/dept21010/files/234276.html](http://www.utsouthwestern.edu/utsw/cda/dept21010/files/234276.html).

**Goodreads** is "the largest social network for readers in the world". **Ken-Ichi Ueda '03** is a web developer for Goodreads and is profiled at the site, [www.goodreads.com/](http://www.goodreads.com/).

**Reed Wiedower '00 works for New Signature** ([www.newsignature.com/](http://www.newsignature.com/)) in downtown Washington D.C., and he recently posted a position with us on Rte2 for an IT Manager. The firm offers creative and technology services to its D.C.-based clients. Check it out for future reference.

## Nonprofit/Social Service

Ron Gallagher, counselor

**The Office of Career Counseling** can help you investigate career paths related to your nonprofit and/or social service interests and link you to many organizations that may have job openings and summer internship opportunities. Make an appointment to meet with Ron Gallagher.

### Helpful Tips:

- Don't wait for a job or internship listing to appear. Approach prospective employers directly via email, telephone, letter, or in person. For suggestions, see the **Jobs & Internships** section of the OCC website.

- Use the **Alumni Career Network** to find out about careers that interest you. Talk to everyone you know about what you are looking for.

- Join the **OCC listserv** to receive emails on career, networking, and internship related events and opportunities.

- Use the **Route 2 System**. New internships and jobs are added daily so check in regularly.

- Try using internship/job search keywords such as "social", "counselor", "children", etc. in **GOOGLE**.

- For specific ideas, take some time to further investigate the jobs and internships recommended by Ron and other OCC counselors.

- Check out the **Williams Office of Experiential Learning** and the **Center For Community Engagement**. The OCC works with many offices on campus to engage students in a variety of service activities. Volunteer experience can be a valuable advantage when you are trying to secure a worthwhile job and/or internship.

- Finally, plan to attend the various **information sessions** sponsored by the OCC.

## Science & Technology

Jane Cary, counselor

**Summer Undergraduate Research Fellowships (SURF)** are available in many natural science fields at the **University of Texas Southwestern Medical Center in Dallas** next summer. **Submit applications by February 9, 2010**. Applicants must be completing their sophomore year in 2010. Physics and chemistry majors, also see the announcement above in Math and Computer Science. Go here for details: <https://www25.utsouthwestern.edu:7037/surfsys/surf/surfapp.htm>.

**Graduate Study in Biomedical Science at University of Connecticut Health Center in Farmington, CT** – an open house will take place on **Friday, October 23** from 2:00-5:00 p.m. RSVP by October 16, to [phdbiomed@uchc.edu](mailto:phdbiomed@uchc.edu).



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