

PATHFINDER

Welcome Back



PATHFINDER

January

2008

Inside this issue:

Tip of the Month: Professional Dress for Interviewing	1
On-Campus Information Programs	2
Information Programs at Notre Dame	2
Career Fairs	3
Fellowship and Internship Opportunities	4

The New Year 2008 will bring many new opportunities your way. Among other things many of you will be interviewing for that important internship or full time job. This month we share with you the **Professional Dress Tip:**



Choose a simple, conservative **business suit**. Good suit colors for women are navy, gray, charcoal, black, taupe or pewter. Women in certain career fields (education, social work, and human services) may not need to wear “business professional” attire. Avoid sport, cute, or casual looks. Solid dark colors are better than prints. Avoid pastel, bold, or bright colors. Muted plaids or pinstripes are acceptable.

Skirts that reach the bottom of the knee or longer are considered appropriate. Wool and linen are both acceptable fabrics for women’s suits. However, linen wrinkles quickly and may not be the best choice for an interview.

Select pump-style, closed-toe **shoes** with a one- or two-inch heel in a shade that coordinates with the suit. Your shoes should always be the same or a darker tone than your skirt. Make certain they are comfortable! Belts and other leather accessories should match shoes.

Keep **jewelry** simple and to a minimum. One to two rings and a watch. The watch should be a good quality. Women should choose small earrings (gold, silver, or pearl). No dangling earrings or noisy bracelets.

Women should always wear **hosiery**. These should be neutral skintones that do not attract attention to themselves. Keep an extra pair with you, in the event that you develop a run.

Select a **hairstyle** appropriate for your hair type, face, lifestyle, profession, and personality. Your hair should be clean, neat, and controlled. A short style is always professional. Long hair should always be pulled away from the face. The condition of your hair is also important. Dry, oily, or bleached-out hair can communicate poor personal hygiene.

Nails should be short and well groomed. Choose a neutral shade or clear nail polish.

Keep **make-up** to a minimum. Aim for a natural look that enhances your appearance.

Accessories to carry should be simple and compact: leather folder/ portfolio and a good quality pen. Be certain that you have something on which to write notes. Bring extra copies of your resume. Avoid carrying a briefcase.



On-campus Information Programs at Saint Mary's



Miranda Foord, Representative from **Point of Pines Camp**, Brant Lake, New York, will be at Saint Mary's on **Wednesday, January 23, 2008**. Mark your calendar today to meet her between 11:00 a.m. and 1:30 p.m. in the Student Center Atrium-cafe area. At **2:00 p.m.** Miranda will have an **information program** in **Conference Room F** where you can learn about all the opportunities at this private camp which is one of the finest in the country. This camp is surrounded by mountains and is about six miles long, one mile wide and is a beautiful clear lake with a sandy bottom. Their brother camp, Brant Lake Camp for Boys is a mile away. Those interested in spending the summer at **Point-of-Pines Camp** will have the opportunity to interview for positions following the Information Program.

Positions available: swimming, sailing, water-ski, boating, team sports, horseback riding, theater, gymnastics, dance, fitness & aerobics, ropes course, wilderness adventure, cooking, photo, video, arts & crafts, general counselors, nurses, area directors and much more.

Stop by the Center for Career Opportunities to view their brochure and/or a camp promotional DVD. For more information, please visit their website at www.pointopines.com.

Kaplan Test Prep and Admissions
Friday, January 18, 2008
 10:45 a.m. to 2:00 p.m.
 Student Center Atrium
 A representative will be available to provide you with information about a practice test on Notre Dame's campus in February, along with several free events. Take advantage of this great opportunity!

Americall Group Inc.
 A Teleperformance Group Co.
Friday, January 18, 2008
 1:00 p.m. to 3:00 p.m.
 Student Center Atrium
 A representative will be available to provide you with information about employment opportunities

Information Programs at Notre Dame

Business Casual Attire



Merrill Lynch

January 16, 2008
 6:00 to 8:00 p.m.
 McKenna Hall, Rooms 100-104

Camp Sweeney

January 28, 2008
 7:00 to 8:30 p.m.
 DeBartolo Hall, Rm. 116

Peace Corps of the U.S.

January 31, 2008
 6:00 p.m. to 8:00 p.m.
 DeBartolo Hall, Rm. 116

Peace Corps of the U.S.

March 25, 2008
 6:00 p.m. to 8:00 p.m.
 DeBartolo Hall, Rm. 125

Goldman Sachs

January 22, 2008
 6:00 to 7:30 p.m.
 Morris Inn-private dining rooms

Rothstein Kass

January 29, 2008
 Noon to 2:00 p.m.
 LaFortune Student Center-ND Rm.

Randon House

February 5, 2008
 5:30 p.m. to 7:00 p.m.
 DeBartolo Hall, Rm. 126

Deutsche Bank

January 23, 2008
 5:00 to 7:00 p.m.
 McKenna Hall, Center Dining Rm.

Fund for Public Interest Research

January 30, 2008
 8:30 p.m. to 9:30 p.m.
 DeBartolo Hall, Rm. 201

Lehman Brothers

February 6, 2008
 6:00 p.m. to 7:30 p.m.
 Flanner Hall, Rm. 114

UBS

January 24, 2008
 5:00 to 7:30 p.m.
 Legends—Club Room

U.S. Patent & Trademark Office

January 30, 2008
 8:30 p.m. to 9:30 p.m.
 DeBartolo Hall, Rm. 202

Field Museum

February 19, 2008
 5:15 p.m. to 6:15 p.m.
 DeBartolo Hall, Rm. 118



Career Fairs

Notre Dame's Winter Career and Internship Fair

Wednesday, January 30, 2008

4:00 p.m. to 8:00 p.m.

Joyce Center Fieldhouse

This fair covers a myriad of majors and industries for students to explore. First year and sophomores are encouraged to attend the fair to network and find possible internships for underclasswomen. Juniors and Seniors should visit and seek out employers that are looking to hire juniors for internships and seniors for full-time positions.

Diversity Reception

Wednesday, January 30

Held annually in conjunction with the Winter Career and Internship Fair.

Architecture Career Fair

March 2008

Time and Location TBD

Journalism Job Fair

Saturday, February 2, 2008

9:00 a.m. to 5:00 p.m.

Ball State University, Muncie, IN

The Journalism Job Fair is designed for newspapers seeking journalism candidates for beginning career positions and internships in a variety of positions in the news-paper industry. The event draws nearly 100 upper-level students annually from Indiana and other mid-western states. The format consists mainly of individual interviews with candidates with networking opportunities over the lunch period. Students can schedule interviews after December 10 by e-mailing Phyllis McQueen at pmcqueen@ap.org. Please state requested newspapers and a confirmation will be returned. Students and employers also are able to enjoy a talk given by regional or national leaders in the newspaper industry. Joe Grimm, recruiting and development editor for the Detroit Free Press, will be the luncheon speaker this year. The Indiana Associated Press Managing Editors and Hoosier State Press Association Foundation Journalism Job Fair is open to all students interested in working in the newspaper industry.

Summer Camp Jobs Fair

Thursday, February 21, 2008

11:30 a.m. to 3:00 p.m.

Alumni Hall

Indiana University, Bloomington
The annual Summer Camp Jobs Fair at IU Bloomington will be hosting over 60 camps from around the country for summer positions. Working at a camp is a great opportunity for college students to enhance their transferable skills in communication, problem solving, leadership, and event planning. For students interested in teaching, counseling, outdoor education, recreation management, sports marketing, social work, and many other career fields, working at a camp can be an invaluable experience to have on a resume! Many camps will work with students to turn their counselor position into an internship. To see a list of participating camps, visit IUCareers.com
If you have questions, please contact Doug Hanvey at 812-855-7837 or e-mail dhanvey@indiana.edu.



Friday, March 28, 2008

10:00 a.m. - 3:00 p.m.

Indiana University South Bend
Student Activities Center

The **Center for Career Opportunities and INC@SMC** are co-hosting this 4th Annual Career and Internship Fair along with 10 other colleges and universities from Northern Indiana. This year's fair promises to be an excellent opportunity for students to meet with employers offering internships and full-time employment. This fair has proven to be popular with more than 135 employers and 700 job seekers in attendance making the INCC Career and Internship Fair the largest career fair in the area. For more information and a complete listing, visit their website at: www.iusb.edu/~iusbjf. Admission is free, pre-registration is strongly encouraged. Register online at www.inccfair.org

Chicago Advertising Federation's Career Day 2008

Friday, February 22, 2008

Renaissance Chicago Hotel, 1 West Wacker Drive, Chicago

Each year Midwest college and university students gather in Chicago for CAF's annual Career Day program to find out more about the advertising industry. In addition to benefiting the students, this program is a great opportunity for Chicago's advertising professionals to share their experiences. Panel topics addressed include: Account Management, Ad Production, Brand Promotion, Creative, Event Marketing, Emerging Media, Media Planning & Sales, and Public Relations. The fee for the event is \$90.00. Register online at www.chicagoadfed.org, fax your application to 877-734-9560 or call for more information 847-375-4728. Bring your resume which will be passed along to the company/agency sponsors.

Fellowship and Internship Opportunities



Come Experience the West ... 2008 Internships Now Available!

The Buffalo Bill Historical Center offers paid and unpaid internships for students interested in gaining practical museum experience in one of the premiere facilities in the West. There are opportunities in: Cody Firearms Museum, Whitney Gallery of Western Art, Draper Museum of Natural History, Education, Photography, Public Relations. Application deadline is **February 1, 2008**. Buffalo Bill Historical Center is located in Cody, Wyoming. For position descriptions and applications, visit:
www.bbhc.org/edu/index.cfm.

Become a NYC Teaching Fellow



The NYC Teaching Fellows program is seeking talented, motivated and high-achieving individuals to join a select group of recent graduates and mid-career professionals from all majors and backgrounds who will teach in New York City public schools starting as early as Fall 2008 and work to boost student achievement one classroom at a time. While teaching, Fellows pursue a Master's degree in Education that is subsidized by the NYC Department of Education. No previous education coursework or teaching experience is necessary. Applications are being accepted for the June 2008 program for the 2008-2009 school year. Application deadline is **February 11, 2008**. Visit their website at:
<http://www.nycteacingfellow.org>
take part in their online information session, and begin your application today.

Eugene S. Pulliam Internship Program



The Hoosier State Press Association Foundation is pleased to announce applications for the 2008 Eugene S. Pulliam Internship Program. Each internship runs 10 weeks at an Indiana daily or non-daily newspaper this summer. Interns will be paid \$300 per week (40-hour week) or a total of \$3,000. Students may apply for a number of positions including news reporters, photographers, graphic designers or other newspaper-related jobs. You can register online at www.hspafoundation.org under Pulliam Internship Program. Application deadline is **March 1, 2008**. You may direct questions about the program to: Karen T. Braeckel, Direction, HSPA Foundation, 41 E. Washington St., Suite 301, Indianapolis, IN 46204, or e-mail kbraeckel@hspa.com.



*"Peace cannot be
achieved through
violence, it can only be
attained through
understanding"*

-- Ralph Waldo Emerson

Center for Career Opportunities
032 Student Center (lower level)
Center Hours

Monday - Friday, 8:00 a.m.-5:00 p.m.

www.saintmarys.edu/~cco



Career Resource Center
032 Student Center (lower level)
Hours

Monday - Friday, 8:00 a.m. - 5:00 p.m.