

Trinity College Career Services

TRINITY COLLEGE

OFFICE OF CAREER SERVICES

ISSUE ONE



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WEBSITE LINK OF THE MONTH

<https://trincoll.optimalresume.com>

OptimalResume™ is the **gold standard** in online resume technology that is now accepted at hundreds of universities across the country and across the globe.

OptimalResume™ is a comprehensive, web-based application for students to create, present, and manage resumes.

OptimalResume™ is extremely **easy to use** with convenient previewing, forward/backward navigation, drag/drop reordering of sections, and the ability to delete/add sections at any time. Resumes are automatically generated in **several formats**, including Rich Text, Plain Text, PDF, and HTML, and students can edit, download, rename, clone, or delete resumes at any time.

Each student can create and manage an **unlimited number of resumes** in their account, and the software includes spell checking, action words, and format assistance – all on a 24/7 basis. A state-of-the-art Resume Stylist makes it easy for students to choose from up to **1 Million Resume Styles**, so no two resumes ever look the same!

Major Of the Month: Political Science

Did you know that with a major in Political Science can help “unlock” the following careers for you:

- director of public safety - urban/regional planner - sales manager - reporter - lobbyist - teacher - campaign staffer - social worker - FBI/CIA agent - congressional researcher - media analyst - paralegal - legislative assistant - writer/author - law enforcement officer - foreign service worker - Peace Corps volunteer - probation/parole officer

Upcoming Events-TBA

- **Annual Communications Event in New York**
- **Non-Profit Roundtable with Alumni/ae**
- **Alumni Panel on Applying for Finance Positions**
- **Information Session for New York Recruiting Event**
- **Information Session for CapCon, D.C.c Recruiting Event**
- **Salary Negotiation for Entry Level Positions**

If It Wasn't For...



As a 2008 Trinity Graduate, I can certainly understand the stress and anxiety that comes along with being a college senior. I found it to be quite difficult juggling studies, senior events, updating resumes, while still trying to find time to do a job related search. When I started to feel overwhelmed, I immediately looked for ways to make my life a little easier and that's when I found myself in the Career Services Office.

There are so many things that this office had to offer me that I almost don't know where to start. The Career Specialists were the ones who helped me realize that a real resume guide is not what you print off in MS Word. They helped me draft and create cover letters that truly targeted the jobs that I was applying for. I loved that the Career Services Office was extremely flexible with my forever changing and hectic schedule. More often than not I found myself needing someone to look over my resume or cover letter but not having or simply not knowing when I would have an hour to stop by the office. Those were the days that I took advantage of the walk in hours, stopping in for 15 minutes to receive very useful advice.

I think the most valuable experience, for me, were the one on one appointments. During these times I would have practice interviews, assistance with cover letters and resumes, as well as new alumni contacts. I left these meetings with great motivation and individualized advice that helped strengthen my job search. The Career Service Office is the place that I feel every senior needs to utilize before they reach their last semester. This office put me on the path that helped me secure the job I have today, as a Social Worker for the Department of Children and Families, which is the Child Protective Services in CT. I am proud of my Human Services career and I honestly believe that I would not be in this position if it were not for the many hours that I spent with the career specialists in the Career Services Office.

---Kelly Howard '08

Inside Secrets On How To Get An Internship/Job

By: Casey Savage '09

Background Experience: I worked as a swim coach for 4 summers, interned at a small investment bank for 1 summer (Leerink Swann), completed a summer analyst program at Goldman Sachs Sales/Trading for 1 summer.

Where To Begin: Trinity has a great alumni network that includes professionals in all fields. Register for BAM (Bantam Alumni Mentoring) and you will be able to view the entire alumni directory. You are able to scan the directory for alumni working at specific firms or in particular fields. First, I recommend that you compose a resume as early as possible and review it several times with Career Services staff. Your resume is the only piece of information a firm's Human Resources Department can judge you upon. Second, I recommend that you reach out to alumni via email. If this works well, you could then think about calling them at a convenient time. Third, try to schedule a time to sit down with them if possible. Emails and phone calls are great ways of getting in touch with someone ... but putting yourself in front of a person is the best way to present yourself.

Steps:

- 1) Format Resume (ASAP)
- 2) Search Alumni Directory (BAM)
- 3) Email Alumni
- 4) Call Alumni
- 5) Visit Alumni
- 6) Get an interview with Human Resources of that firm (know the deadlines)



DID YOU KNOW...

Always send a thank you letter after an informational interview. It's also important to keep in touch with your new contact. If he referred you to additional professionals or resources, send him an update from time to time to keep him posted on your progress.

Applying Online: Most firms have online applications. Each firm has a different format. Follow the directions and guidelines very specifically (deadlines). Even if you send your resume to an alumnus and the alumnus says that they will pass your resume along ... THIS DOES NOT MEAN YOUR RESUME IS IN THE DATABASE. You must make sure your resume is in the database of a firm. How do you do this? Email HR ... Stay in touch with that particular Alumnus ... Call the firm.

General Advice:

- 1) Be aggressive. Nobody is going to give you an internship or a job ... you need to earn it.
- 2) Stay in contact with the people you meet. Drop 'thank you' emails when appropriate, and keep people updated.
- 3) Be direct. Be timely. Be organized.
- 4) If you don't know the answer to a question ... don't say you do.
- 5) Be happy to be around ... nobody wants to be around someone who brings negativity.
- 6) Be on time to everything ... meetings with alumni, interviews, Career Services appointments.
- 7) Ask intelligent questions.

Final Word: Read. Sounds very simple, but it is the single most important thing. Read the Wall Street Journal every single day. If you do, I guarantee you will land an internship. Why? The Wall Street Journal is a cheat sheet for traders, bankers, portfolio managers etc... It is the standard and every interview is based 100% off of that information.

Important Dates

September

Thursday, September 11

8:30pm – Piper Jaffray Information Session with Mark Leavitt, '80, Trinity Trustee
Location – Career Services

Wednesday, September 17

6:00pm – The Hartford Information Session with Patrick Curry, '00
Location – Career Services

Thursday, September 18

6:00pm – Joint Kickoff for Seniors with Alumni Office, Registrar, Student Services Offices
Location – TBA

Wednesday, September 24

7:00pm – LARC Boston Recruiting Information Session
Location – Career Services
7:30pm – Senior Class Kick-Off Session
Location – Career Services

Tuesday, September 30

12:00pm – LARC Boston Recruiting Information Session
Location – Career Services

October

Wednesday, October 1

6:00pm – Nielson Company Information Session
Location – Career Services

Monday, October 6

TBA - UConn Law School Site Visit
Location: UConn Law School
Merrill Lynch Operations Analyst Program application deadline
See Trinity Recruiting for details

Tuesday, October 7

4:30pm - Cambridge Associates Information Session
Location – Career Services

Wednesday, October 8

6:30pm – Mass Mutual Information Session (Legal Analyst Interviews November 26)
Location – Career Services

Friday, October 10

Berkshire Capital Securities LLC Analyst Deadline
See Trinity Recruiting for details – Campus interviews, October 27
TBA – Family Weekend – How Your Student Can Kick-Off Their Careers!
Location – Career Services

Wednesday, October 15

7:00pm - Christies Information Session
Location – Career Services

Friday, October 17

12:00pm – Senior Class Kick-Off Session
1:00pm – Junior Class Kick-Off Session
Location – Career Services

Wednesday, October 22

7:00pm – Sophomore Class Kick-Off Session
8:00pm – Junior Class Kick-Off Session
Location – Career Services

Thursday, October 23

5:30pm – Networking Reception with Trustees, Board of Fellows and Alumni/ae Volunteers

October

Tuesday, October 28

6:00pm – Practice Interviews with Alumni/ae
Location – Career Services

Wednesday, October 29

6:00pm – Practice Interviews with Alumni/ae
Location – Career Services
6:00pm – ICAP Information Session
Location – Video Conference Room - Admissions Building
7:30pm – New York Recruiting Consortium Information Session
Location: Video Conference Room - Admissions Building

November

Monday, November 3

New York Recruiting Consortium Info Session
Location – Career Services

Friday, November 7

All Day – LARC Boston Interview Day and Job Fair
Location – Boston

Wednesday, November 12

7:00pm - Alumni Law Panel
Location – Mather Hall, Rittenburg Lounge

Friday, November 14

12:00pm – Sophomore Kick-Off Session
1:00pm – First Year's Kick-Off Session
Location – Career Services

Wednesday, November 19

7:30pm – First Year's Kick-Off Session
Location – Career Services

2008-2009 Consortium Information

LARC:

Employer Priority Registration deadline: September 26, 2008
Student Application deadline: October 14, 2008
Employers receive resumes/cover letters: October 16, 2008
Employer selections due/students notified: October 23, 2008
Employers Receive Final Schedules by: October 31, 2008
LARC Boston Job Fair and Interview Day: Friday, November 7, 2008

NYRC:

October 10: Employer Registration Deadline
October 15: Website live
November 17, 2008: Student Deadline
November 18: Resume drop to employers
Nov 18 - Dec 3: Employers review resumes
December 3: Employer Selections Due
Dec 4 - Dec 5: Follow-up to employers who did not select yet
December 8: Students sign-up for interview slots
December 15: Deadline for Pre selects
January 6: No Schedule Changes
January 9, 2009: Event Date

CapCon:

September 10, 2008: Registration materials sent to Employers
December 1, 2008: Employer Registration Deadline
December 5, 2008: Students can log onto website
January 5, 2009: Student Application Deadline
January 6, 2009: Employers Receive Application Materials
January 12, 2009: Employer Selection Deadline
January 20, 2009: Student Interview Sign-up Deadline
January 30, 2009: Alternate Sign-up Deadline
February 2, 2009: Employers Receive Final Schedules
February 6, 2009: CAPITAL CONSORTIUM Event

**PLEASE REFER TO TRINITY RECRUITING FOR
THE MOST UP-TO-DATE INFORMATION
REGARDING EVENTS**