

DO NOT REMOVE

CAREER CENTER

Fall 2001

Career Planning Calendar

- Resources
- Referrals
- Recruitment
- Results

**STONY
BROOK**
STATE UNIVERSITY OF NEW YORK

The ULTIMATE PLAYGROUND



For Engineers

Put your education and imagination to work in an environment that challenges your mind, stimulates your creativity, and rewards your initiative. Symbol will be hiring for engineering, technical and business positions. **Apply to: college@symbol.com**



symbol[®]

Career Planning Calendar Fall 2001 Job & Internship Fair edition

Table of Contents

Welcome message from Career Center.....page 2
 Spring Job/Internship Fair information.....page 3
 Top world languages quiz.....page 4
 Career services for students.....pages 5-8
 Advice from your classmates.....page 9
 Are you worried about the economy?.....pages 10-11
 Choosing your career & researching occupations..... pages12-13
 Informational interviewingpages 14-15
 Get experience before you graduate.....page 16
 Internships & student employment.....pages 17-18
 Popular internships.....page 19
 Making the best of your job fair experience.....pages 20-21
 On Campus Recruiting (OCR).....page 22
 Creating a resume that gets you noticed.....pages 23-24
 Sample resumes.....pages 25-28
 Career seminars & workshop schedule.....page 29
 Writing cover letters.....page 30
 Sample cover letters.....pages 31-32
 Using the Internet for your job search.....page 33
 Researching a company.....page 34
 Interviewing skills you can't do without.....page 35
 What employers look for when interviewing.....page 36
 Interview questions you may be asked.....page 37
 Salary negotiation.....pages 38-39
 Writing thank you letters- a nice touch.....page 40
 Jobs for teaching.....pages 41-42
 Pre-Law & Pre-Health advice.....page 43
 Stress relief.....page 44
 AA/EEO statement.....page 45

Pages not numbered:

- List of organizations recruiting at Stony Brook from 1999 to 2001
- Company advertisements
- Career Center Staff
- August 2001 calendar of events
- September 2001 calendar of events
- October 2001 calendar of events
- November 2001 calendar of events
- December 2001 calendar of events



August 2001

Dear USB students:

The Career Center is pleased to distribute the Fall 2001 edition of our Career Planning Calendar!

This publication was created to be your convenient reference source for:

- Description of career services for students
- Schedule of programs and activities designed to meet your needs
- Information about employers who recruit at Stony Brook
- Tips for your resume and cover letter (including samples)
- Advice from the pros for your job or internship search

To learn more about the exciting opportunities that await your future – whether you are conducting a search for an internship, part time job, volunteer experience, or full-time career position; or if you plan to enroll in a graduate or professional program; take some time to review the material presented in this publication.

To utilize services and resources listed here, visit the Career Center today. We are located at the foot of the zebra path walkway on the ground level of the Melville Library.

On behalf of our staff, I wish you continued success as you prepare to make the transition from college to career.

Sincerely,

A handwritten signature in black ink, appearing to read "Marianna Savoca". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Marianna Savoca
Director

JOB FAIR

COME ONE COME ALL

Meet Employers

All Majors Welcome



Lots of Companies

SPORTS COMPLEX

WEDNESDAY, October 10, 2001

12:00 NOON - 4:00 PM

FOR MORE INFORMATION

Visit the Career Center

Ground Floor, Melville Library

Top World Languages Quiz

The makeup of Stony Brook students has changed tremendously during the last few years. Now, there are students from many countries that speak a variety of languages. Try to match the following languages to their total number of speakers throughout the world? You'll find the answer key on page 44.

TOTAL SPEAKERS OF...

- 1) Arabic ___ 952 million
- 2) Bengali ___ 470 million
- 3) English ___ 418 million
- 4) German ___ 381 million
- 5) Hindi ___ 288 million
- 6) Japanese ___ 219 million
- 7) Mandarin ___ 196 million
- 8) Portuguese ___ 182 million
- 9) Russian ___ 126 million
- 10) Spanish ___ 121 million

help others • live in another culture • learn new languages • create new opportunities • develop leadership skills • enhance long-term career prospects • open doors to graduate school



BE A PART OF THE
BRILLIANCE
OF BIOTECHNOLOGY...
BE A PART OF THE
NEW AGE
OF EXPANSION IN
SCIENCE

NYBIOJOBS2001
NYBA'S BIOTECH STUDENT JOB FAIR

INFORMATION AND TIPS FOR A SUCCESSFUL CAREER FAIR EXPERIENCE:
... NO REGISTRATION FEE, your current resume is your ticket!
... Allow TIME TO SPEAK with all the exhibitors in which you are interested.
... DRESS FOR SUCCESS, look like the outstanding candidate you are.
... PREPARE TO TALK about your goals, skills and achievements.
... Be sure to bring 40 EXTRA RESUMES to distribute.

NOVEMBER 17, 2001
12:00PM - 5:00PM
CROWNE PLAZA MANHATTAN
BALLROOM III
1605 BROADWAY
NEW YORK, NY

CALL 631.444.8861 FOR EXHIBIT AND REGISTRATION INFORMATION.
SPONSORED BY THE NEW YORK BIOTECHNOLOGY ASSOCIATION.

WWW.NYBA.ORG

JOIN US AND EXPLORE THE POSSIBILITIES FOR YOUR FUTURE!

Career Services for Students

Individual Counseling / Testing & Assessment

We have professional career counselors to listen to your concerns about any aspect of the career decision making process, from choosing a career or a major to finding out how to search for a job. Matriculated students or alumni who received a degree from USB, may stop by or call us at (631) 632-6810 to set up an appointment.

- *SIGI Plus*, a computerized guidance program, helps you examine how interests, abilities, values and life experiences connect with specific careers. SIGI Plus can be used free-of-charge, and does not require an appointment.
- The *Strong Interest Inventory* is a computerized assessment test that examines the relationship between a variety of interests (i.e., school subjects, amusements, occupations... etc.) and careers which may satisfy those interests. There is a fee of \$10 for the Strong. Students review the results with a career counselor.
- The *Myers-Briggs Type Indicator (MBTI)*, assesses personality preferences which may help identify occupational settings most compatible with an individual's personal style. Students may take the MBTI free-of-charge after an initial consultation with a counselor.

Career Seminars and Workshops

Free classes are offered on topics such as "Resume Writing," "On Campus Recruiting Orientation," "Preparing for the Job/Internship Fair," and "Interviewing Skills." Check the Fall 2001 schedule on page 29 of this booklet, and visit the Career Center to reserve a space.

Drop-Ins

A counselor on-duty (20+ hours per week) meets with students for quick reviews of resumes, cover letters, or application essays; no appointment is necessary. Drop-ins for Fall 2001: M-F 9:00am - 10:30am and 1:00pm - 4:00pm; students are seen on a first-come, first-served basis.

Career Resource Library

Our reference library contains materials, such as books, magazines, and videotapes about the career planning process, occupations, job outlooks, salary levels, job hunting, resume writing, employment interviewing, and many other topics. Detailed information on employers, including annual reports and brochures, is included in the "Company Literature" files.

Career Advisors Network (C.A.N.) Online

C.A.N. is a database of alumni representing a variety of career fields, who are willing and able to help you learn about careers through informational interviewing. Some alumni have even volunteered to provide assistance with obtaining internships and employment at their organizations! Access the C.A.N. via our webpage.

Outreach Program

In order to extend our services beyond our walls, student groups, faculty and advisors may schedule group information sessions and workshops led by a professional staff member. Topics are specially tailored to the needs and desires of the group. Presentations on job search strategies, career options for academic majors and resume writing are among the most popular topics requested. For more information call Elena Polenova at (631) 632-6810.

Volunteers for Community Service (V.C.S.)

VCS, our volunteer service-learning program, places students in volunteer positions where they can work alongside people who are performing the kind of work they are considering. To learn more about VCS opportunities stop by the Career Center.

AmeriCorps - Community Outreach Program Effort (COPE)

As an AmeriCorps member you must be willing to invest 320 hours a semester, or make it two semesters, or perhaps through a summer program, working with at-risk children and their families. You will have the opportunity to receive an AmeriCorps educational award voucher at the end of your service year. If you are interested in serving as a role-model and would like to make this commitment, please visit our website for more details or contact Genie Portillo at (631) 632-6814. If you have any questions about Volunteers for Community Service or AmeriCorps COPE go to the following email address: vcsamericorps@notes.cc.sunysb.edu.

Internships

SUNY Stony Brook Undergraduate Academic Credit Bearing Internships

Under Stony Brook's Internship Program, undergraduates may spend a semester or more working for academic credit under the supervision of both university faculty and professional staff at a cooperating university or organization. Students enrolled in internships supervised by the Career Center may be required to compile a portfolio that includes a resume, informational interviews with alumni or other professionals, and a written summary of the semester's work experience. Learn more about internships on page 17 of this booklet.

W. Averell Harriman School for Management and Policy Graduate Internship Program

The W. Averell Harriman School for Management and Policy Internship Program requires Harriman graduate students to spend a semester or a summer as a paid intern. All internships are under the supervision of the Stony Brook faculty and professional staff at a cooperating university or organization. To secure an internship, graduate students are encouraged to take advantage of the resources of the Business Internship Coordinator, Kimberly Joy Dixon, located in the Career Center. Learn more about internships on page 18 of this booklet.

Part – Time Student Employment

We've contracted exclusively with an Internet service provider, MONSTERTRAK.com (formerly known as JOBTRAK), so you can tap into immediate part-time off campus job listings, post your resume online, and much more! MONSTERTRAK is accessible from our web site anytime, anywhere. For students seeking a part time job on campus, we invite you to visit the Offices of Financial Aid & Student Employment (632-6840) and FSA (632-9306).

Job Expo/Summer Job Expo

The Part-Time Job Expo, on Wednesday, August 29, 2001, links students with on-campus and off-campus job opportunities. University departments seek students for work-study and student assistant employment positions. Off-campus employers, many of whom are accessible by bus, visit campus to hire students for part-time positions. The Summer Job Expo, held in April links employers with students seeking temporary, and sometimes permanent, positions for the summer. **Please note:** The Expos are open to SUNY at Stony Brook students ONLY.

On-Campus Recruitment - Interviewtrak

This program helps students obtain interviews with real companies for real jobs and internships. Turn to page 22 in this booklet for more information.

University Job/Internship Fairs

The Fairs, held every semester, bring employers to campus to discuss the organizations they represent and available job and internship opportunities. Students may meet representatives, have brief interviews, and leave resumes with a significant number and variety of employers, all in one location and on one day. Many career fields are represented, such as human services, technical, business management, merchandising, pharmaceuticals, and biotechnology. Attendees must be prepared and dress professionally. "Preparing for the Job Fair" seminars are designed to help applicants make a positive impression on employers, both at the Job Fairs and as they seek work on their own. **Please note:** The FAIRS are open to at Stony Brook students ONLY. Proper identification is required to attend.

Job Listings

We've contracted exclusively with an Internet service provider, MONSTERTRAK, to enable you to tap into immediate full-time and part-time job listings, internship and volunteer opportunities, post your resume online, and much more! You can access MONSTERTRAK from our web site at <http://www.sunysb.edu/career> anytime, anywhere. Be sure to "register" with the system, so you can receive our weekly "Career Center Updates." These listings are advertised only for Stony Brook students; therefore, the site is password protected. You will find our school password on the front page of the Career Center website. You will also find hard copies of our job listings in the Career Center library.

Mock (Practice) Interviews

What better way is there to prepare for an interview than by practicing your responses to typical interview questions with a counselor? Try out your answers in a non-threatening environment. Our counselors will provide feedback, and give you some pointers on ways to improve, if necessary. If you wish, we will videotape your session, so you'll have accurate feedback on your non-verbal presentation skills. To get the most from a practice interview, attend a career seminar on Interviewing Skills, prepare your responses, and bring extra copies of your resume (no need to dress up). Stop by the Career Center to schedule an appointment.

Testing Program for Graduate School Admissions

Several examinations required for admission into undergraduate, graduate, and professional school programs are offered each year. These tests range from the Graduate Record Examination (GRE), which is required for most arts and science programs on the graduate level, to the Medical College Admission Test (MCAT) which is the required test for entry into medical school. Other tests include: Graduate Management Admission Test (GMAT), Law School Admission Test (LSAT), and the Allied Health Professions Admission Test (AHPAT). The Career Center supplies brochures and applications for these and other tests, some of which are not administered on campus.

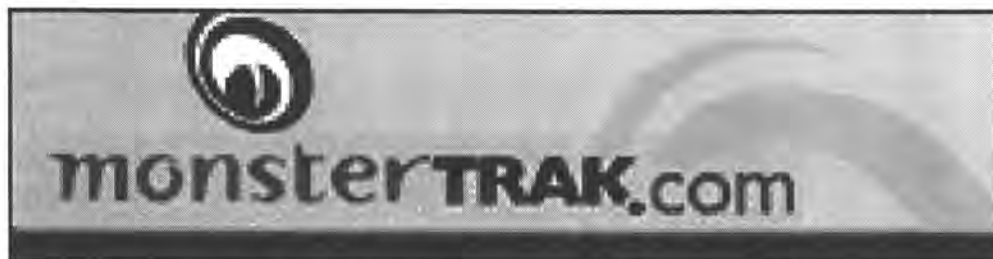
Credentials Service

Students and alumni wishing to collect letters of recommendation from faculty, employers, and others in one central location may want to establish a credentials file. These recommendations are then available to be photocopied and sent directly by the Career Center staff to appropriate organizations, including prospective employers and admission offices of graduate and professional schools. *Credentials files not in use will be retained for 8 years, then destroyed.* For those applying to medical school, dental school, or other graduate health profession areas, you must establish your file through the Health Professions Advisor in the Office of Undergraduate Academic Affairs, located on the 2nd floor of the Melville Library.



HAS NOW

CHANGED TO



Advice From Your Classmates

"I would basically advise students to do "The Three Essentials". 1) Do an internship with any company that has career opportunities in your current major. Internships are key for three reasons: First, it shows your future employer that not only do you have some experience in the field, but it also proves that you are serious about the position. Secondly, it gives you an edge over all other potential competition because you have already had some exposure. Lastly, it helps you decide whether or not that type of career choice is the right one for you. 2) Go on as many interviews as possible so to prevent selling yourself short. Remember these companies should realize that you are a great asset to them if they decide to hire you, so don't just jump on the first offer that comes your way. 3) Ask family members and especially well respected members of your community which company they would do business with if they ever needed that type of service. These three things, in essence, are the key components to a successful career."

~ Michael Mennella '00
Northwestern Mutual Financial Network

"Here's some advice off the top of my head for getting a job/internship:

1. Be confident: don't worry about your grades or how great your classmates are; you have qualities they don't have, and although they may have a 4.0 they may not have job experience or social skills which are super duper important.
2. Get relevant job experience. Start anywhere, somewhere. Start with small steps if you have to, but the key is make sure it's related to the industry you want to get into.
3. Don't just rely on the Career Center - send out resumes wherever you want to work, who cares if you don't think you'll get in... the worst case scenario is that they'll not get back to you or say no, which leaves you back to square one - nothing but time lost.
4. Learn how to write: very key. Your first impression is the resume and cover letter usually."

~ Dave Kim '00
Microsoft Corporation

"Start early... & networking - a key to success."

~ Diana Calixte '01

"Use all of the resources available in the school. Talk to a counselor and consider taking SIGI Plus or the Strong Interest Inventory, self-assessment tools to help make your decision about majors and careers."

~ Cecilia Peralta '01

"Make your decision about your major with help from the Career Center.. so that they can help you learn what the job market will be like when you graduate."

~ Sharon Paulino '01

"Start networking with the Career Center Staff!"

~ Tracy-Ann Green '01

"Volunteering is a great way to help others, as well as gain valuable experience. For more information on how you can volunteer, check out the Student and Alumni section of the Career Center website at www.sunysb.edu/career or go to page 16 of this calendar."

~ Jenny Cho '03

"You should take advantage of Career Center services. Don't wait until your third year of college. Start as soon as possible, because as you progress in school, opportunities come along that you want to take advantage of now, while you have the time."

Jennifer Bitwa '03

Are you worried about the economy? What does it really mean for your job prospects?

Over the last few months, you've undoubtedly heard or read about the slowing economy, the falling NASDAQ, and the lackluster job market. Newspapers report corporate layoffs, plant closings and a significant drop in hiring. Whether or not these reports accurately predict the hiring climate over the next two quarters, as a college student preparing for the work world, there are strategies you may employ to significantly increase your chances of securing your ideal job or internship. Here's some advice that practically guarantees your success in the job market.

START EARLY

Unlike your friends in recent years, you do not have the luxury of waiting until April to begin your job search. Imagine you are enrolled in a course called "Transition From College To Career." It's a lab course. To successfully complete exercises related to this course, you must block off 3-5 hours in your weekly schedule, every week. Start in September!

PERFECT YOUR PORTFOLIO

Write / update your resume. The Career Center offers resume writing workshops regularly, and a drop-in service where a career counselor will work with you individually to enhance your resume. No appointment necessary. Drop-in hours are posted on our website and in the Center.

Draft a basic cover letter. Clearly you can't use the same cover letter for all job applications, but practice makes perfect. Your first cover letter is always the most difficult to write - get it over with early and write a few more! **Your writing skills will improve** as you continue writing. Drop-in times at the Career Center may also be used for cover letter review.

What else documents "the terrific you?" A paper that shows your strong writing skills or lab report that shows your attention to detail? A sample system you designed? The timetable of an event you planned? A letter of commendation from an employer or thank-you note from a customer or client? A strong portfolio includes "proof" of your skills and attributes.

DEFINE YOUR GOALS

What do you really want to do? What interests you? What skills would you like to use or improve? What is really important to you in a job? Where does salary fit -- at the top of your list or somewhere in the middle? What types of people do you want to work with, or for? If you don't have goals and aren't sure how to begin, the Career Center is a terrific place for you. Our counselors will guide you through the process of self-assessment, and help you focus on what's really important to you.

DEVELOP A TO-DO LIST

What specific actions will you take to reach your goals? Whether you write it down or keep it tucked away in your mind, develop a to-do list. We recommend that you include:

- **Research:** Learn everything you can about your chosen industry, the type of job you seek, and the companies that interest you. The Career Center has an extensive library of print resources, and a website packed with information to get you started.
- **Network:** Meet people in your field(s) of interest. Develop a network of people who might help you with information or job leads. The Career Center is building a database of Stony Brook alumni to help make it easier for you to meet people you don't already know!
- **Fill in the gaps:** If you graduate next May and learn in September that you are missing a skill critical to the job you want, you have several months to acquire that skill. If you wait until April, you lose the competitive advantage.
- **Invest time:** Attend as many career events as possible. The Career Center sponsors four job fairs each year, and offers On Campus Recruitment (OCR) for you to obtain interviews. Attend Career Week (this Fall it's November 5-8). Attend events that take place off-campus, such as Careers 2002 in New York City.
- **Apply:** Apply early. Apply often. Send resumes and cover letters. Complete on-line job applications. Accept interviews. Learn from the process.

STAY MOTIVATED

Although there may be a decline in the number of new hires, organizations will always need college graduates to fill their entry-level positions. Regardless of the condition of our economy and job market, the same message applies: **the earlier you start, the better your chances** for a successful job search. If you are entering your junior or senior year, and are still unsure of your career direction, don't procrastinate - visit the Career Center! If you haven't started a resume, or practiced your interview skills - visit the Career Center! If you've never been to the Career Center and don't know all we have to offer - stop by today. The tools and resources you need are right here on campus, so take advantage and put your Career Center to work for you.

Whether your advisor is a family member, faculty or staff member, or Career Center counselor, stay in touch! Your advisors will help you keep focused on your goals.

Choosing Your Career / Researching Occupations

How do you discover what's out there? What can you do with a major in Psychology? Biology? Math? Sociology? Business & others? To choose a career path that will be rewarding, you must obtain a reliable assessment of your interests, values, and abilities, and find accurate, up-to-date information about occupations. This information can be obtained from a variety of sources, including books, magazines, Internet searches, lectures, meetings and conferences. Conducting interviews with people who either work in the field of interest or teach courses in that field of study is another source. Perhaps one of the best ways to learn about jobs is through direct experience in the field (such as obtaining an internship, part-time job or doing volunteer work) or, at least, observing others at work in a particular field.

Read about careers that relate to your major or that interest you.

Start with our Career Resource Library, and check out the "Career Briefs" section, which lists career options for almost every major. Books, magazines, trade publications and periodicals cannot be checked out but are available to read at tables throughout the Center. If there is a particular field that you would like to investigate, then you can find out what the library offers through the Career Center web site. Check out our series of books that relate careers to industries and majors. Another excellent resource for information on careers is the Occupational Outlook Handbook, which can be located in our library (#281) or online at <http://stats.bls.gov/ocohome.htm>.

For those who want to explore information about specific businesses and corporations, besides what can be found in some of our reference books, we have files of Corporate Literature. The Career Center has over a hundred videotapes pertaining to career fields and specific employers. Visit our receptionist to see the list and view a tape on one of our VCR-TV sets. Additional references can be found in the Reference Room of the Melville Library.

Surf the 'Net. Our award-winning website, www.sunysb.edu/career/ can get you started. Try "Experience" for a fabulous inside-view of career options as told by professionals in the field. Another excellent resource is www.wetfeet.com.

The SIGI-Plus computerized program for career planning (System of Interactive Guidance and Information-Plus much more) provides both a self-assessment of your interests, values, and abilities as well as up-to-date descriptions of hundreds of occupations. The latter includes job activities, training and education requirements. SIGI-Plus is free for students and alumni.

Presentations on careers are given throughout the academic year either at the Career Center or in classes, residence halls, and at organizational meetings. Check out page 13 for information on Career Week where you will have the opportunity to hear from and network with professionals in a variety of careers, such as engineering, public service & government.

Talk to people. By speaking with people in a career you are exploring, you **get an insider's view** of the field and can add to the information you have already gathered from other sources. Whom do you talk to? Who can provide you with information, or who can refer you to someone with information? The best place to start is with people you know: friends, relatives, and neighbors. If you don't have a contact in your field of interest, the Career Center can help! Try our **Career Advisors Network** on-line. Drop by for a demonstration.

Another way to locate prospective interviewees is through a professional trade association. Some associations provide members with a directory of membership – a goldmine of potential contacts. **Attending association meetings** (many professional groups will allow you to attend as a “non-member”) will allow you to meet with people working in a particular career. Look through the Encyclopedia of Associations to identify associations that best match your interests. You can also obtain information by writing or calling someone who is working in a position, or for an organization, that is of interest to you. Reference materials can be found in the Career Center Reference Library and the University's Main Library.

Reality Testing

The best way to be confident that a particular career is right for you is to gain some “hands-on” experience. This can be accomplished through part-time, full-time, or summer work experience, as well as through internships and/or volunteering. If your time is limited to a short period of time, such as a single day, then you can ask people who work in prospective job fields about “job shadowing”. This refers to following someone around and observing the person at work in order to learn what it would be like to have that job. Review the “Getting Experience” section of this booklet on page 16 for more information.

CAREER WEEK!

Join us to network with and hear from practicing professionals in a variety of fields.

CAREER PATHS FOR PSYCHOLOGY MAJORS

Monday November 5 5:00pm-7:00pm, Alliance Room

CAREER PATHS IN MARKETING AND ADVERTISING

Tuesday November 6 5:00pm-7:00pm, Alliance Room

CAREER PATHS IN PUBLIC SERVICE AND GOVERNMENT

Wednesday November 7 5:00pm-7:00pm, SAC 311

CAREER PATHS IN ENGINEERING

Thursday November 8 5:00pm-7:00pm, Alliance Room

Informational Interviews

Regardless of how you find people to speak with about careers, what do you say? We recommend you do an **informational interview**. In this situation you are the person asking the questions – you are interviewing a person for information about their career.

Listening to people’s personal perceptions of their work can provide you with **an intimate understanding of an occupation**. You can learn about the work environment, the rewards and frustrations of the job, as well as the personal qualities needed to succeed in the field.

Informational interviewing is a research technique used by people to uncover occupational information not available through other sources. Therefore, it is important that you have a sense of the type of work performed, current issues of interest, and the jargon used in an occupation before asking someone to sit down and talk with you. Remember, these are people who are kindly setting aside time in their busy work schedules to provide you with information. Do not waste their time by asking questions, which could easily be answered by doing a little homework. Check out page 12 for some useful resources.

One more thing—this is **NOT a job interview**. That means it is rarely appropriate to use the session to inquire about job openings with the organization. If you try to do this, you may actually hurt your chances for employment with the company and ruin things for those seeking informational interviews in the future.

“But What Do I Say?”

Prepare a list of questions. Ask open-ended questions to encourage discussion. There are three types of questions that you will want to ask during an informational interview: questions about yourself, the interviewee, and the job or career itself.

Questions about yourself: Example: “I find that I usually work best in situations where I have a great deal of autonomy and do not have to constantly be accountable to someone else. How does one find a job like that in this field? How difficult/easy would it be?”

Questions about the interviewee: These are the types of questions which most naturally occur in an informational interview. They usually elicit personal or subjective perceptions on the part of the person you are speaking with, so be careful not to interpret such responses as though they are the “final word” on the subject. It is important for you to analyze answers for their relevance to your situation. Example: “If you had the opportunity, what would you change about your job?”

Questions about the occupation: Example: "What skills are necessary to enter and do well in this field?"

Or you could **meet someone in person!**

1. **Dress appropriately.** This doesn't mean that you have to buy a \$300 suit, but you should make an effort to look presentable.
2. **Arrive early.** If someone is blocking out part of his/her work schedule to see you, the least you can do is to arrive on time. By planning on arriving 15-20 minutes early you will have a cushion to absorb unexpected delays.
3. **Encourage the interviewee to talk.** Don't monopolize the session by talking about your ideas and feelings. You will learn more by asking questions, listening to what the other person has to say, and analyzing and synthesizing the information for your purposes.
4. **Appear interested.** You always want to make the interviewee feel that you are paying attention to what he/she is saying. Make eye contact and use attentive body language to encourage that person to elaborate on his/her thoughts.
5. **Be aware of non-verbal communication.** Does the person you are interviewing appear bored, or angry? Pay attention! He/she may be saying one thing, while communicating something entirely different non-verbally.
6. **Relax.** Remember, you are the one conducting the interview. Both you and the person you are speaking with will enjoy the conversation more if the atmosphere is relaxed and informal.
7. **Take notes.** Since this is not a job interview, you can feel free to write down any information you wish to review later. It would, however, be considerate to ask the permission of the interviewee before you begin.
8. **Ask for references.** Most people will be pleased to supply you with the names of others who can provide information on the career(s) you are researching.
9. **Send a "Thank You" note.** It is always appropriate to let someone know that you appreciate his/her assistance.

For a lengthy list of sample questions, visit the Career Center's self-service literature section.

Alumni Profiles (on-line)

Visit the [Alumni Profiles](#) section of the Career Center website to find out about alumni who have graduated from the College of Arts and Sciences. Each month, you can view a new "Feature Alumnus/a" article, which includes the diverse ways alumni have applied their COAS major and the fascinating career paths they have experienced. In addition, the alumni offer fantastic advice based on their experiences and even contact information so that you may learn more about them.

Get Experience Before You Graduate!

Why bother? Well, consider this...

- **Try it on for size** – maybe the best way to truly decide if a career is the right one for you is to try it out. This is your chance to experience a career before making a long-term commitment.
- Learn new skills – and **apply skills in a real world work environment!**
- Meet people in your field who can serve as **mentors** and industry contacts.
- Gain the **inside-view of a company** and an industry!
- And like most college students, experience is **great for your resume!**

Experience comes in many formats – paid, unpaid, for academic credit, not for credit, full time, half time, part time, sometime. Whew! How do you sort it all out?

The **easiest way** to gain experience is to **involve yourself on campus** – join a pre-professional organization like **The Harriman Business Society** for students interested in the business world, the Pre-Physical Therapy Society, or **NSBE**, our student chapter of the National Society for Black Engineers. You might join a social fraternity/sorority, **the juggling club**, S.A.I.N.T.S, or the math club; you might play intramural sports, join a **varsity team**, or be a member of **the Gospel Choir** – exactly what you choose is not the issue – when you get involved, you get experience! Don't simply attend meetings-- **do something** for your organization – volunteer to organize an event, or run for a leadership position. The point is that you can develop excellent skills from your extracurricular activities!

The Career Center offers two service learning programs to promote the spirit of volunteerism on campus and to encourage students to explore the benefits of experiential education:

Volunteers for Community Service (VCS), has been a student-run resource center for the past 25 years. Companies, school and organizations in need of volunteers place position descriptions on-line or in notebooks in the Career Center. Students who wish to find volunteer opportunities that best fit their skills and talents have several options: visiting the Career Center and speaking with VCS representatives, searching through binders for opportunities, or accessing the Career Center on-line database, MONSTERTRAK. The web site is www.career.sunysb.edu/students/vcs.

AmeriCorps Community Outreach Program Effort (COPE) is our new service learning initiative where undergraduates and graduate level students are trained as AmeriCorps members to act as mentors and tutors in K-12 school programs and within organizations that focus on at risk children and their family members. Through their work in the community, COPE members are reminded daily that they are a part of a national network of programs through which their accomplishments are celebrated. They work with community volunteers, other AmeriCorps members and other national service participants, such as Learn and Serve America students and volunteers in the National Senior Service Corps.

Internships & Student Employment

Do you need a job for extra spending money or to finance your education?

With help from FSA, and the Office of Financial Aid and Student Employment, we have created a listing service of part time jobs off campus, that are accessible on www.MONSTERTRAK.COM, as well as on bulletin boards located in the Administration Building and outside the Career Center. Some of the part-time job opportunities are accessible by bus and some employers even provide transportation to and from campus! Check out our website for a listing of transportation partners. If you have questions about off-campus employment, contact Andrea Lipack at (631) 632-6892, or stop by one of our "Table Times" in Javits or the Stony Brook Union. Dates, times and locations are indicated inside the August, September, October, November & December sections of the calendar.

Under **Stony Brook's Internship Program**, undergraduates may spend a semester or more **working for academic credit. Students may earn between**

0 to 6 credits each term in an internship. Students must have completed 57 credits by the time the internship begins. Credit bearing internships require the approval of an academic department and the internship manager in the Career Center when appropriate.

Undergraduates enrolled in internships supported by the Career Center course EXT 488 may be required to compile a portfolio that includes a resume, informational interviews with alumni or other professionals and a written summary of the semester's work experience. **Past**

internship sites include: American Express Financial Advisors, Morgan Stanley - Dean Witter, MSNBC, Nassau/Suffolk Law Services, Newsday, Rainbow Media, SONY Music, Suffolk County Attorney's Office, WBLI Radio. For more information, visit our webpage!

The Center for Biotechnology sponsors the Undergraduate and Graduate Research & Internships

for bright, enthusiastic undergraduate and graduate students for the spring, summer and fall semesters. The programs provide an unmatched educational opportunity to experience life in the private sector. **For**

applications and additional information please contact Angeline Jude in the Center for Biotechnology, 340B in the Psychology A Building, telephone: (631) 632-8521. Visit the website: <http://life.bio.sunysb.edu/biotech>.

Did you know?

Homecoming 2001 will be having a circus theme.

Stony Brook: The Greatest Show on Earth!

Save the Date: October 20th

The College of Engineering and Applied Sciences (CEAS) Internship Program

The College of Engineering and Applied Sciences is actively involved with numerous engineering and high technology companies of all sizes, on Long Island, and elsewhere. The many collaborative academic and industrial efforts include teaching, research, consulting, and cooperative problem-solving.

For CEAS students (majors include Applied Math & Statistics, Computer Science, Engineering Science, Electrical Engineering, Mechanical Engineering, Computer Engineering, and Information Systems) the College provides a variety of opportunities to obtain real-world experience through on-site work in companies. Through the CEAS Internships Program, **students are assisted with placement in paid work experiences** that may be full-time during the summer or part-time during the academic year. The hourly pay rate is determined by the employer and is based on the student's particular skills and qualifications and the work assigned.

Students may undertake **internships with or without academic credit**. To earn credit, students must first get approval from their academic advisor in the major department. All CEAS internship opportunities are posted at http://www.ceas.sunysb.edu/intern_scholar.html.

W. Averell Harriman School for Management and Policy Graduate Internship Program

Harriman graduate students gain practical experience through participation in the eight-to-twelve week paid internship program. Full-time students typically complete the internship requirement during the summer between their first and second years. Any graduate student completing an internship is required to register for an 800 level zero (0) credit course and is required to write an Internship Report that must be approved by his/her Internship Faculty Advisor. **Through the Career Center, graduate students can solicit the assistance of the Business Internship Coordinator to secure internships.** All compensation is determined by the employer and is based on related qualifications to job function and responsibilities.

Multicultural Executive Mentoring Program (MEMP):

Joins undergraduates and executives in the private sector for the purpose of professional networking and development of career plans. MEMP participants interact with their mentors in a variety of settings and attend specialized workshops in the Career Center. The core purpose of MEMP is to promote mutually beneficial relationships between undergraduates and the private sector.

Because of the special nature of executive mentoring, students chosen for MEMP compete in a selective application process that may require the submission of a writing sample, a resume, and interviews. Undergraduates selected for MEMP agree to participate for two semesters.

For information regarding the next recruiting phase for MEMP, call Alfreda James at 632-9783.

POPULAR INTERNSHIPS

COMPETITIVE NATIONAL PROGRAMS:

(applications on the web sites below)

FBI Honors Internship: www.fbi.gov/employment/honors.htm

Joint Program in Survey Methodology: www.jpsm.umd.edu/

NYC Government Scholars : www.ci.nyc.ny.us/html/dcas/html/govscholars

NYC Urban Fellows: www.ci.nyc.ny.us/html/dcas/html/urbanfellows.html

Washington Semester Program: www.brockport.edu/washington/index.html

LONG ISLAND PROGRAMS:

Boy Scouts

Bureau for Youth at Risk

Girl Scouts

The Long Island Museum of American Art, History & Carriages

Nassau/Suffolk Law Services

Sweet Briar Nature Center

CAMPUS PROGRAMS:

FSA

Center for Biotechnology

Academic Associates in the Department of Emergency Medicine

Union Art Gallery

Undergraduate Admissions

Sports Complex

College of Engineering and Applied Sciences

More internship listings available on www.naassembly.org,

www.monstertrak.com, and www.wetfeet.com.

Information session for Spring 2002 credit-bearing internships is Thursday, October 25 from 1:10pm-2:10pm in the Career Center.

Deadline for approval of credit-bearing internships for Spring 2002 term is December 13, 2001.

Making the Best of Your Job Fair Experience

What exactly is the University Job/ Internship Fair? This is a four-hour event sponsored by the Career Center, usually held once each semester in the Sports Complex. Approx. 125-150 companies send representatives to meet students, talk about job opportunities, collect resumes, and distribute company literature and premiums. Over the last few years, an estimated 700-1300 students from all classes and majors have attended each Fair.

Why attend? Maybe you'll plan to:

- Just check out what's going on
- See a friend who graduated last year and is now representing a company
- Visit with specific companies you might want to work for
- Find an internship or part time job
- Apply for full time positions
- Collect company literature & free stuff

Which companies will be represented? The list of companies is posted on our webpage, www.sunysb.edu/career/ and includes the positions they have available, the majors they typically seek, and links to their websites.

Is it really necessary to plan ahead? Absolutely! Students who have prepared ahead of time have told us they felt **more comfortable, more confident, and made better contacts** than those who just showed up.

How do I prepare? First things first – get your resume together. See resume tips and samples elsewhere in this booklet.

Research the companies who plan to attend (use the Career Center website), and draw up a list of those you want to visit. Divide your list into three sections: First, list the companies you very much want to see and impress. Second, list those that seem interesting, but for which you need more information, then list companies to check out if you have time.

Prioritizing allows you to focus on what's important to you. It also gives you the chance to set goals and feel good about the work you've done prior to the Fair. When researching the companies, take notes. What interests you about ABC Co.? or XYZ Inc.? Jot down questions. When you arrive at the Fair, you will receive a map of the floor including the location of each company's table. With a prioritized list, you won't waste time walking randomly through the Fair; you can locate your top choices immediately.

Prepare **your 60 second commercial**. Huh? Imagine you approach your first choice. You get to the table – what do you say? Do you offer a limp handshake? Your personal commercial could include some basic information about you – your class standing, major/minor, career interests, as well as what you are looking for.

Here's one example:

"Hi, my name is Pudge Hefflefinger. I'm a senior here at Stony Brook, and I'm interested in your management training program. A friend of mine works for Enterprise and tells me that the training program really helped her learn how to build a business. She loves her job, and that, along with good training, is very important to me. May I give you my resume?"

What do you think of this example?

"Hi, I'm a Computer Science major with a 4.0. I'd like to get a job making \$100,000 a year and work for a company who will pay for grad school. Does this company pay for grad school?" (*How might an employer react to this message?*)

A couple of minutes is probably all you will have to impress a company rep – use your time wisely.

What should you wear? **Does it have to be a dark blue pinstriped suit?** No, of course not. The best choice for Job Fair attire is a business suit – but it certainly doesn't have to be blue pinstripes. Other choices – for men – shirt & tie, slacks and blazer. For women – skirt and blouse with blazer. Regardless of your outfit, make sure it is clean and pressed, and fits properly.

What to bring? The ideal is **a portfolio that contains several copies of your resume**, and a place to hold company literature or business cards you collect. A bookbag is OK if absolutely necessary, but a briefcase or conservative handbag is better. **Stash a few breath mints in your pocket** – they always come in handy!

What happens after the Fair? Your **sending a thank you** or follow up note is entirely appropriate. Organize your follow-up strategy.



JOB EXPO
Wednesday, August 29, 2001
11:00am – 2:00pm Sports Complex

SPRING 2001 JOB/INTERNSHIP FAIR
Wednesday, October 10, 2001
12:00pm – 4:00pm
Sports Complex

On Campus Recruiting (OCR)

What is OCR? The Career Center brings corporate representatives from a variety of hiring organizations to visit campus and interview students for specific openings.

Who is eligible? Every matriculated student at Stony Brook, in any major, is eligible.

How do you sign up for interviews?

- Make sure you have an active **e-mail account**.
- **Register with the Career Center on-line** on Stony Brook's MonsterTrak at www.sunysb.edu/career.
- Go through the **Online** OCR Orientation session at www.sunysb.edu/career **or** attend a live **30-minute** OCR Orientation meeting – **ONE OF THE TWO is REQUIRED**. The dates and times for OCR Orientation are listed under the Career Seminar Schedule in this booklet on page 29 and on the Career Center web page.

When should you do this? Immediately! Deadlines for sending your resume come early! Interviews take place in September for Part-Time jobs and mid-October for Full-Time/Internship positions.

Do I need a resume? Absolutely! The companies want all students who are interested to submit resumes – electronically via the Internet.

Which companies recruit? After you attend OCR Orientation, you get full access to our web database called "Stony Brook's InterviewTrak," which is part of MonsterTrak.com. We update the list with new companies OFTEN (at least 2x per week).

Here are just a few of the **industries represented:** banking, telecommunications, marketing, environmental consulting, biotechnology, engineering, software, human services, political grassroots organizing, and government agencies.

What is a company presentation? As part of the OCR program, companies will host a presentation on campus to help you learn about the organization. They are not often required, but HIGHLY recommended. Students who attend company presentations are **much better informed** about the company and are **able to articulate how their skills and experiences match what the company is looking for**. Also, in some cases, students who were not selected for the interview were able to submit another resume following the presentation.

Organizations Recruiting at Stony Brook

Abercrombie & Fitch	Babylon Beach House	Children's Rights
Abercrombie & Fitch	Babylon Child Care Center	Christa House
Able Health Care Services	Baltimore City Schools	Chubb Group of Insurance Companies
Accenture	Baltimore County Public Schools	Chyron Corp.
ACLD	Bank of New York	CINTAS Corporation
ACORN	Bay Shore Head Start	Citi Habitats
ADP investor Communication	Bayside Motion Group	Citibank
Advanced Acoustic Concepts	Bear Sterns	Citigroup
Advanced Business Automation	Bed, Bath & Beyond	City School District of New Rochelle
Aeroflex Laboratories, Inc.	Bell Atlantic	Clark County School District
Aeropostale	Best Buy	Clayton County
Agency.Com	Best Foods	Clearpool Education Center
AGI Dermatics	Big Brother - Big Sister	Coach, Inc.
AHRC	Big Words.com	Coalition on Child Abuse & Neglect
Aid to the Developmentally Disabled	Black Mountain Management Inc.	Cobb County School District
AIG	Bloomberg	Coca-Cola
AIL Systems	Blue Valley Schools	Cold Spring Harbor Laboratory
Albert Einstein College of Medicine	Bob's Stores	Collaborative Group, LTD., The
Alexandria Public Schools	BOSE	Collaborative Laboratories
Allegiance Telecom, Inc.	Boune Management Systems	Comm. Mainstreaming Assoc. (CMA)
Alliance Capitol	Bovis Lend Lease	Community Action of Southhold
Allied Business Intelligence	BPA International	Community School District 10
Allstate Insurance Company	Brentwood School District	Compaq Computer Corp.
Ambient Labs	Brentwood School District	Compressor Controls
Amerada Hess Corporation	Bristol Technology	CompUSA
Amerada Hess Corporation	Broad Vision	Computer Associates
Americair	Broadlawn Manor	Comsewogue Youth Club
American Biogenetic Sciences Inc.	Broadway Trading	Converse Information Systems
American Diabetes Association	Brook Biotechnologies, Inc.	Concern for Independent Living
American Express	Brookhaven National Laboratories	Connect Systems
American Express Financial	Bureau for At-Risk Youth	Continental Broker-Dealer Corp.
American Express Financial Advisors	Bureau of the Census	Cornell Cooperative Extension
American Financial	Bureau of Youth At Risk	Corporate Realty Consultants
American International	Business Trend Analysts	Cosmocom, Inc.
American Littoral Society (ALS)	Cablevision	Country Life/Consac Ind.
American Management Systems	Camille and Henry	Crate & Barrel
American Museum of Natural History	Dreyfus Foundation	Crestwood Country Day School
Amersham Pharmacia Biotech	Camp DeWolf	CrossLinks Systems, Inc.
Amica Mutual	Camp Homeward Bound	Ctr. For Developmental Disabilities
Anchor Computer	Canon USA, Inc.	Cumberland County Schools
Andersen Consulting	CARCO Group, Inc.	CVS Pharmacy
Anne Arundel County Public Schools	Care Temps USA	Cybersoft.Com, Inc.
Apple Bank for Savings	Catholic Charities Residential Ser.	Data Device Corporation
Applied Visiongs, Inc.	CBIZ Retirement Services	Dayton T. Brown, Inc.
Arthur Andersen	Cendant Corporation	Deer Park Community Organization
Assessment Solutions, Inc. (ASI)	Center for Biotechnology	Dejana Industries
Association For Help	Center for Biotechnology	DeKalb County School System
of Retarded Children	Central Hudson Gas & Electric Corp.	Deloitte & Touche
Astoria Federal Savings	Central Semiconductor Corp.	Denver Public Schools
AT&T	CFS Bank	DeSisto School
ATCDG	Charles County Public Schools	Detroit Public Schools
Atlantic Coast Financial Group	Charlotte-Mecklenburg Schools	Deutsche Bank
Audits & Surveys Worldwide	Chase Manhattan Bank	Developmental Disabilities
Aurora Public Schools	Chernoff Diamond & Co.	Institute, Inc. (DDI)
Automatic Data Processing (ADP)	Child Abuse Prevention Services	Doubleclick

Douglas County School System
DuPont Pharmaceuticals Company
Duval County Public Schools
East Side Union High School District
Eckerd Youth Alternatives, Inc.
Econovo Software
Edgecombe County Schools
EDO Corporation
Elite Technical Services
Empire Healthcare
Endomed
Enteric Products, Inc.
Enterprise
Enterprise Rent-A-Car
Enterprise Technology Corp
Ericsson Messaging Systems, Inc.
eShare Technologies
eSpeed, Inc.
Estee Lauder
Evans & Sutherland Computer Corp.
Expeditors
Expeditors International
F.A.Bartlett Tree Exper Co.
Faculty Student Association
Fairfax County Public Schools
Family Center
Family Residences &
Essential Enterprises (FREE)
Farmingdale Youth Board
Fastenal Company
Federal Bureau of Investigation (FBI)
Federal Express
Fiber Options, Inc.
FinTrack Systems
Firest Investors Corporation
First Data Merchant
Fitchburg Public Schools
Flack & Kurtz
Consulting Engineers
Flower Fields
Flowerfield Celebrations, Inc.
Foot Locker
Forest Laboratories, Inc.
Foundation Schools
FreeDescision.com
Friends of the Arts
Friends of the Bay
Future Digetel Scientific Corp.
Gaines Berland Inc.
Galaxy Freight Service, LTD
GBI Capital Partners
Geico Direct
Gemini Systems
General Dynamics

General Investment
and Development
Girl Scouts of Suffolk County Inc.
Glen Cove Boys Club
Global DirectMail Corp.
Global Payment Technologies
Globecom Systems Inc.
Golden Pear, The
Good Samaritan Hospital
Medical Center
Graybar
Groton Public Schools
H.O. Penn
Machinery Company, Inc.
Habitat for Humanity of Suffolk
Hanover County Public Schools
Hart Systems, Inc.
Haven House/Bridges, Inc.
HBO
Health Solutions Plus
Helen Keller Services for the Blind
Hertz
Hewitt Associates
H.O. Penn Machinery Company
Holiday Inn Express
Stony Brook/Tsunis Hotels, LLC
Home Depot
Hope House Ministries
HPP Sports Camp, Inc.
Huffy Service First, Inc.
HumanScale
Huntington Arts Council
Huntington Hospital
Huntington Learning Centers
I/B/E/S/
IBM
I-Cube
ILX Systems, Inc.
Incremax Technologies Corp.
Industrial Acoustics Company, Inc.
Innotech Systems
Inroads
InsignIO
Instructional Computing - SUNY SB
Insurance Services
Integrated Business Systems
Integrated Controls Enterprise
Integrated Software
Intelcom Systems, Inc.
IntelliDyn Corporation
InterDigital Communications Corp.
InterDigital Corporation
Internal Revenus Service
Internet Commerce Corporation
Investec Ernst & Company

Invision.Com, Inc.
Iredell-Statesville Schools
ISO
Ivy League Day Camp
J. Walter Thompson
J.C. Penney Company, Inc.
J.P. Morgan Investment Mgmt. Inc.
Jamesville-deWitt Central Schools
JFH Consulting, Inc.
John Hancock Financial Servcies
Johnston County Schools
Kaplan Educational Centers
Kaplan Test Prep
Kenneth Cole Productions
Kepco Power Supplies
Keyspan Energy
Kinkos
KLA - Tencor
Kohl's Department Stores
Lake County Schools
Lake Grove School
Landover Associates, Inc.
Lehman Brothers
Liberty Mutual Insurance
Liberty Science Center
Livetrade.com
Lockheed Martin Fairchild Systems
Logicon - Northrop Grumman
Long Island Acorn
Long Island Children's Museum
Long Island Head Injury
Association, Inc.
Long Island Marriott
Long Island Museum
Los Angeles Unified School District
Lord & Taylor
Lymphatic Research Foundation
M&T Bank
Macy's East
Marlin Art, Inc.
Maryhaven Center of Hope
MaximGroup
McKinsey & Company
Mdmark Corp.
Media Metrix
Memorial Sloan Kettering
Mercy Haven
Merrill Lynch
Met Life
Meta5, Inc.
Metlife Financial Services
Microsoft
Midmark Corporation
Millenium Technical Solutions
Milliman & Robertson, Inc.

MITEQ, Inc.
Mitre Corporation, The
Mktg, Inc.
Modell's Sporting Goods
Modern Bride
Montauk Yacht Club, The
Montgomery County Public Schools
MONY Group, The
Morgan Stanley Dean Witter
Mortgage Warehouse, Ltd.
MSNBC
MTA-Long Island Rail Road
MTA-New York City Transit
Museums at Stony Brook
Musiker
MYOB US, Inc.
Nassau AHRC
Nassau County Police Department
Nassau/Suffolk Law Services
National Oceanic
 & Atmospheric (NOAA)
NBTY
NE Center for Children
NE Financial
Network Peripherals, Inc.
New Era of Network (NEON)
New York Beacon Group
New York Life
New York Life Securities
New York State Assembly
New York State Senate
News 12
Newsday
Norrell Health Care
Nortel Networks
Northrop Grumman Corp.
Northwestern Mutual
Norwest Financial Services
NPD Group
NUTEC Components, Inc.
N.Y. Biotechnology Association
NY Life Securities
N.Y. Presbyterian Hospital
NY State Assembly
NY State Police
NY State Senate
N.Y. Testing
NYC Board of Education
NYC Department of Investigations
NYC Dept. of Juvenile Justice
NYC Department of Probation
NYC Office of
 Management & Budget
NYC School
 Construction Authority

NYSARC, Inc - Suffolk Chapter
Oak Hill Platinum Partners
Oaktree Systems, Inc.
Office Depot
Office of Athletic Advancement
Officemax
Olde Discount Corporation
Olsten Corporation Intern'l Hdqtrs.
Omaha Public Schools
Omnicon Group
Options for Community Living, Inc.
Orange County Public Schools
Ortec International, Inc.
Ortho McNeil Pharmaceutical
Our Lady of Consolation
P.W. Grosser Consulting
Page Talk
Paine Webber
Pall Corporation
Park Shore Country Day Camp
Parsons Brinckerhoff
Patchogue-Medford School
Pederson-Krag Center
Peace Corps
Pender County Public Schools
Pergament Home Center
Periphonics
Person County Schools
Petersburg Public Schools
Philadelphia School District
Phoenix House Foundation, Inc.
Photocircuits Corp
Photon Research Associates, Inc.
Piano Studio, The
Pitney Bowes
Planet Comics
Planet Net Media
Precision International
 Automotive Products, Inc.
Pricewaterhouse
 Coopers/Unifi Network
Prince William County Schools
Princeton George's
 County Public Schools
Prismark Partners
Programming Concepts
Progressive Insurance
Prudential Individual
 Financial Services
Prudential Securities Inc.
PSCH Inc.
Quad/Graphics
Quantronix Corp.
Query Object Systems Corp.
Quidnunc

Radiac Research Corporation
Rainbow Chimes
Rainbow Gallery
Random House
Rational Software Corporation
RCM Technologies
Reis.com
Relational Development Systems
Renaissance Technologies
Reuters Info Technology
Richmond Public Schools
Riverhead School
Robeson County Public Schools
Robotic Vision Systems, Inc.
Roche Pharmaceutical
Rochester City School District
Rothman Therapeutic
Roux Associates, Inc.
Royce Instruments
RPS an FDX Company
RTS Wireless
Ruder finn
RVSI Electronics
S.W. Bach & Company
Safe Horizon
Salomon Smith Barney
Sam Ash Music
San Bernardino Unified School District
San Diego Unified School District
Sands Brothers & Co.
Sapient
Sawmill Intermediate School
Schering
Schering-Plough
School District of Newberry County
Sears
Seaview Consulting, inc.
Sensitron Semiconductor
Sherwin Williams
SmithKline & Fechn Laboratories
Smithtown YMCA
Software.com, Inc.
SONY Music
South Shore YM-YWHA Inc.
Spanish Ministries
Sponsors for Educational Opportunity
Sports Authority, The
Sports Plus
Spring PCS
SRA International
Stride & Associates
St. Charles Hospital & Rehab Center
St. Mary's Children &
 Family Services
Standard Microsystems

Standard Register
 Starbucks
 State Farm Insurance
 Sterns
 Stony Brook Child Care Services
 Stop & Shop
 Storage Apps
 Strategic Solutions
 Stride & Associates
 Suffolk AHRC
 Suffolk Community Council
 Suffolk County Attorney's Office
 Suffolk County Coalition
 Against Domestic Violence
 Suffolk County Department
 of Social Services
 Suffolk County Police Department
 Suffolk County Police Department
 Suffolk Federal Credit Union
 Suffolk Y Jewish
 Community Center, Inc., The
 Sulzer Metco
 Summer Camp @Stony Brook
 Sunrise Credit Services
 Sunshine Center, Inc
 SUNY at Stony Brook
 Sweet Briar Nature Center
 Symbol Technologies
 Syncsort
 Systemax
 T.D. Waterhouse
 Talbots
 TAOS
 TDK Electronic Corp.
 Teach for America
 Teachers Federal Credit Union
 Telcordia Technologies
 Telebyte Technology, Inc.
 Telerep, Inc.
 The Children's Place
 The Computer Studio
 Thomson Micron
 Three Village Chamber
 of Commerce
 Three Village Inn/JLM
 ThruPoint, Inc.
 Timothy Hill Children's Ranch
 Total Network Solutions
 Town of Brookhaven
 Toys R Us
 TRW
 Training Institute for
 Careers in Organizing
 Transistor Devices
 Transitional Services of NY for LI, Inc.

Travel Impressions Ltd.
 Travelers Insurance
 Tutor Time Child Care Learning Center
 Underwriters' Laboratories, Inc.
 Unifirst Corporation
 Uniprise Operations
 United Parcel Service
 United States Navy
 University Sports Publications
 US Army Healthcare Team
 US Dymanics Corporation
 US Immigration & Naturalization
 US Marine Corp-Recruiting Sta NY
 US Navy
 US Peace Corp
 US Secret Service
 USI Consulting Group
 Veeco Instruments, Inc.
 Venture Direct
 Verizon
 Viatronix
 Vicom Computer Servcies, Inc.
 Vincent's Clam Bar
 Visual Technology Group
 Vitamin World
 VJ Technologies
 Vytra Health Plans
 Waldenbooks
 WALK
 Wallace's Bookstores
 Walter F. Cameron Advertising
 Ward-Melville School
 Volunteer Center
 Washington Center, The
 Washington Center, The
 Washington Semester Program
 Watson Wyatt Worldwide
 WBAB
 Weil, Gotshal & Manges
 Weill Medical College of Cornell Univ,
 Wells Fargo Financial
 Wild By Nature
 William Mercer
 Winthrop-University Hospital
 WLIW
 Women's Sports Foundation
 Working Organization for
 Retarded Children & Adults
 WRCN
 Wyndham Wind Watch Hotel
 XCL/Xerox Business Products
 XSB, Inc.
 YAI Young Adult Institute, Inc.
 YMCA of Long Island, The

Creating a Resume that Gets YOU Noticed!

Your resume is more than just a list of your education and experience. **It's your sales pitch, your marketing tool, your personal advertisement!** Effective resumes can make the difference between getting the interview and getting a rejection letter. Following are some tips to help you create the best personal advertisement possible.

How much time do most recruiters take to review a resume? **Between 30 – 60 seconds!** To capitalize on that one minute of fame, make sure you use short, concise phrases to describe your experiences.

Be sure to include:

Contact information, including your full name, address, phone number and e-address.

Education, including degree(s), colleges attended, major(s), minor(s) or study-abroad experiences. High school is typically NOT included. List your educational experiences in reverse order (most recent first).

Eg. Bachelor of Science in Applied Math & Statistics, May 2000 GPA 3.0
State University of New York at Stony Brook

Associate of Applied Science, May 1998 GPA 3.4
Suffolk County Community College, Selden, NY

Honors or awards, such as a scholarship you received or other academic recognition.

Related qualifications, such as research projects, internships, leadership roles. List your job title, place & dates of employment, and a brief description of your accomplishments.

Eg. Intern, Travelers Corporation, Hartford, CT Summer 1999
- Analyzed amortization statements & made recommendations resulting in a 20% savings for the retail mortgage division's 3rd quarter expenses.
- Recognized as outstanding student intern for August 1999.

Work experience not directly related to your career goal is also included. List in reverse chronological order and focus on accomplishments.

Skill sets are VERY important. Include computer skills and/or foreign languages.

Eg. Computer Skills: Word, Excel, Powerpoint, html, Adobe Photoshop, Illustrator
Language Skills: Fluent in Chinese; Conversational Spanish.

Activities, interests, professional affiliations, volunteer work, etc. all have a place on your resume – especially if they provided you with responsibility, leadership and accomplishments.

Eg. Treasurer, Delta Sigma Theta Sorority, SUNY Stony Brook. 1999-2000

- Oversaw & managed budget of \$1000.
- Kept detailed records of expenses using Microsoft Excel.
- Created charts & graphs comparing previous and current year expenses, which helped shape the goals of the fundraising committee.

Limit your resume to one page. Use consistent formatting, and proofread it several times so that it is error-free. **Don't just hit your spell-check** key – read for grammar as well.

Is that all there is to it? Yes and No. Develop your resume, then bring it to the Career Center for a full blown evaluation. We'll help you with pointers so your resume gets you noticed! How do you get your resume reviewed? **DROP BY** during our Drop In Hours – no appointment necessary. **Monday – Friday 9:00am – 10:30am and 1:00pm – 4:00pm.**

Tips for Electronic Resumes - Don't be frightened by this new terminology. All it means is that you will be creating a resume to be sent by e-mail, e-form (electronic form) or posting it on a web page. This will entail changing your document to "ASCII" text (plain text). All types of computers can read ASCII text files because there is no formatting of text. This means that there is **no underlining, bold face, italics, special fonts, or bullets.** ASCII text files only use characters, spaces, and punctuation.

Electronic forms (e-forms) are like the old-fashioned employment forms that you fill out at a company's employment office. Electronic forms may require you to enter small bits of information into specialized data fields or allow you to cut and paste your resume into data fields. Remember the safest resume format to use for a cut and paste is the ASCII text style.

You may also wish to submit your resume to a prospective employer by e-mail. Because of problems with e-mail attachments, it is best **not to send your resume as an attachment.** A cover letter should also accompany your resume. Again, do not make the cover letter an attachment. It is best to include both the cover letter and resume in the body of your e-mail message. You should limit the e-mail message to the length of one page. Therefore, the cover letter shouldn't be a replay of your resume; it should enhance supplemental information not included on your resume. Be sure to **include buzzwords related to your field** of interest. Many organizations have programs that will search the resume for key words to ensure that you have appropriate experience, knowledge and skills.

The next four pages contain sample typical first draft & revised resumes.

TYPICAL FIRST DRAFT

RANDOLPH RIVERS

260 Lakeview Ridge East
Middle Island , New York 11953
happyboy@net.usa

- OBJECTIVE :** Job in Finance
- EDUCATION:** **B.S. Economic** expected May 20XX
University of New York
- MAJOR COURSES:** ethical inquiry business ethics
Corporate Finance Money and banking
operations Management International Management
- EXPERIENCE:** **Merrill Lynch** , New Rochelle , New York
Private Client Group Internship , Spring 20XX
- Update portfolio.
 - Helped to increase business.
- Fleet Bank** , Long Island , New York
Teller Operations , Summers 19XX - 20XX
- Balanced cash .
 - Manage all transactions.
- SKILLS:** Spreadsheet , Word Processing , LOTUS , 2 years of french
- EMPLOYMENT :** **POLITY ,S.U.N.Y. at Stony Brook**
University Concerts Director , June 19XX - July 20XX.
- Administered a large budget
 - Supervised staff for various campus events.
- S.U.N.Y. at Stony Brook , Undergraduate Admissions Office**
Admissions Representative , Spring 19XX
- Conducted tours .
 - Contacted high school students for visits
- ACTIVITIES :** Dean's List
Vice President - Harriman Society
VCS
disk jockey

REVISED RESUME

RANDOLPH RIVERS
260 Lakeview Ridge East
Middle Island, New York 11953
631 - 857 - 1352
rrivers@ic.sunysb.edu

OBJECTIVE: Financial Manager Trainee

EDUCATION: **B.A. Economics** expected May 20XX
State University of New York at Stony Brook
overall g.p.a. **3.2**

MAJOR COURSES: Ethical Inquiry Business Ethics
Corporate Finance Money and Banking
Operations Management International Management

**RELATED
EXPERIENCE:**

Merrill Lynch, New Rochelle, New York
Private Client Group Internship, Spring 20XX

- Conducted weekly updates of client's investment portfolios.
- Increased client referrals 25% by creating new services brochure.

Fleet Bank, Melville, New York
Teller Operations, Summers 19XX - 20XX

- Balanced cash flow upwards of \$210,000 daily.
- Managed all currency transactions for customers (including commercial and personal accounts, travel checks, money orders and official bank checks.)

**COMPUTER
SKILLS:**

MS Excel, PC Solve, MS Word, LOTUS 123

EMPLOYMENT :

S.U.N.Y. at Stony Brook, Student Polity Association
University Concerts Director, June 19XX - July 20XX.

- Administered \$17,000 budget throughout the academic school year.
- Supervised 10 to 12 staff members of the Concert Committee for various campus concert events.

S.U.N.Y. at Stony Brook, Undergraduate Admissions Office
Admissions Representative, Spring 19XX

- Conducted 2 to 5 personalized tours daily for potential students and their families.
- Contacted high school students to arrange campus visits.

**ACTIVITIES/
ACHIEVEMENTS :**

Dean's List - 3 semesters
Vice President - Harriman Business Society
Volunteers for Community Service, S.U.N.Y. at Stony Brook
DJ - W.U.S.B. radio station

TYPICAL FIRST RESUME

SUN YANG

Campus Address:

Dreiser 518B
Stony Brook , New York 11790
631 - 216 - 9999

Permanent Address

1950 Liberty Avenue
Brooklyn , New York 11220

OBJECTIVE:

SOFTWARE POSITION

EDUCATION:

B.A. in Computer Science
State University at Stonybrook
CNE
Sun Certified
A+

COMPUTER SKILLS:

Languages: Knowledge of C , C++ , JAVA , Javascript
SAL , MAL , Modula-3 , Pascal , Basic , Chi
Databases: Some SQL-92 standard , Sybase DBMS ,
Systems: Windows 2000/9.x/NT,
MAC OS , Novell 3.12 , DOS , Unix ,
LINUX

Software: Used Word , Excel , Access , Word perfect , and
other applications .

WORK EXPERIENCE:

Digital Equipment Corporation
Beta Tester , 6/XX - present

- Install Unix.
- Create shell scripts.
- Test the x-engine.

Instructional Computing
Site Manager , 2/XX - 12/XX

- Provided technical support.
- Oversaw problems.

Keyspan Energy Corporation
Intern , Summer 20XX

- Developed website.
- Configured Desktops

ACTIVITIES :

Deans List
6th degree black belt
Asian Student Alliance

REVISED RESUME

SUN YANG

Campus Address:

Dreiser 518B
Stony Brook , New York 11790
631 - 216 - 9999
syang@ic.sunysb.edu
<http://www.ug.cs.sunysb.edu/~yangs>

Permanent Address

1950 Liberty Avenue
Brooklyn , New York 11220
718 - 345 - 0001

OBJECTIVE: SOFTWARE ENGINEER

EDUCATION: **B.S. in Computer Science** May 20XX
State University of New York at Stony Brook
G.P.A...3.3

CERTIFICATIONS: **Certified NetWare Engineer (CNE)** February 20XX
Sun Certified Programmer for Java Platform November 19XX
A+ September 19XX

COMPUTER SKILLS:

Languages: C , C++ , JAVA , Javascript , HTML , Perl , ASP ,
SAL , MAL , Modula-3 , Pascal , Basic , Chi

Databases: SQL-92 standard , Sybase DBMS , Access

Systems: Windows 2000/9.x/NT (server/workstation) ,
MAC OS , Novell 3.12 , DOS , Unix/FreeBSD ,
LINUX

Hardware: LAN , Client-Server , PC setup knowledge , Wiring
Network closets

Software: MS Developer Studio , Adobe Photoshop , Flash ,
Dreamweaver

WORK EXPERIENCE:

Digital Equipment Corporation , Manalapan , New Jersey
Beta Tester , 6/XX - present

- Install and configure beta versions of Digital Unix.
- Create interactive shell scripts for use by the cluster development team.
- Test the x-engine to demonstrate the fail-over capabilities of the new TruCluster clustering software.

S.U.N .Y. at Stony Brook , Instructional Computing
Site Manager , 2/XX - 12/XX

- Provided technical support for the university's main SINC-SITE facility (200+ PCs and MACs , including basic networking).
- Oversaw problems on multiple hardware platforms: Unix , DOS , Windows NT/9.x , and MAC OS.

Keyspan Energy Corporation , Hicksville , New York
Intern , Summer 20XX

- Developed website using ASP , Javascript , and HTML.
- Configured Desktops on Windows platforms (NT/2000/9.x/3.x)

**ACTIVITIES/
ACHIEVEMENTS:**

Deans List - 3 semesters
Tae Kwon Do - 6th degree black belt
Vice President - Asian Student Alliance

Career Seminar & Workshop Schedule

We host free classes to help you build skills and learn techniques to use for your job search, graduate school applications, and beyond. Updates of this list (additions, cancellations) are available on the Career Center web page "Calendar of Events." Take advantage of as many as you can!

CAREER WEEK

Join us in welcoming employers and alumni who will share their expertise in a variety of fields.

Career Paths for Psychology Majors

Nov 5, Mon 5:00pm - 7:00pm Alliance Room

Career Paths in Marketing and Advertising

Nov 6, Tues 5:00pm - 7:00pm Alliance Room

Career Paths in Public Service and Government

Nov 7, Thurs 5:00pm - 7:00pm SAC 311

Career Paths in Engineering

Nov 8, Wed 5:00pm - 7:00pm Alliance Room

ALL CAREER SEMINARS BELOW ARE HELD IN THE CAREER CENTER

Resume Preparation

Sep 13	Thurs	12:50pm - 2:10pm
Sep 26	Wed	11:35am - 12:30pm
Oct 3	Wed	12:50pm - 2:10pm
Nov 28	Wed	12:50pm - 2:10pm
Dec 12	Wed	12:50pm - 2:10pm

Interviewing Skills

Aug 30	Thurs	3:45pm - 5:00pm
Oct 15	Mon	3:20pm - 4:40pm
Nov 13	Tues	3:50pm - 5:10pm
Dec 12	Wed	12:40pm - 2:10pm

Undergraduate Internships for Credit

Oct 25 Thurs 1:10pm - 2:10pm

Career Interest Test

Nov 15	Thurs	2:15pm - 3:45pm
Dec 4	Tues	2:15pm - 3:45pm

Americorps/Community Service Workshop

Oct 10 Tues 2:10pm - 3:40pm

On Campus Recruitment

Orientation

* REQUIRED ON-LINE OR IN-PERSON! for students to interview for jobs and internships. Only 30 min. long!

Sep 26	Wed	1:00pm - 1:30pm
Oct 15	Mon	2:15pm - 2:45pm
Oct 16	Tues	1:00pm - 1:30pm
Nov 1	Thurs	1:10pm - 1:40pm

How To Prepare for the Job/Internship

Fair

Oct 2	Tues	2:20pm - 3:40pm
Oct 4	Thurs	3:50pm - 5:10pm

Graduate Business Student Internship

Search Workshop

Oct 4 Thurs 1:00pm - 2:00pm

Preparing for Wall Street Day

Oct 17 Wed 1:00pm - 2:00pm

Choosing Your Major

Nov 14 Wed 12:40pm - 2:10pm

Writing Cover Letters

Cover letters ARE necessary in certain cases. To inquire about available positions within an organization, do send a cover letter with your resume. The letter allows you **to customize your application.** You could address a specific position ("I'm writing to apply for the Editorial Assistant as advertised on JOBTRAK."), use a referral ("Javier Perez, from your accounting department, suggested I contact you..."), or target a role or department ("After reading the article in last week's Forbes, it is clear that XYZ Corp. is seeking new talent at the analyst level."). A cover letter is also a writing sample - it shows an employer you communicate clearly and succinctly in written form.

Regardless of purpose, use these **guidelines when writing cover letters:**

- Use proper business letter format.
- Keep your letter brief - 3-4 paragraphs on 1 page only!
- Go out of your way to get the name of a person - avoid addressing letters, "Dear Sir."
- Make sure your letter is ERROR FREE - no typos or incorrect grammar allowed.
- Personalize it - nothing turns an employer off more than your sending a form letter.

Sample layout with tips on content:

Your street address
Your city, state zip
Your area code & phone number
Your email address
(skip one line)
Date

(skip 3-4 lines)

Person's name (correctly spelled)

Job Title or Department

Company Name

Street Address

City, State Zip

(skip 1 line)

Dear Name: (eg. Dear Mr. Chin:) Use a colon not a comma.

(skip 1 line)

INTRO paragraph: Why are you writing? Who referred you (if anyone)? How did you learn of the opening or company? What are you looking for?

(skip 1 line)

Body of letter: Express your knowledge of the organization and your ability to perform the job - highlight those parts of your background that relate to this employer/position. Or highlight skills or accomplishments that make you a good match for the position.

(skip 1 line)

Closing: State the action you expect. Express your appreciation. (If you say you will call to follow up, then MAKE SURE YOU CALL.)

(skip 1-2 lines)

Sincerely,
(skip 3-4 lines) - your signature goes here
Your name typed

Encl: resume

AUGUST 2001

"I've often thought that when something is hard for you...or challenges you, that's probably what you should do." Hilary Clinton

Career Seminars/
Workshop Schedule
for

AUGUST

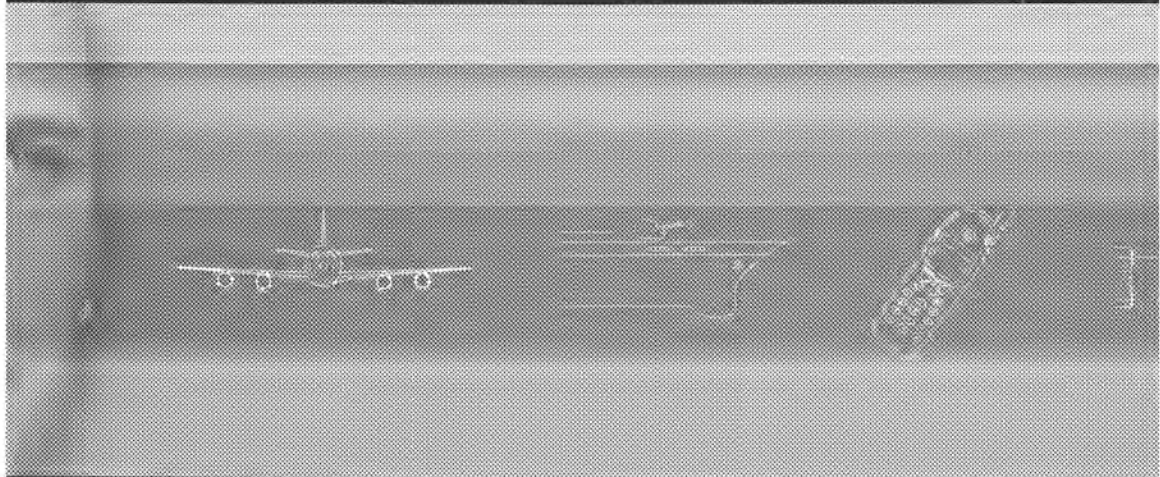
30-Interviewing for
P/T jobs 3:45-5pm
@ Career Center

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11 <i>NICET</i>
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 <i>First day of Classes</i>	28	29 <i>Job Expo Sports Complex 11-2pm</i>	30	31	



Welcome Back!

AND ALL EXPECTATIONS.



**ART IN CREATING THE NEW BENCHMARK FOR SYSTEMS, DEFENSE
OSPACE COMPANIES WORLDWIDE.**

www.harris.com

SEPTEMBER 2001

“Learn what is true in order to do what is right.” Thomas Henry Huxley

Career Seminars/Workshop
Schedule

for

SEPTEMBER

13-Resume 12:50-2:10

26-OCR 1-1:30

Resume 11:35-12:30

@ Career Center

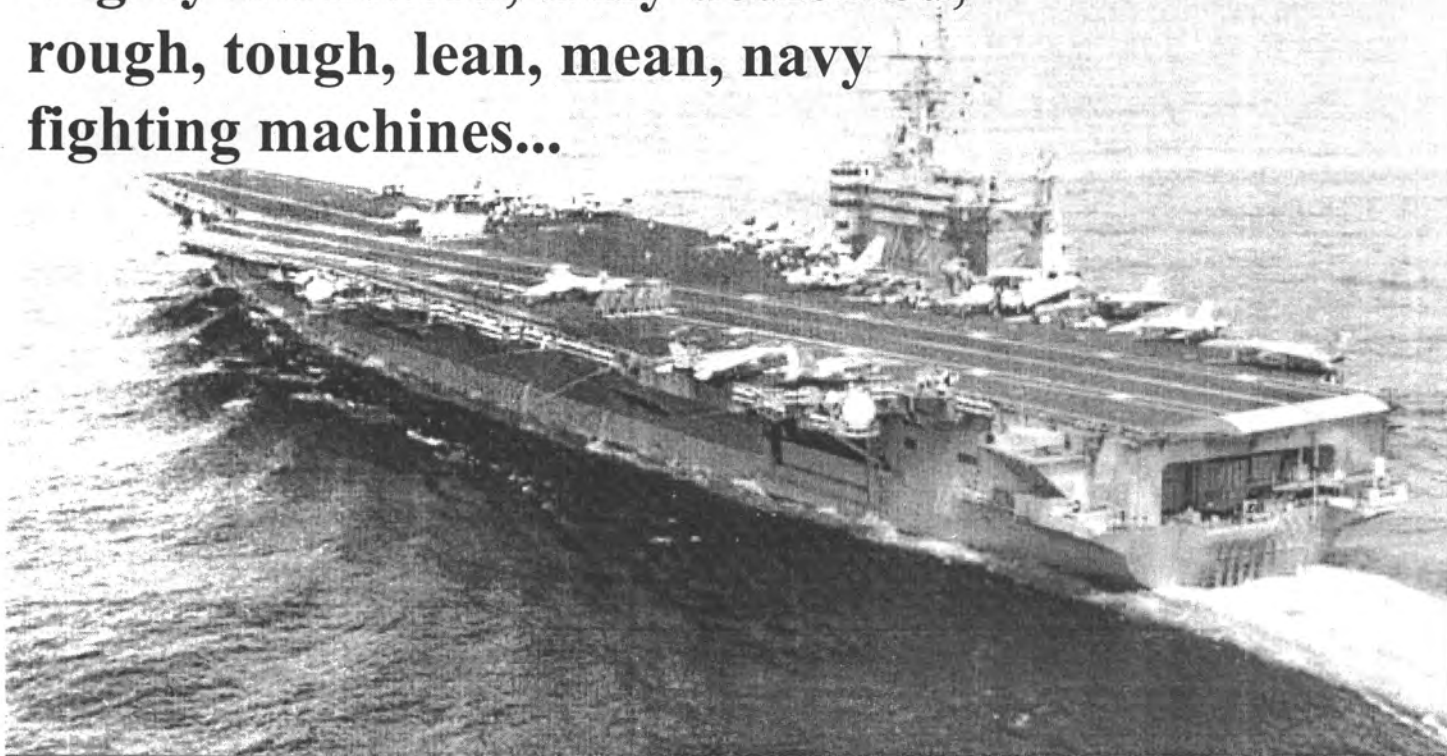
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 <i>Student BBQ 11:30-2:30pm</i>	6	7	8
9	10	11	12 <i>Table Time Union 12:40-2:10pm</i>	13	14	15 <i>AHPAT-Javits</i>
16	17	18	19 <i>Rosh Hashana</i>	20	21	22
23	24	25	26	27 <i>Yom Kippur</i>	28	29
30						



**Free Food at the
Career Center
Sept. 5**

Nuclear Engineering

**Highly motivated, truly dedicated,
rough, tough, lean, mean, navy
fighting machines...**



The Navy offers scholarships that will pay you up to \$100,000 as you earn your college degree.

Call 1-800-262-8331

lpt_ny@cnrc.navy.mil

OCTOBER 2001

"There is no security in life. There is only opportunity." General Douglas MacArthur

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 <i>Table Time Javits 10-12pm Volunteer Fair SAC 8:30-2:30pm</i>	4	5 <i>Graduate School Fair</i>	6
7	8	9	10 <i>JOB FAIR @ Sports Complex</i>	11	12	13
14	15	16	17 <i>Table Time Javits 10-12pm</i>	18	19	20
21	22 <i>OCR begins</i>	23	24 <i>Wall Street Day</i>	25	26 <i>Deadline for Washington Semester program</i>	27 <i>Parents Day</i>
28	29	30	31 <i>Table Time SB Union 12:40- 2:10pm</i>			

Career Seminars/
Workshop Schedule for

OCTOBER

- 2-Preparing for Job
Fair 2:20-3:40**
- 3-Resume 12:50-
2:10pm**
- 4-Graduate Business
Student Internship
Search Workshop
1-2pm
Preparing for Job
Fair 3:50-5:10**
- 15-Interviewing skills
3:20-4:40pm
OCR 2:15-2:45**
- 16-OCR 1-1:30pm**
- 17-Preparing for
Wall Street Day
1-2pm**
- 23-AmeriCorps/
Community
Service Work-
shop 2:10-3:40pm**
- 25-Undergraduate
Internships for credit
1:10-2:10pm

@ Career Center**



CLIMBING THE LADDER OF SUCCESS IS NOT WHAT IT USED TO BE.

It is higher, faster, better.

Cutting-edge technology and a distinguished record of success – that's what makes Northrop Grumman a global leader. Airborne Early Warning and Electronic Warfare Systems provides an array of world-class technologies and core competencies to military and commercial markets, including defense electronics and systems integration, with strong capabilities in military aircraft systems and modifications. In all we do, our focus is on quality, integrity, customer satisfaction, and leadership, both individually and collectively. And our pride and respect in our employees' significant contributions makes us a great place to start your career!

We've recently launched several high-flying opportunities at our Bethpage, Long Island facility for entry-level Engineers.

- Structural Design
- Weight Optimization
- Mechanical Systems
- Electro-Mechanical Lines
- Radar
- Software Development
- Computer Architecture and Equipment
- Systems Design Analysis and Integration

Bachelor's Degree in Computer Science, Electrical Engineering, Mechanical Engineering, Math or Physics required.

You'll work in a casual business atmosphere and enjoy a competitive salary, and a full comprehensive benefits package. For immediate consideration, please submit a resume to: **Northrop Grumman, South Oyster Bay Road, M/S 202-025, Bethpage, NY 11714; FAX: (516) 575-1647; E-mail: employee@mail.northgrum.com. (Subject: Attn: SB)** We are an equal opportunity employer m/f/d/v. US Citizenship required.

NORTHROP GRUMMAN

NOVEMBER 2001

"Learning is a treasure which accompanies its owner everywhere." Chinese Proverb

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>Deadline for NYS Assembly Internship</i>	2	3
4	5 <i>Career Week</i>	6 <i>Career Week</i>	7 <i>Career Week</i>	8 <i>Career Week</i>	9	10 <i>GRE(subject) Javits</i>
11	12	13	14	15	16	17 <i>NICET-CC</i>
18	19 <i>No classes All Week</i>	20	21	22 THANKSGIVING	23	24
25	26	27	28	29	30	

Career Seminars/Workshop
Schedule

for

NOVEMBER

1-OCR 1:10-1:40

13-Interviewing
3:50-5:10

14-Choosing Your Major
12:40-2:10

15-Career Interest Test
2:15-3:45

28-Resume 12:50-2:10
@ Career Center



**HAPPY
THANKSGIVING!**



**GRADUATE TO
AN EXCITING
FUTURE WITH A
HIGH GROWTH
COMPANY.**

Just because you're graduating doesn't mean you have to stop growing and learning. As a growth-oriented developer and marketer of pharmaceuticals with sales of over \$1 billion, Forest Laboratories, Inc., has all of these opportunities for you to apply and expand your knowledge. We are currently looking for talented individuals in the following departments:

- RESEARCH & DEVELOPMENT
- QUALITY ASSURANCE
- QUALITY CONTROL
- MARKETING
- ACCOUNTING & FINANCE
- INFORMATION TECHNOLOGY
- REGULATORY AFFAIRS
- CLINICAL DATA MANAGEMENT
- CLINICAL RESEARCH

*Our benefits package illustrates our belief in attracting and retaining the best people. We offer competitive salaries, tuition reimbursement, 401(k), profit sharing, medical, dental, life, disability and work life benefits. For consideration please send, fax or e-mail your resume to: **Forest Laboratories, Inc., Human Resources, 500 Commack Road, Commack, NY 11725; Fax: 631-462-2794; e-mail: staffing_li@frx.com** Forest Laboratories, Inc., is proud to be an equal opportunity employer M/F/D/V*

Visit our website at www.forestlabs.com to obtain more information about current career opportunities.



FOREST LABORATORIES, INC.
...Where opportunity keeps growing.

DECEMBER 2001

"The educated are as much superior to the uneducated as the living." Aristotle

Career Seminar/
Workshop Schedule
for

DECEMBER

4-Career Interest test

2:15-3:45

5- Interviewing 12:40-

2:10

12-Resume 12:50-2:10

@ Career Center

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 <i>LSAT-Javits Lecture Center</i>
2	3	4	5	6	7	8 <i>GRE subject AHAPT-Javits</i>
9	10	11	12	13 <i>Last day of OCR & classes</i>	14	15
16	17	18	19	20	21	22
23	24	25 <i>CHRISTMAS</i>	26	27	28	29
30	31 <i>NEW YEAR'S EVE</i>					



Seasons
Greetings

Part/Full Time Opportunities

Join our Team!

Few things can
compare with
shopping at
The Home Depot

...except maybe
working at one!

- **Great Pay**
- **Excellent Benefits**
- **Endless Opportunities**



Visit your local Home Depot
Application Kiosk or call

1-877-WORK-4-HD (1-877-967-5443)

Visit our website at www.careers.homedepot.com

EOE

Great careers built here!™

Sample Cover Letters

537 West 158th Street
New York , NY 10032
212-555-1212
pwburke@aol.com

December 1, 1999

Mr. John F. Hernandez, CEO
CM Solutions , Inc.
637 Lexington Avenue
Newark, NJ 07759

Dear Mr. Hernandez:

I am applying for the position of Network Administrator , which was recently posted on MONSTERTRAK. In May of 2000 I shall be graduating from the State University of New York at Stony Brook with a B.A. in Music Composition. I feel that I have both the experience and knowledge to fulfill such a position with your company.

At the current time I possess both MCSE and CNE certifications. I shall be undertaking the CISCO certification exams as of next month. For the past two years I have been the Webmaster at Humanistic Concepts, Inc. In this position I have been responsible for the creation, development and implementation of the corporate website (<http://www.HCINC.com>). This experience has allowed me to use both my artistic and creative skills alongside my technical expertise. I utilized my knowledge of Dynamic HTML , XML , JavaScript and Multimedia in creating the website. I also supervised both the Help Desk and Network Technician staff.

I was impressed to learn about the market position of your company, along with the fact that you are an industry innovator and leader. I look forward to this excellent opportunity for advancement. I shall contact you next week to hopefully arrange a mutually convenient interview time.

Yours truly,

Peter W. Burke Jr.

Peter W. Burke Jr.

537 West 158th Street
New York, NY 10032
516-555-1212
pwburke@aol.com

December 31, 1999

Ms. Jane Zamonova
HR Administrator
ASA Markets Inc.
P.O. Box #1153289
Newark, NJ 07759

Dear Ms. Zamonova:

I wish to apply for the position of Analyst /Global Market which was recently posted on MONSTERTRAK. I shall be graduating from the State University of New York at Stony Brook this coming May 2000 with a B.A. in Economics. My current upper division grade point average is 3.45. I believe that I have both the industry specific skills and the motivation necessary to succeed in such a position.

As an undergraduate student I have realized the importance of having computer skills and their utilization in the field of global finance. Therefore, I have gained a working knowledge of Excel, Lotus123, PC Solve and SAS. Also, I have excellent research skills. This past semester I wrote a paper on Pacific Rim Economies and their Effect on the Global Economy. I find analyzing this type of data most intriguing. Because of this experience, I would like to be employed in such an analytical position. To obtain employment with your corporation would be the opportunity of a lifetime.

I hope to meet with you to discuss further my qualifications for this position and my ability to play a vibrant role within your organization. I shall be looking forward to your response. If additional information or clarification is necessary please feel free to contact me at 516-555-1212.

Yours truly,

Peter W. Burke Jr.

Peter W. Burke Jr.

IT'S TIME TO INVEST IN YOUR FUTURE

Become part of our winning team !

**Exciting
Internship Opportunities
Or Part Time Positions**

Available in

Finance, Business & Marketing

Flexible part time schedules



call: 631.924.8000 x 312

fax: 631.924.1049

e-mail: treilly@suffolkfcu.org

EOE

Our Medford location is located about 1 mile south of Exit 64, LIE

Earn money as you learn valuable business skills!

LABORATORY TECHNICIAN

Cold Spring Harbor Lab, a prestigious molecular biology research facility on the North Shore of LI, is seeking dedicated professionals to join our growing team. We have career opportunities available in a variety of challenging projects.



A Bachelor's degree in biology, biochemistry or related science, and some laboratory experience are essential.

We offer a competitive salary and comprehensive benefits package which includes on-site childcare facility. For consideration, send your resume to: **Human Resources Dept LT,**



Cold Spring Harbor Laboratory
1 Bungtown Road, Cold Spring Harbor, NY 11724
Fax: 516-367-6850 or e-mail: jobline@cshl.org
Equal Opportunity Employer M/F

Visit our website at: www.cshl.org.

Expansion.

It's a word we take quite seriously here at CVS/pharmacy. Our aggressive philosophy has allowed us to grow with more than 400 new stores opening annually. And that means opportunity for you. Currently, with over 4,100 stores nationwide, we're poised to help our employees shape a healthy future for themselves and their customers. Join our team today and benefit from our tuition reimbursement, 401K, medical/dental/vision insurance and incentive programs. We're looking for ambitious, entry-level professionals who are ready to expand their skills with a company that's growing strong.

Assistant Store Managers

We welcome recent college graduates with self-motivation and energy! Retail, mass merchandising or related experience a plus. Our paid training program is designed to take you to the store management level and beyond. Opportunities are currently available throughout the U.S.

For consideration, contact Debra Dellapina, CVS/pharmacy, 520 Larkfield Road, East Northport, NY 11731. Ph: 631-266-5026, ext. 5010. Fax: 631-266-5036. E-mail: dadellapina@cv.com

or visit careers-cvs.com

CVS/pharmacy®

With a Healthy Future in Mind

At the forefront of scientific breakthroughs...



OSI is a cutting-edge, biopharmaceutical company, headquartered on Long Island, with other company locations in Tarrytown, NY and Birmingham, UK. We are proud to be the anchor company at the new Broad Hollow BioScience Park, an ideal setting for exciting scientific research and development. Our new state-of-the-art research facility will be conveniently located on Route 110, Farmingdale.

OSI Pharmaceuticals is a leading biopharmaceutical company focused on the discovery and development of gene-targeted, small molecule drugs, in the areas of cancer, diabetes and cosmeceuticals. We, at OSI, are committed to rapidly develop and commercialize novel, next generation drugs that will safely and effectively address major unmet clinical and quality-of-life needs for patients around the world.

As one of the most well-established and fastest growing biopharmaceutical companies, OSI is expanding its team of enthusiastic, creative scientific professionals. We have career opportunities in the following areas:

- **Cancer**
- **Diabetes**
- **Cosmeceuticals**
- **Functional Genomics**
- **Chemistry (Synthetic, Medicinal and Analytical)**
- **New Opportunities Group**

OSI Pharmaceuticals offers a superb benefits package, including 3 weeks vacation, stock options, 401(K) and opportunities for career development. Please mail, e-mail, or fax resumes, indicating area of interest, to: Human Resources, OSI Pharmaceuticals Inc., 106 Charles Lindbergh Blvd., Unlondale, NY 11553; FAX: (516) 222-0114; E-mail: employment@osip.com. An Equal Opportunity Employer M/F/D/V.



OSI Pharmaceuticals

www.osip.com

Using the Internet for Your Job Search

For some, the Internet is a fabulous, fun resource for career & job information. These students can't wait to log on and surf for hours. For others, however, **the Internet can be so overwhelming**, that students don't know how to begin. To get you started, we've put together this short list of websites for the job seeker.

<p>Career Center: www.sunysb.edu/career/</p> <p>The Wall Street Journal: www.careers.wsj.com</p> <p>Monster Board: www.monster.com</p> <p>Career Path: www.careerpath.com</p> <p>Career Mosaic: www.careermosaic.com</p> <p>College Grad Job Hunter: www.collegegrad.com</p> <p>Federal Jobs: www.fedworld.gov</p> <p>New York State Dept of Labor: www.labor.state.ny.us</p> <p>Job Direct: www.jobdirect.com</p> <p>JobBank USA: www.jobbankusa.com</p> <p>NY Dept. of Labor: www.labor.state.ny.us</p> <p>Americia's Job Bank: www.ajb.dni.us</p> <p>Best Jobs in USA Today: www.bestjobsusa.com</p>	<p>MONSTERTRAK: www.monstertrak.com</p> <p>Non-profit jobs: www.nonprofitjobs.org</p> <p>NationJob: www.nationjob.com</p> <p>Overseas Jobs Express: www.overseasjobs.com</p> <p>Computer Jobs: www.computerjobs.com</p> <p>Wetfeet: www.wetfeet.com</p> <p>Experience: www.experience.com</p> <p>Women's Wire: www.womenswire.com/work/jobs</p> <p>ESL Job Center: www.pacificnet.net/~sperling/jobcenter.html</p> <p>The E3 Project for Engineers: www.trentons.com</p> <p>JobHunt: www.job-hunt.or</p> <p>USA Jobs: www.usajobs.opm.gov</p>
---	--

For additional help, visit the Career Center to speak with one of our peer assistants.

Researching A Company

Why do research?

With knowledge there is power! By learning as much as you can about a company – its mission and values, corporate culture, career paths, fiscal health, etc. – you will **improve your interviewing success:**

- Better articulate how your skills & experience fit the position.
- Make an informed decision as to whether or not the company fits what you are looking for.

Aside from attending a company presentation at the Career Center, you may access a multitude of resources to investigate career opportunities and learn about the organizations:

TYPE OF INFORMATION	WHERE TO FIND IT
Name, address, telephone number of officers, size, corporate staff, sales, products, services	D & B Million Dollar Directory (Item 806 on Career Center's Reserve Shelf)
Comparative rank, company profile, most admired companies	pathfinder.com/fortune
Long Island companies, names, and addresses	D & B Regional Business Directory (Item 864 in Career Center's Reserve Shelf)
State by state data base of company names, addresses sorted by industry	americasemployers.com
Entertainment, media, production	U.S. Directory of Entertainment Employers (Item 874 on Career Center's Reserve Shelf)

Other sources of information:

- Company Web Sites – access Career Center webpage for those companies who recruit at Stony Brook.
- Occupational Outlook Handbook (Item 281 in the Career Center Library)
- Periodicals directly related to an Industry
- Publications like *Business Week*, *U.S. News and World Report*
- The New York Times and Newsday sections on business
- Regional papers such as The Long Island Business News and The Wall Street Journal
- www.hoovers.com – There is a charge for some services, but you can access company capsules and recently written articles about a particular organization for free.
- Professional Associations-several are listed on the Career Center webpage.

Interviewing Skills You Can't Do Without

"Congratulations, you have been selected for an interview!" Upon receiving this news, most students are thrilled. But wait - **it isn't enough to show up 10 minutes early, freshly groomed, wearing your best suit, with extra copies of your resume neatly packed in your brand new portfolio.** You need to PREPARE for that interview. The Career Center has many resources to help you - seminars on interview techniques, videotapes with advice from the pros, books, magazines and other print material, as well as mock interviews so you can practice what you're going to say in front of a counselor. If desired, we will videotape the mock. Following are some tips that will help get you started. Visit the Career Center for more details on how we can help.

Approach the process with **confidence** in yourself and have a positive attitude from the beginning.

Know yourself - your career goals, your interests, your strengths. Know everything that's on your resume and **be prepared to talk about your experiences IN DETAIL.** Recruiters say that candidates who clearly express their abilities by sharing stories from their experiences are the most successful. Why did you choose your major? How did you secure your summer internship and what did you learn from the experience?

Know the company and know the job. That means research! There's no excuse NOT to do research - the world wide web is at your fingertips, and more companies are offering more information than ever about their products, services, fiscal health, recent developments, company structure and corporate culture, and hiring needs. Spend time learning about these companies.

Think about how your skills and interests fit with what the company is looking for - what you can contribute and how you can add value to the organization. And be ready to tell them!

Be ready to provide examples that demonstrate you using a particular skill or reaching a specific goal. You can talk about anything - an internship, a part time job, a class project or extracurricular activity. Don't worry about having experience that exactly matches what the job entails; showcase your skills and abilities and explain how they would be useful to the company.

Be ready to tell the interviewer "a little bit about yourself," and focus on your career goals and your interest in the organization. *(Remember that 60 second commercial you prepared for the Job Fair???)*

What Do Employers Look for During the Interview?

A campus interview usually lasts about 20-30 minutes. Some of those minutes may be used by the employer to explain aspects of the position or company, or to answer your questions. So, **you don't have that much time to impress – make every minute count!** Below is a guide to help you understand the flow of a typical campus interview, and understand the recruiter point of view.

STAGES

STAGES	INTERVIEW TOPICS	INTERVIEWER LOOKS FOR...
Stage 1: First Impression		
Stage 2: Your Record	<p><u>Introduction</u> & greeting Small Talk</p> <p><u>Education</u> Reasons for choice of school & major. Grades: Effort required for them. Special areas of interest. Courses enjoyed most & least; reasons. Achievements, toughest problems. Value of education as career preparation. Reaction to teachers.</p>	<p>Firm handshake, eye contact. Appearance. Good manners, poise, friendliness.</p> <p>Intellectual ability. Knowledge breadth & depth. Relevance of coursework to career interests. Special or general interests. Value placed on achievement. Willingness to work hard. Reaction to authority. Ability to cope with problems. Sensible use of time.</p>
Stage 3: Your Career Goals	<p><u>Work Experience</u> Nature of jobs held. Why undertaken. Level of responsibility reached. Duties liked most & least. Relations with others.</p>	<p>Energy level, enthusiasm. Leadership potential. Ability to motivate self, to make things happen.</p>
Stage 4: The Company	<p><u>Activities & Interests</u> Role in extracurricular, athletic, community and social service activities. Personal interests, hobbies, cultural interests, sports.</p>	<p>Diversity of interests. Positive attitude. Awareness of world outside of campus. Social conscience.</p>
Stage 5: Conclusion	<p><u>Type of work desired.</u> Immediate objectives. Long term objectives. Interest in this company. Other companies being considered. Desire for future education or training. Geographical preferences and limitations. Attitude towards relocation.</p> <p><u>Company opportunities.</u> Where you might fit. Current & future projects. Major divisions. Training.</p> <p><u>Next steps</u> (application, transcript, references), Timeline. Cordial farewell.</p>	<p>Realistic knowledge of strength and weaknesses. Preparation for employment. Knowledge of opportunities. Seriousness of purpose. Career oriented or job oriented.</p> <p>Knowledge of company. Real interest in the company. Work interests in line with talents.</p> <p>Attention to interviewer's comments, sign of continued interest. Maturity.</p>

Interview Questions You May Be Asked

There's no way to tell exactly which questions you will be asked, but if you prepare, you'll be able to answer questions like these easily:

- What are your short term and long range career plans? How will you achieve them?
- What do you really want to do in life?
- What are the most important rewards you expect in your career?
- Tell me about yourself. What are your greatest strengths and weaknesses?
- What motivates you to put forth your greatest effort?
- What qualifications do you possess that make you think you'll be successful in your career?
- If asked, how would a professor, with whom you have developed a rapport, describe you?
- What kind of supervisor would you want to work for?
- Tell me about an accomplishment that gave you much satisfaction. Why?
- Describe your most rewarding college experience.
- Why did you select SUNY Stony Brook? What college subject did you like best? Least?
- If you could do it all over, would you plan your academics differently? Why?
- What have you learned from your extracurricular experiences?
- Describe a problem you encountered on a team project. How did you handle it?
- What have you learned from your mistakes? How do you work under pressure?
- In what kind of work environment are you most comfortable?
- What do you know about our company? In what ways will you contribute?
- What are the two or three most important things for you in a job?
- What criteria do you use to evaluate the company for which you hope to work?
- Do you have any questions for me?

Questions You Might Ask the Employer

Asking questions is your opportunity to show the interviewer how well you have researched the company, and how interested you are in the organization. Remember, do not ask what the company can do for you – rather, what you can do for the company. Here are some examples:

About the position:

- To whom would I report in this position?
- What can you tell me about that person? About his/her supervisory style?
- Where is the person who was previously in this position? How are employees evaluated?

About the company:

- Have there been any changes in management of this company in the last few years?
- How has this affected the company?
- What would you say is the management philosophy of this organization?
- Do you see the company moving in any new or different directions?

About the industry:

- How do you view the future for this industry?
- Do you see competition becoming a significant factor in this industry?

About compensation & benefits:

- Questions about benefits are best left for the time when you have been offered a position. If you ask about salary and benefits during the first interview, it appears as if your only concern is what the company can do for you.

Other comments:

- Use these questions as a resource pool. You should also plan on developing questions of your own that apply to the specific position and employer you are considering. Obviously, you should modify these questions to fit the specific type of work environment for which you are interviewing.

Salary Negotiation

*"Let us never negotiate out of fear, but let us never fear to negotiate."
- John F. Kennedy*

For new college graduates, the most commonly used excuse for not negotiating a job offer is the entry-level nature of the position they are considering. While the limitation of career-related experience and graduate training does temper your negotiating position, having the courage to follow-through with a negotiation strategy may reap surprising rewards. In contemplating an offer, salary is only one of many potential negotiating points. For instance, if the salary is below what you requested, the employer may be willing to partially compensate by picking up the costs of your apartment hunting visit.

A common starting point in negotiation is typically the deadline for your decision. Rationale to be used for a deadline extension may include contemplation of other offers, consultation with significant others, and dual career couple-related issues. Once the deadline has been set, negotiating points may include:

- moving expenses
- starting date
- stock options
- starting date
- geographical relocation
- miscellaneous perks
- retirement plans
- salary
- performance bonuses
- medical plans
- severance packages

The availability and negotiability of these terms vary by employer and work setting. Conducting an extensive investigation of the organization and the field, will help you identify appropriate channels for negotiation. The knowledge you gain from this investigation will equip you to better leverage your negotiation strategy by demonstrating a sensitivity to the needs and constraints of the employer. To assist you in implementing an effective negotiation strategy, the following strategies are offered in the form of an acronym for "BE COMPETENT":

Behavior Assessment: Representing yourself in a professional manner during negotiation can convey your logical resolve, decision making abilities, diplomacy skills, capacity for team play, and a degree of "tough mindedness" that can help create positive impressions of you at the beginning of your career - perceptions that may have long-term benefits.

Enthusiasm: Credit the time and effort that the employer invested in establishing your offer by exhibiting genuine appreciation for the opportunity and enthusiastically pursuing a positive settlement. Taking a nonchalant approach may compromise your negotiation position, infuriate the employer, and possibly jeopardize your offer.

Creating a "Paper Trail": Documenting your negotiation process will help you to clarify points of the offer, keep track of important deadlines, and remember the status of terms already decided. In addition, key points of the offer (e.g. job description, starting date, salary, etc.), should be put in writing by both you and the employer. Letters detailing hiring terms legitimize verbal agreements.

Open Door Opportunity: Periods of personnel transition in the workplace (e.g. initial offers, promotions, reassignments) represent the best "open door" opportunity for you to affect decision making through negotiation. During these time periods your bargaining leverage typically increases.

Master Plan: In the self-assessment phase of your job search process, you may have considered the attributes that you seek in your first post-graduation position. If so, review these attributes and make necessary adjustments immediately after receiving your offer. This information will be the basis of your “master plan” and provide you with your desired outcome of the negotiation.

Persuasion: Basic skills of selling learned in the classroom, in co-curricular activities, or in previous work experiences, can be easily applied to the job offer negotiation. Such principles as the creation of a selling environment, offering choices of two positives (e.g. Would reimbursing my travel expenses or sending me airline tickets be the most feasible for you organization?) and knowing your customers are important attributes of a successful negotiation campaign.

Employer Benefits: Articulating ways that your negotiated results can benefit the organization will improve your chances for success. Examples include graduate school tuition reimbursement resulting in your increased competence and productivity, or your increased salary figure providing a new entry-level salary range that is more competitive for future college graduate hires.

Time Awareness: Negotiating a liberal time frame for job offer decision making will work to your advantage. As time passes following the extension of an offer to an enthusiastic candidate, employers often begin to disestablish the candidate search mechanism (e.g. pull want ads, release screening committees, etc.). This action can result in greater negotiating leverage for you as the candidate.

Expectations: Organizations’ flexibility to negotiate varies according to the type of work setting, candidate supply/demand ratios, and the economy. Researching both the employer and the market will help you to develop realistic expectations going into the negotiation process. Expressing unrealistic demands can negatively impact your negotiation stance and your candidacy.

New Information: Keep abreast of current events and news items that may affect you or the organization. Recent mergers, expansions, personnel changes affecting the organization; or receipt of an award or another job offer affecting your candidacy could prove to be advantageous for you.

Thanking Employers for the Offer: Regardless of outcome, express sincere gratitude to employers for the job offer extension, verbally and in writing. It’s conceivable that an employer whose offer you reject could play a major role in your future as a client, a professional association affiliate, or future employer.

As mentioned earlier, it is important to **research the salary range** for the position you are seeking, so that you can negotiate appropriately. Check out the “salary & perks” section of **www.wetfeet.com** for salary information according to your level of work experience, occupation and job location.

Writing Thank You Letters – A Nice Touch

Although nearly all job seekers see value in sending a personalized thank you note to a prospective employer, the majority of them never send one. This reality reflects positively on those job seekers who do. While there is no guarantee that a thank you letter will impact your chances of receiving a job offer, many employers have indicated that **thank you notes reflected positively on candidates** that were eventually hired and, in some cases, made their hiring decision much easier.

The **format** of the thank you note depends on the nature of contact you have had with the employer. While a formal letter is always a good approach, some job seekers have developed a rapport with the employer and are comfortable sending a neatly written, personalized thank you card. Others send a message via email when they learn that the employer frequently uses electronic mail. Whichever format you choose, an effective thank you note will incorporate the following advice.

- Address the letter to the person (or people) who interviewed you. Get their name(s), address(es) and correct title(s). If sending to more than one person, include personalized information in each one.
- Brief is best. Three or four paragraphs in length and primarily focused on thanking the person for taking the time to meet with you. The note may also provide an opportunity to confirm follow-up plans and relay any important information you may have forgotten to mention during the interview.
- Send it out quickly. Forward a well-written thank you note within a day or two of your interview or other form of contact with the employer.
- No typographical, spelling or grammatical errors. Do not rely on spell-check or grammar-check programs.
- Enclose any relevant information that was requested during the interview. This might include additional copies of your resume, copies of recommendation letters, and work samples.

Here is an excerpt:

“Now that I have a more in-depth understanding about Ericsson’s various communications products and the current marketing strategies utilized to sell them, I am especially confident that I can make a significant contribution to the company. In particular, my experience as a sales representative for Verrios Pool Corporation enabled me to develop my interpersonal and communication skills while working with customers to design the pool systems that would best meet their needs. As agreed upon, I will contact your secretary early next week to set up an appointment for a formal interview at your facility. I look forward to meeting you and further discussing my candidacy for the marketing position at Ericsson Messaging Systems.”

Jobs for Teachers

Applying for a teaching position is similar to applying for other types of employment. You'll need a resume that highlights your relevant accomplishments and experiences, and you'll need to prepare yourself for interviews. However, there are some practices unique to teaching. Make sure you have completed, or are on track to complete, the New York State requirements for certification in your field. **Register and take the NYS Teacher**

Certification Exam (applications available at the Career Center) early enough to be eligible for certification when you graduate. If you have questions about your eligibility, contact the Office of Teacher Education, S-101 SBS, tel. 632-7055.

Can a student **teach without certification?** In certain cases, YES! Organizations like *Teach For America* (<http://www.teachforamerica.org/>) and *the NYC Board of Education* (<http://www.nycenet.edu/>) have special programs for hiring qualified applicants who are not certified. Drop by the Career Center for details.

Understand **the job market** and decide what you want. Do you have a geographic preference? What is the market for teachers of your specialty in that region? What areas need teachers of your specialty? For students who want to stay on Long Island, what is happening in this job market?

Going out of state? Check the requirements for certification for each state. There may be additional course requirements, or a different standardized test, such as the PRAXIS. Check our career library resources and our website for more information.

Open a credentials file at the Career Center to compile letters of recommendation from cooperating and supervising teachers, faculty members, supervisors, and others who can comment on your potential as a prospective teacher. Reference letters are often required.

Identify districts and/or schools that appeal to you. Books such as Patterson's *American Education* (#102) and *The Handbook of Private Schools* (#105) list potential employers. Read local and regional newspapers, trade publications and websites or listservs that advertise teaching positions. **Use your network** of family, friends, supervising teachers and others who can help you connect with schools that are hiring. **Contact school districts directly** to express your interest in employment.

Most schools require a formal application in addition to a resume, and will ask for relevant information about your background, certification, experience and references. They may ask about grade level(s) you wish to teach and extracurricular activities you may supervise.

Prepare for teacher interviews – In addition to reviewing the Interviewing Skills section of this booklet, consider these interview **tips especially for teachers.**

- Bring relevant materials to the interview, such as a portfolio with copies of your transcript, resume, teacher certificate, sample lesson plans/units. Examples of your work are also helpful.
- Be prepared to discuss your philosophy of education. Interviewers often ask about this and expect a well organized, thoughtful response.
- Show your enthusiasm. Make sure you convey your motivation for working with children in an educational setting. Refer to successful experiences you have had. Point out accomplishments and examples of how your knowledge and enthusiasm enabled you to make significant contributions.
- Be prepared to provide a demonstration of one of your lesson plans.

LEHMAN BROTHERS

Where vision gets built.™

As one of the world's leading independent full-service investment banks, we have been providing innovative solutions to our clients for over 150 years. With over 12,000 employees in 42 cities worldwide, and with almost half of our revenues generated in Europe and Asia, Lehman Brothers is one of the most exciting and fastest-growing international investment banks in the world.

At Lehman Brothers, we seek to attract and develop talented people who share our passion for excellence, our focus on teamwork and our determination to make each client's vision our own. We look for innovative professionals to help lead our business into this new century. Through our diverse range of training programs, we prepare undergraduates for careers within our various divisions, including Information Technology and Operations.

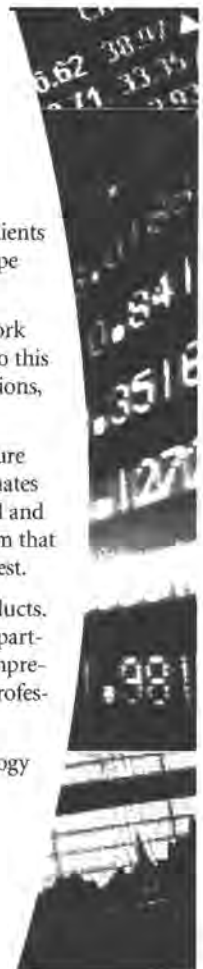
The Information Technology Division is responsible for the development, implementation and maintenance of the infrastructure and applications that support the Firm worldwide. Lehman's Technology Development Program offers recent university graduates an intensive 3-month training program that includes technical training, financial markets seminars, individualized professional and career development, and participation in a mentorship program. After completing the Program, Analysts are assigned to a team that either develops business applications or supports the infrastructure technology, based on an individual's background and interest.

The Operations Division executes, settles and manages the full spectrum of trading activities across all of our services and products. Lehman Brothers Operations Analyst Program offers recent college graduates exposure to the broad range of functions and departments within the Division through a series of assignments of varying lengths. On-the-job training is supplemented with a comprehensive two-year training curriculum including: management-led workshops, financial markets seminars and individualized professional and career development.

To be considered for an interview, please submit your resume on "Jobtrak" to the Operations Division or Information Technology Division. For further information about Lehman Brothers' services and products visit our web site at www.lehman.com.

www.lehman.com

Lehman Brothers is an equal opportunity employer.
©2001 Lehman Brothers Inc. All Rights Reserved. Member SIPC.



Pre – Law Advice

Over a thousand Stony Brook graduates have gone to law school in the last decade.

Could you be among the next cohort of lawyers and advocates? Stony Brook students have been admitted to virtually every major law school in the east including Harvard, Yale, Columbia, and Georgetown.

Students who wish to attend law school should work closely with the university's pre-law advisor. There is **no set program of courses required for the study of law** but students should seek a range of courses in the undergraduate curriculum with depth in one or more areas (i.e. the major). All pre-law students should consider joining Stony Brook at Law, an undergraduate student organization for students interested in careers in law. The **pre-law advisor is James Doyle** and his office is in room E 2360, Melville Library. Students may also contact James Doyle via e-mail at preLawLI@aol.com.

Pre – Health Advice

Interested in the health professions? Whether you are applying to medical, dental, nursing, physical therapy, public health, or other related programs, it is best to plan ahead and make sure you meet all the requirements. First things first, **let the experts know how to find you!** Complete an interest form in the Health Professions Advising Office – E 2360 Library (632-7080). You will be kept abreast of news through a health advising newsletter.

Is it necessary to major in Biology to apply to health professions programs? NO! All majors are acceptable as long as you meet course requirements. The best advice is to major in whatever you like. Your grades should be better and you should therefore be a happier person. Whatever you do, take a balanced program. If your major is in the natural or physical sciences, it's a good idea to complete a minor in humanities or social sciences and vice versa.

For more information, visit **Jim Montren** or **Susan Cooperman** - E 2360 Library.

Interested in Non-Clinical Health Care Professions? The school of Health Technology and Management is now offering a new major: Bachelor of Science in Health Science. The program is designed to prepare students for entry in the non-clinical fields of health care. Students in the program choose concentrations in the following areas: Public Health, Community Health, Environmental Health, Health Care Management or Medical Information Systems. For more information call (631)444-2747(BSHS).

Stress Relief

We know college can be stressful. What do you do to re-energize? Here are some suggestions.

1. Listen to your classmates' audio programs on WUSB radio 90.1FM.
2. Exercise, and make wellness a way of life.
3. See a performance at Staller.
4. Donate some time for a good cause.
5. Paint your nails a cool new color.
6. Follow the zebropath and count the stripes.
7. GIVE BLOOD to save lives!
8. Visit Green Cactus and order a vegetable quesadilla.
9. Participate in Campus Recreation events.
10. Cycle along the bicycle path.
11. Sign up for Roth Regatta and start engineering your ship.
12. Stop & shop in Stony Brook Village.
13. Visit The Long Island Museum of American Art, History and Carriages
14. Play a game of pool in the SAC.
15. Cheer for one of our new Division I athletics teams!

Mandarin 952, English 470, Hindi 418, Spanish 381, Russian 288, Arabic 219, Bengali 196, Portuguese 182, Japanese 126, German 121



Photograph by Ken Bohrer

AA/EEO Statement

The State University of New York at Stony Brook does not discriminate on the basis of race, religion, sex, color, national origin, age, disability, marital status, or status as a disabled or Vietnam-era veteran in its education programs or employment. Also, the State of New York prohibits discrimination on the basis of sexual orientation.

Discrimination is unlawful. If you are a student or an employee of the State University at Stony Brook and you consider yourself to be the victim of illegal discrimination, you may file a grievance in writing with the Affirmative Action Office within 45 calendar days of the alleged discriminatory act. If you choose to file a complaint within the University, you do not lose your right to file with an outside enforcement agency such as the State Division of Human Rights or the Equal Employment Opportunity Commission. Any questions concerning this policy or allegations of noncompliance should be directed to:

Affirmative Action Officer
294 Administration Building SUNY
Stony Brook, NY 11794-0251
Telephone 631-632-6280

The Americans with Disabilities Act (ADA), which became effective January 26, 1992, requires that individuals with disabilities be afforded equal opportunity in the areas of public services and programs, employment, transportation, and communications. Prior to this federal legislation, the University had been subject to similar provisions under Sections 503 and 504 of the Rehabilitation Act of 1973. In compliance with the ADA's broader definition of disabilities, the University makes concerted efforts to provide reasonable accommodation and access to services and programs. For more information contact: Assistant ADA Coordinator, Disabled Student Services 133 Humanities, SUNY Stony Brook, NY 11794-5328 Telephone: 631-632-6748/9, V/TDD

ASSOCIATION FOR CHILDREN WITH DOWN SYNDROME, INC., a nationally renowned early intervention and preschool program dedicated to the training, development and education of children from birth to 5 years of age.

BENEFITS INCLUDE:

- PAID PERSONAL, HOLIDAYS AND SICK LEAVE*
- HEALTH BENEFITS*
- FLEXIBLE SCHEDULES*
- TUITION REIMBURSEMENT*
- MONTHLY WORKSHOPS*

<p>Special Education Teachers for EI & Preschool Occupational/Physical Therapists, Speech Therapists, Social Workers Teacher Aides/Subs/Direct Care Counselors</p>
--

Full Time/Part Time/ Summer positions available
CFY and Student Teachers Welcome!

Contact our Human Resource office at: ACDS, 4 Fern Place, Plainview, NY 11803 (516) 933-4700 ext. 205 Fax (516) 933-9524



Education, Research, Advocacy

U. S. NAVY HEALTH CARE PROGRAMS

How will you pay for school and still maintain your quality of life?

We have scholarships available in many health care fields:

Medicine Dentistry
Nursing Pharmacy
Optometry Industrial Hygiene
Health Care Administration
Environmental Health
Physician Assistant



If you are 18 – 35 years old, a U.S. citizen, and applying for or accepted to a full-time degree program, you may be eligible for one of our health professions scholarships.

To obtain more information, contact Lynn O'Neil or Eva Domotorffy in the Navy Health Professions Office:
1-800-262-8331
www.navynewyork.com



CAREER CENTER STAFF



Marianna Savoca
Director
msavoca@notes.cc.sunysb.edu



Kenneth Bohrer
Career & Employment
Programs Coordinator
kbohrer@notes.cc.sunyusb.edu



Kimberly Dixon
Engineering Programs
& Business Internships Coordinator
kdixon@notes.cc.sunysb.edu



Karen Clemente
Student Employment Specialist
kclemente@notes.cc.sunysb.edu



Alfreda James
Internships Program Manager
ajames@notes.cc.sunysb.edu



Andrea Lipack
Student Employment
Coordinator
alipack@notes.cc.sunysb.edu



Genie Portillo
Volunteer Services Coordinator
Test Administrator
gportillo@notes.cc.sunysb.edu



Patricia Hayes
Office Manager
phayes@notes.cc.sunysb.edu



Peter Burke
Career & Employment
Information Systems Specialist
pburke@notes.cc.sunysb.edu



Jean Sullivan
Credentials Support Specialist
jsullivan@notes.cc.sunysb.edu



Gail Novid
Secretary
gnovid@notes.cc.sunysb.edu



Rita Agnostakios
Secretary
ragnostakios@notes.cc.sunysb.edu



Elena Polenova
Career Program Manager
epolenova@notes.cc.sunysb.edu



It's Chaotic. It's Slightly Insane.

[And it's not at all where I thought I'd end up.
BUT IT IS ALL MINE.]

I always saw myself working in an office. But it turned out I like thinking on my feet, doing ten things at once. I like managing a balance sheet impacting a \$5 billion company. And I definitely like the potential to earn more money than my friends climbing the corporate ladder.

It's a little surprising how much I enjoy it. But Enterprise is a surprising place. They train me. Support me. Reward me when I perform. Yet they let me do it my way, and I've never learned so much in my life.

My personal enterprise



www.enterprise.com

3125 Veterans Memorial Highway, Ronkonkoma, New York 11779

Enterprising applicants can apply online.
Opportunities are available throughout the tri-state area.

CONCERN

FOR INDEPENDENT LIVING, INC.

Helping people to recover from mental illness for almost 30 years.

Community Residences

You can help people recover from mental illness. As part of our team of Case Managers and Counselors, you will be challenged and rewarded by your work.



Apartment Program

We hire full time and part time staff in day, evening, weekend and overnight shifts. We also have per diem hours where you decide when you can work on an as-needed basis (perfect for students). Our salaries and benefits are competitive and we offer training opportunities to our staff.



Supported Housing

With locations in Port Jefferson, Shoreham and Medford, we are looking for people who want to help make a difference in other people's lives.

Send Resume to:



Concern for Independent Living, Inc.

P.O. Box 358

1721-A North Ocean Avenue

Medford, New York 11763

Fax (631) 758-0467

www.concernhousing.org

E-mail jeanc@concernhousing.org

Equal Opportunity Employer