

CAREER DEVELOPMENT CENTER (CDC) NEWSLETTER

Week of November 2, 2009

Welcome to the CDC! The Career Development Center (CDC) will help you take charge of and manage your future - from writing a resumé and polishing job interview skills to researching career options and potential employers. The CDC offers a comprehensive program of career development, co-op, internship, and job search activities to both undergraduate and graduate students.

- Check out our newly designed website at: www.cdc.rpi.edu.
- The CDC offers a variety of programs, services and special events annually to meet the career development and job search needs of Rensselaer students. [Watch our video!](#)
- Got 3 minutes? Get PREPARED for your job search with these short videos recommended by leading career experts for OUTSTANDING JOB SEARCH PREPARATION. <http://www.rpi.edu/dept/cdc/students/videos.html>

ON-CAMPUS RECRUITING:

Fall 2009 On-Campus Recruiting resume submission has begun. Don't miss out - Register with the CDC's [Joblink](#) . Go to www.cdc.rpi.edu and under JobLink click on "Student Log-in" and follow the instructions. Once registered, stop by the CDC to submit the \$5 activation fee. You will then be able to view available open positions and submit your resume to companies you are interested in. Remember to continue checking for new postings daily!

CDC Events

SCE Event – Job Search Strategies

- **Wednesday, November 11, 4 pm or 7 pm, DCC 324**

Presented by BAE Systems

There are many strategies to use when you are looking for a job - and searching for a job is hard work. You will learn how to take advantage of all resources available to you and how best to secure that summer job.

RSVP today on JobLink. Food & beverages will be served. Enter in to win a raffle prize. Students who RSVP by November 10 will receive an extra 5 tickets for the raffle drawing.



What's on Your Mind?

A new Q & A feature launched Nov. 2nd on the CDC website for students and alums to pose questions for the Career Counselors in the CDC to answer. The link to the page can be found on our main page <http://www.rpi.edu/dept/cdc/> under "news & events." Here's the link to the form: [**Submit Your Question Here!**](#)

Here's your opportunity to get answers to quick questions, address rumors and get accurate information regarding the Career Development Center, your job search, using JOBLINK, on-campus recruiting and more. *We will respond to all questions, however, not all questions & answers will be posted online.*

Check us out on Facebook

The CDC has 3 Fan pages set up on Facebook. Become a fan today!

[Career Development Center](#)

[Co-op Program](#)

[Sophomore Career Experience](#)

Opportunities

Post-Bachelor Fellowship

The Post-Bachelor Fellowship is a structured program where individuals can apply their knowledge and passion to help advance the field of health metrics and accelerate global health progress. This fellowship provides a unique opportunity for recent college graduates with strong quantitative skills to train with faculty and senior researchers on a variety of global health projects.

The Post-Bachelor Fellowship (PBF) combines academic research, education and training, and professional work with progressive on-the-job training and mentoring from an illustrious group of professors and researchers. Through research, training workshops, coursework, and field experience in developing countries as well as active mentorship and advising, the PBF program aims to produce the next generation of scholars and leaders in global health measurement and evaluation.

Application Requirements

The following nonreturnable materials must be submitted by Jan. 15, 2010:

Resume (two-page limit)

Official copy of academic transcript

One letter of reference from a professor or professional familiar with your coursework or research

Brief personal statement (500-word max.) on how your skills, experience, and long-term career goals contribute to your candidacy.

How to submit your application

Applications can be mailed to:

Institute for Health Metrics and Evaluation

University of Washington

Attn: PBF program

2301 Fifth Ave., Suite 600

Seattle, WA 98121 USA

Resumes and personal statements may be emailed to:

pbfs@healthmetricsandevaluation.org

Naval Research Enterprise Internship Program (NREIP)

The Naval Research Enterprise Internship Program (NREIP) is a ten week summer research opportunity for undergraduate Juniors & Seniors, and Graduate students, under the guidance of a mentor, at a participating Navy Laboratory (list of participating universities is available at <http://www.asee.org/nreip>). The stipend amounts for the program are **\$7500 for undergraduate students** and **\$10K for graduate students**. U.S. citizenship required; Permanent residents accepted at certain labs.

The online application is currently open at www.asee.org/nreip and must be completed by **January 8, 2010**. All accompanying documents (official transcripts and reference letters) are due by **January 11, 2010**.

Instructions to RSVP for workshops/programs on Job Link.

1. Log in to your JobLink account (all students have an account and can view their dashboard).
2. Once logged in, go to your events tab in the upper right hand corner of your homepage. You can choose from career fairs, information sessions or workshops/special events. This will bring you to a screen that describes the event and an RSVP button. Click RSVP. (If you are unable to RSVP for a workshop/program, walk-ins are still welcome.)

CDC Online Workshops

The CDC is pleased to share several of our most sought-after workshops on important Career Development topics. To view CDC Online Workshops:

<http://www.rpi.edu/dept/cdc/onlineworkshops.html>.

If you have questions after reviewing these PowerPoint workshops, please schedule an appointment to meet with a career counselor. Go to <http://www.cdc.rpi.edu> and then click on "Make a Appointment."

CDC Presents

CareerSpots Check out the page and add the new titles

We have 12 videos on our website that will be extremely useful during On-Campus Recruiting! Called "[CareerSpots](#)," each video is around 3 minutes long; view them all at once or each one when you have time:

- Career Fair Success
- The Elevator Pitch (presented by a Rensselaer alumna, Kathy Leslie of Lutron Electronics)
- The Interview
- The Look for Women
- Interview Dress for Men
- The Salary Question

Go to the main CDC webpage to begin viewing the videos. Actually – the videos component is linked to many student pages. No password required (please do not share outside of Rensselaer community). <http://www.rpi.edu/dept/cdc/careerspots.html>

Walk-in Hours

Have a quick question or concern? Resume or cover letter to be critiqued? Drop in during Walk-in Hours. Counselors speak with students on a first-come, first-served basis.

Monday, 1 - 3pm Tuesday, 3 - 4 pm Wednesday, 1 – 3 pm
Thursday, 10 am - 12 pm Friday, 11 am - 1 pm

Questions or comments? Email

cdcnewsflash@rpi.edu or call 518-276-6234.