



Career Compass

Road to Success Newsletter



NEWSLETTER FROM THE ADELPHI UNIVERSITY CENTER FOR CAREER DEVELOPMENT

NUMBER XXVI

SPRING 2010

ADELPHI UNIVERSITY

SPECIAL POINTS OF INTEREST:

- A DAY IN THE LIFE OF... A FINANCE INTERN (PG. 5)
- SPECIAL EVENTS (PG. 6)
- ON CAMPUS RECRUITMENT SEMINARS & INTERVIEWS (PG. 10)

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Get paid to help out your community this summer

EXPERIENTIAL LEARNING:

SUMMER 2010 COMMUNITY FELLOWSHIPS

CENTER FOR CAREER DEVELOPMENT LAUNCHES NEW OPTIMAL RESUME SOFTWARE



PRESIDENT OF FINANCE SOCIETY INTERNS FOR FLYNN ZITO CAPITAL MANAGEMENT

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Senior Assistant Director:
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(516) 877- 3136

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<http://www.adelphi.edu/career>

SERVICES

CHOOSING A MAJOR / CAREER COUNSELING

Career counselors are available by appointment to help you choose a major, provide resume critiques, navigate the job search process, and prepare you for interviews. Through the use of assessment tools, counselors can help you identify what area of interest you might consider for your future by matching your interests to occupations.

INTERNSHIPS

Internships allow students to explore careers, clarify vocational objectives, and develop relevant experience for their résumé, while possibly earning academic credit or pay.

AMERICA READS/ COUNTS

This federal work study program encourages Adelphi students to become tutors for local public school children that need help in reading or math. Transportation is provided to some areas.

ON CAMPUS INTERVIEWS

Working with organizations, the Career Center brings employers to campus to interview interested students. Each year, more than 200 corporations, schools, hospitals and agencies visit campus for pre-scheduled interviews with selected candidates or attend our Annual Job and Internship Expo.

JOB LISTINGS

If you are looking for on campus employment, work-study positions, full time or part time jobs or internships, the Career Center can help you in three easy steps.

Students and Alumni may:

1. Register for PantherZone at www.students.adelphi.edu/career/pantherzone
2. Create a free profile
3. Search jobs and internships that are related to your individual interests and experience.

PRESENTATIONS

Attend workshops on résumé writing, interview preparation, internship exploration and major/career decision making, to develop the skills to succeed. The Career Center provides special presentations for academic classes and student groups. To request a career-related presentation for your group, call (516) 877-3130.

S.W.A.T. TEAM

Through per diem employment on the Student Worker Action Team (SWAT), you can decide if and when you want to work. Short-term, on-campus jobs are announced via email, and positions are filled on a first-come, first-served basis. To sign up to become a SWAT Team member, contact Jonathan Ivanoff at jivanoff@adelphi.edu

***NOTE:** The Center for Career Development. does not guarantee a student or alumnus will obtain an internship or job opportunity.

Email

Students

Email careercounselor@adelphi.edu for rapid replies to your career related questions and to request a critique of your résumé and/or cover letter.

Email internships@adelphi.edu with inquiries regarding internships.

Employers

Send current job postings to us at pantherzone@adelphi.edu

Our Mission

The Center for Career Development is a team of career educators dedicated to the development and implementation of programs and services designed to promote lifelong career management skills for students and alumni.

We collaborate with students , faculty, alumni, university colleagues, and employers to build partnerships that enhance career development and generate career-based experiential education and employment opportunities for students and alumni.

AMERICA READS/ AMERICA COUNTS



To become a new tutor:

Attend one of these Orientation Sessions

Monday, January 25, 2010 at 2:00 p.m.

Tuesday, January 26, 2010 at 12:00 p.m.

Wednesday, January 27, 2010 at 10:00 a.m.

Monday, February 1, 2010 at 3:00 p.m.

All held at the Career Center in Post Hall

Email areads@adelphi.edu with any questions



Attention Work-Study Students!!! Become a tutor!

Would you like to help local children in elementary and middle schools increase their interest and knowledge of math and/or reading?

Visit the America Reads/ America Counts webpage and apply online to become a tutor:

<http://students.adelphi.edu/career/america-reads/howtoapply.php>

S.W.A.T.

Join the Student Worker Action Team

STUDENTS:

Don't have time for a full time job? Need Per Diem work?

Sign up on PantherZone to become a SWAT team member!

You are entered into an email list-serve.

If there is a temporary position on campus, we will email you!

Be the first to respond, meeting the criteria of the department's needs,
and **YOU GET THE JOB!**

FACULTY AND ADMINISTRATORS:

Need help with your projects?

We'll arrange for the students to do the job and we'll pay them too!

Find out more about the Student Worker Action Team (SWAT).

Contact the Career Center via email at jivanoff@adelphi.edu

Highlighted Internships for Science Majors



Estee Lauder Internships: Adelphi students with science majors (Biology, Chemistry, Biochemistry, etc.) now have numerous new opportunities to participate in internships at major companies on Long Island. One of the newest is Estee Lauder, one of the nation's largest cosmetics company and a Long Island fixture for decades. Estee Lauder is now offering up to four project-focused internships at their Melville location during the Spring, Summer and Fall semesters. Estee Lauder internships are listed on PantherZone along with all needed application forms and instructions.

Environmental Internships: Students majoring in the life sciences, including Environmental Studies, now can apply for numerous environmental and conservation internships year round, a number of which offer paid internships during the summer as well as during the school year. *The Town of North Hempstead*, the *Student Conservation Association*, the *Nature Conservancy*, *Grassroots Environment*, and *NYS Parks* are just some of the companies and non profit organizations offering paid internships with an environment focus.



To answer any internship questions, contact Jonathan Ivanoff, Internship Coordinator for an appointment.

ATTENTION!

All rising juniors and seniors in every major!

Experiential Learning: Summer 2010 Community Fellowships

With students finding it difficult to obtain good jobs and internships in the summer, Adelphi University is undertaking a critical program this coming summer that would provide summer internship/fellowship assistance to students between the sophomore and junior and junior and senior years. Students selected for this program would be assigned to work at key non-profit organizations in the region.

The program, which will be operated by the Center for Career Development in conjunction with Adelphi University's Center for Non-Profit Leadership, will offer 10-week fellowships at \$3,000 per student. Students selected for the program will also take a half-semester, 1- credit course during Spring 2010 Semester, centering on the nature and importance of the non-profit sector to the overall economy and society.

For more information, see materials in Resource Library folders on your PantherZone account

A DAY IN THE LIFE OF... a Finance Intern



Reflection on Flynn Zito Capital Management Internship

By Anton Volobuev

It all started when the Office of Alumni Relations hosted the COACH Careers on Wall Street program. Throughout the day, we visited many firms, including Flynn Zito Capital Management in Garden City. We learned that this firm was founded by two partners, Doug K. Flynn and Richard J. Zito, who, as Certified Financial Planners, help individuals achieve their financial goals through sound and strategic money management.

At the end of the company tour, Doug K. Flynn mentioned he was looking for an intern for the summer of 2009. Immediately, I scheduled time to prepare my resume and cover letter to apply. Even with a substantial amount of work experience to include, I found organizing the information on a resume can be tricky. After visiting the Center for Career Development, Elaine Boylan helped me put everything together in perfect order, and I left with a shiny cover letter and resume, which I submitted via email for the internship.

A representative from Flynn Zito Capital Management contacted me to tell me that their internship program was still in the process of being developed, and that it was taking longer than they expected. Meanwhile, they extended an invitation to me to a book signing event which they were hosting. I gladly accepted and attended this event. Doug and Rich interacted with their clients as Gerri Willis gave a speech and signed autographs in her book, Home Rich. Little did I know, this was my interview for my future internship.

A week later, I called Flynn Zito Capital Management to follow up on the progress of the internship. I spoke to Doug K. Flynn, and I got the internship right over the phone. When I asked him if I needed to come in for an interview, he said he already saw what he needed to see.

My experience at Flynn Zito Capital Management was amazing. In the 2 months I worked there, I can honestly say I learned a lot. Working for a smaller firm rather than a large corporation, which most students lean towards, I was involved in everything. Doug and Richard always provided me with interesting articles and career advice, which I found to be invaluable. Sitting in on meetings with clients where goals and finances were discussed, completing important paperwork with clients outside of the office, and having lunch with representatives from various securities firms were some of the valuable experiences I gained. My ideas for the renovation of the conference room were even considered. Becoming a master at Microsoft Excel, I learned how to construct several fee calculations. Furthermore, I learned how to send out and receive important receipts in order to comply with SEC regulations. To top it off, I attended Fox Business News with Doug K. Flynn when he was on the show discussing personal finances.

Upon completing this internship, I am highly considering becoming a Certified Financial Planner. Nonetheless, I am still exploring what other exciting jobs are out there in the financial world. Thank you Adelphi University School of Business, Alumni Relations, Center for Career Development and Flynn Zito Capital Management - because without you, this valuable internship would not have been impossible.



Anton Volobuev

Major: B.S. in Finance
Minor: Economics
Year: Junior, May 2011
Activities: President, Finance Society
Blog: Blogs.adelphi.edu/career



ATTENTION TEACHERS!!!

TEACHFORAMERICA

Online Webinars: Introduction to Teach For America: Learn about the mission and approach to closing the achievement gap. Hear firsthand accounts of what it's like to be a corps member. Includes Q+A session.

http://www.teachforamerica.org/admissions/meet_us.htm

NEW YORK CITY DEPARTMENT OF EDUCATION

Attend an Information Session with Ms. Janpeg Avignon-Steele, HR Recruiter

Thursday, February 25, 2010 from 4:30 pm– 5:30pm

UC 211-212

Please call (516) 877-3130 to register in advance

PRACTICE MAKES PERFECT!

Answer difficult interview questions and receive honest feedback from employers and alumni



MOCK INTERVIEW NIGHT

Tuesday, March 2, 2010

5:00 p.m.– 7:00 p.m.

**Campbell Lounge
Center for Recreation and Sport**

ANNUAL JOB AND INTERNSHIP EXPO

Submit Resumes • Dress professionally • Network

Wednesday, April 7, 2010

1:00 p.m. - 4:00 p.m.

**University Center, 2nd Floor
Garden City Campus**

Summer Jobs • Part-time • Full-time • Internships

Online Resources: Job Search 24/7



Join over
5,000 Adelphi students and alumni
who have already hit the mark!

Target your career and search for opportunities ranging from internships to full-time jobs on PantherZone.

- Search job listings 24/7
- Sign up for On Campus Recruitment interviews for seniors and alumni
- Explore Internships
- Become a SWAT team member

Don't misfire... register today by visiting:
students.adelphi.edu/career/pantherzone

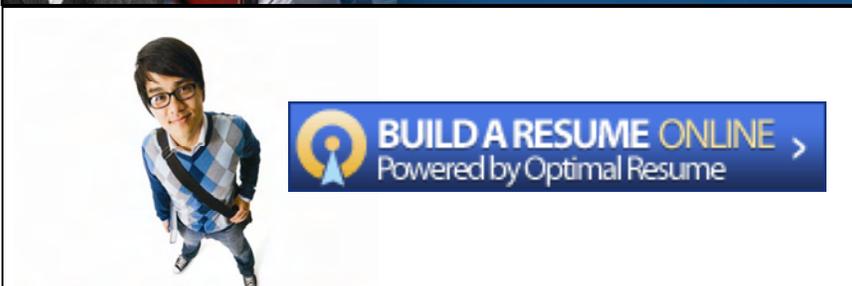


Center for Career Development



NEED A JOB ON CAMPUS?

Complete the online
ON CAMPUS EMPLOYMENT FORM:
[students.adelphi.edu/career/
students/oncampusjobs.php](http://students.adelphi.edu/career/students/oncampusjobs.php)
then search for jobs on PantherZone



CREATE A RESUME

Students can design a resume using a step-by-step guide to highlight relevant experience!
[students.adelphi.edu/career/
students/resume.php#optimal](http://students.adelphi.edu/career/students/resume.php#optimal)



PRACTICE FOR AN INTERVIEW

Answer typical interview questions through this interactive tool, to prepare for your next job interview.
[students.adelphi.edu/career/
students/interview.php](http://students.adelphi.edu/career/students/interview.php)

RÉSUMÉ Workshops

Learn how to prepare a professional résumé. Learn how to use Optimal Resume software. *Location: Career Center*



Wednesday, January 27, 12:00 noon – 1:00 p.m.
Thursday, February 4, 4:00 p.m.– 5:00 p.m.
Saturday, February 6, 11:00 a.m.– 12:00 noon
Saturday, March 6, 11:00 a.m.– 12:00 noon
Tuesday, March 23, 1:00 p.m.– 2:00 p.m.
Tuesday, April 13, 5:00 p.m.– 6:00 p.m.

INTERVIEW Workshops

Learn how to research for an interview and practice answering the tough questions. *Location: Career Center*



Wednesday, January 27, 1:00 p.m.– 2:00 p.m.
Saturday, February 6, 1:00 p.m.– 2:00 p.m.
Wednesday, February 24, 5:00 p.m.– 6:00 p.m.
Saturday, March 6, 1:00 p.m.– 2:00 p.m.
Friday, March 26, 12 noon – 1:00 p.m.
Tuesday, March 23, 2:00 p.m.– 3:00 p.m.
Tuesday, April 13, 4:00 p.m.– 5:00 p.m.

INTERNSHIP Workshops

Explore a career from inside; learn how to get an internship and make the best 1st impression. *Location: Career Center*



Focus on Homeland Security Internships:

Thursday, January 28
2:00 p.m.– 3:00 p.m., Career Center

Long Island Works Internship Program:

Wednesday, February 24
4:00 p.m.– 5:00p.m., Career Center



Upcoming Internship Workshops:

Friday, March 26, 12 noon– 1:00 p.m., Career Center
Tuesday, April 20, 1:00 p.m.– 2:00 p.m., Career Center

ONLINE Workshops

Don't have time to attend a workshop?
Now all of our Power Points can be viewed online!

Visit <http://students.adelphi.edu/career/students/>

Click on the area in which you need help,
and the presentation will be available.

RESUMANIA

Tuesday, February 9, 5:00 p.m. – 8:00 p.m.

Tuesday, March 30, 5:00 p.m. – 8:00 p.m.

Career Center, Post Hall
Bring your printed resume draft for an
on-the-spot resume critique by a career counselor

A STUDENT'S GUIDE TO THE FOUR-YEAR CAREER P.L.A.N.

Freshman Year

Prepare

- **Assess your values, interests, and skills:**
What do you want to do? What can you do?
Where would you like to do it?
- **Explore academic majors:**
Discuss taking a variety of courses with your academic adviser.
- **Join clubs and organizations:**
Contact the Center for Student Involvement to participate in on-campus organizations.

Sophomore Year

Learn

- **Understand your options:**
Talk to your professors about career paths and internships.
- **Identify key players in your industry of interest.**
- **Connect with alumni:**
Discover networking, shadowing, and mentoring opportunities.

Junior Year

Act

- **Discover your passion:**
Make an appointment with a career counselor.
- **Attend Center for Career Development workshops and events.**
- **Participate in résumé-building activities.**

Senior Year

Next Steps

- **Finalize résumé and cover letters:**
For résumé review, email drafts to careercounselor@adelphi.edu
- **Brush up on interview skills.**
- **Familiarize yourself with job search resources:**
Internet sites, campus recruitment programs, PantherZone, and employer/alumni events.
- **Think about and prepare for graduate schools:**
GRE, MCAT, LSAT, GMAT, etc.

SPRING 2010 RECRUITMENT OPPORTUNITIES:

ON CAMPUS RECRUITMENT

To be eligible for on-campus interviews in your field, you must attend ONE of these Recruitment Seminars:

Arts and Sciences/Business*

Tuesday, February 2, 5:00 p.m.–7:00 p.m., Hauppauge Center

Thursday, February 11, 4:00 p.m.–6:00 p.m.

Wednesday, February 17, 5:00 p.m.–7:00 p.m.

Monday, March 1, 6:00 p.m.–8:00 p.m.

Saturday, March 6, 10:00 a.m.–12:00 noon

Tuesday, March 9, 4:00 p.m.–6:00 p.m.

*All Arts and Sciences and Business seminars to take place at the Center for Career Development in Post Hall, unless otherwise noted.



Education/Social Work/Derner Institute

Thursday, January 14, 5:00 p.m.–7:00 p.m., Alumni House

Monday, January 25, 6:30 p.m.–8:30 p.m., University Center 213–214

Wednesday, January 27, 6:30 p.m.–8:30 p.m., University Center 213–214

Friday, January 29, 4:00 p.m.–6:00 p.m., University Center 213–214

Tuesday, February 2, 5:00 p.m.–7:00 p.m., Hauppauge Center

Saturday, February 6, 10:00 a.m.–12:00 noon, Center for Career Development

To register for your seminar, call the Center for Career Development, at (516) 877-3130 or visit us in Post Hall.



www.adelphi.edu

To be eligible for on campus interviews, all participants **must attend one** of these sessions.

Open to graduating Bachelor's and Master's candidates & alumni.

Should you require disability accommodations, please email DSS@adelphi.edu, giving notice of 72 hours before the event. Should you require ASL interpreting, seven days' notice is required.

SAVE THE DATES

Out-Of-Area Public Schools Interviews: Friday, March 12, 8:30 a.m.–5:00 p.m., LIU/C.W. Post

Local Education Interviews: Monday, March 22, 9:00 a.m.–5:00 p.m., Alumni House

Local Social Work Interviews: Wednesday, March 31, 9:00 a.m.–5:00 p.m., University Center

Arts and Sciences/Business Interviews: Wednesday, April 28, 9:00 a.m.–5:00 p.m., University Center

Sign up for a seminar today by calling (516) 877-3130 to be considered for on campus job interviews in 2010

SUCCESS STORIES FROM ACCOUNTING ON CAMPUS RECRUITMENT

PricewaterhouseCoopers

In both my junior and senior years, I participated in the Career Center's Accounting Recruitment Program. This excellent program has provided me with many great contacts and has given me a ton of experience. Anyone that is an accounting major should definitely take advantage of this opportunity. Being able to practice your interviewing skills and learning all there is to know about resumes helps you for the rest of your professional career. My tip, one that I live by and that helped me land my job at PricewaterhouseCoopers, is to always go that extra mile - send an amazing and personal thank you email, follow up, and keep in touch with the employees from the firms even while you are not looking for a job or internship; adding that personal touch makes all of the difference.



Lena Resnick

PricewaterhouseCoopers



Allison Nola

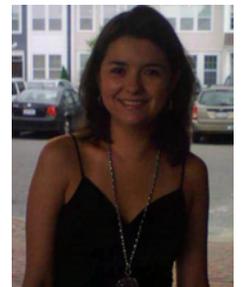
Currently, I am in my junior year at Adelphi. This past fall, I participated in the Accounting On-Campus Recruitment program and it was the best decision I could have made. I had the opportunity to interview with PricewaterhouseCoopers for an internship position.

After my interview I was invited to work in PWC's Wealth Management Services as a tax intern, starting in January, which I accepted. Participating in the events the Career Center puts on was very helpful, like mock interview night, interview and resume workshops, and especially the on campus recruitment process.

Schwartz & Company LLP

The Career Center has been of great help to me during the last three years. I have been there several times for resume critiques and general questions. I found out about BDO's 2008 Pathway to Success Event and also acquired my first internship at the Great Neck Park District through the Career Center.

In the Fall of 2008, I also took part in the On-Campus Recruitment program for Accounting and was offered an internship at Schwartz & Company LLP. Since January 2009, I have been interning there and have been extended an offer for a full time position after I graduate.



Angela Chacon

ALUMNI RELATIONS

For events and information, visit <http://alumni.adelphi.edu/> or call (516) 877-3470



CLASS OF 2010

What are you doing after graduation?

GET IN THE GAME AND DEVELOP YOUR CAREER PLAN!

- Attend a Résumé Workshop or use Optimal Résumé Software to create a résumé.
- Email your résumé to careercounselor@adelphi.edu for a critique.
- Attend an Interview Workshop or use Virtual Interview software.
- Register for PantherZone for job postings. Employers are looking to hire Adelphi grads!
- Attend Mock Interview Night on Tuesday, March 2, 2010.
- Talk to employers at the Annual Job and Internship Expo on Wednesday, April 7, 2010 in the University Center.
- Register for an On-Campus Recruitment Seminar in your field to be eligible for on-campus interviews.

Visit students.adelphi.edu/career for more information.

20 30 40 50 40 30 20

STAY IN TOUCH!



Follow us on Twitter:



HIREaPANTHER



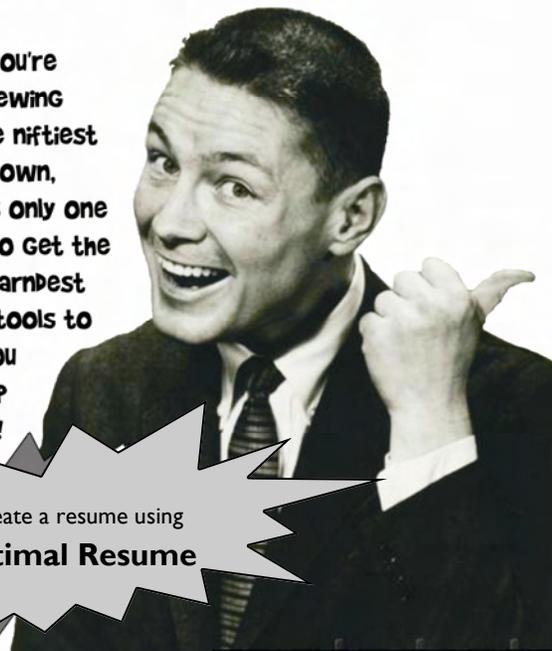
BECOME A FAN ON FACEBOOK:



Adelphi University Center for Career Development

Gee, chip!
That's a swell resume...

When you're interviewing for the niftiest job in town, there's only one place to get the Gosh-DarnBest online tools to give you a leg up on Biff!



Create a resume using **Optimal Resume**