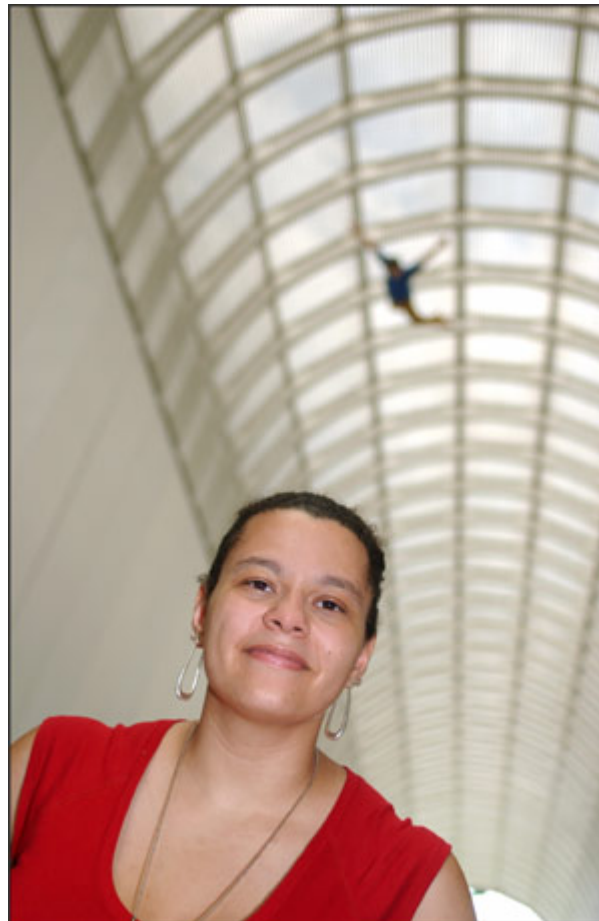


SENIOR GUIDE TO JOB SEARCH RESOURCES, CAREER FAIRS, AND EMPLOYER RECRUITING



Maria Velazquez '04

CDO JOB SEARCH RESOURCES

The CDO website—www.smith.edu/cdo—links you to:

- **E-Access:** CDO online resource contains **job and internship listings and alumnae names for networking**. This also is used to submit applications for recruiting and to sign up for interviews.
- **MonsterTrak.com:** for current students and recent graduates. The CDO has a partnership with MonsterTrak, allowing organizations to direct their listings specifically to Smith applicants. **To log in, click on MA on the map, then select Smith College from the college list.**
- **Job and Internship Center:** contains job search sites, including CareerBuilder.com and others. (Online sites are just one tool for job searching!)
- **Career Field Exploration and Links:** provides links to a variety of career information sites, including **Vault.com** and **Spotlight on Careers** (assembled by a consortium of twenty-eight liberal arts colleges).
- **CareerSearch:** quick access to a database of over a million organizations nationwide. This program allows you to identify organizations (not jobs or internship listings) by field and location.

The CDO Library

The library contains information about virtually any career field you can imagine. It's the place to begin to investigate careers. You'll find names of alumnae, directories, newspapers, magazines, multiple job listing publications, graduate school information, travel resources, and relocation information—all designed to help you begin to plan for next year. The library contains computers for your use.

On-Campus Recruiting

Working with our on-campus recruiting program should be a small part of your job search strategy, since most employers do not have an organized recruiting program. While the CDO invites organizations from various career fields to interview Smith seniors, employers choose their own recruiting strategy in terms of campus visits. Most companies who do come to campus usually pre-screen students' resumes. Recruiting occurs in both the fall and spring semesters. We will email you regularly with updates on who is recruiting.

IMPORTANT: To be considered by employers, your resume must be approved by a CDO advisor.

Once that is completed, upload your resume and cover letter into E-Access by the specified deadline. The CDO submits these to the organizations several weeks before their representatives come to campus. Each interviewer previews resumes and selects the individuals to be interviewed.

Five College Recruiting: A consortium with career offices from the other colleges in the Pioneer Valley makes it possible for you to interview with organizations at the other campuses. For UMASS employers, you must get your own account directly through their Career Services. Email tacker@acad.umass.edu to set one up, noting that you're a Smith student looking to get a password to Erecruiting. Because this involves a unique degree of cooperation among colleges, we expect that students applying to interview at other campuses will do so only if they are quite serious about the employer and intend to keep their scheduled appointments.

Resume Referral

Employers often send the CDO job descriptions and ask us to forward students' resumes and cover letters. We advertise the positions, collect materials through E-Access, and forward them to the organization. Employers review the submissions, decide whom they want to interview, and contact students directly to set up interviews. These interviews are typically at the employer's office. The responsibility and cost of getting to the site usually rests with the student.

Recruiting Fairs

To help introduce you to a larger employer base, the CDO offers on- and off-campus recruiting fairs. The CDO is a member of several recruiting alliances with other colleges and universities, based either on geography or field of interest. Many organizations that can't visit Smith will participate in our off-campus recruiting fairs.

Engineering and Computer Science Career Fair at UMASS on October 11, 2006, is open to Five College students. Campus Center Auditorium, University of Massachusetts Amherst, 10 am-3 pm.
http://umass.erecruiting.com/stu/cf_details?fhnd=1879.

Engineering Career Fair at Dartmouth on October 11, 2006, 11 am-3 pm. Smith students are invited.
<http://engineering.dartmouth.edu/career/fair/students.html>.

The Liberal Arts Recruiting Connection (LARC) in Boston on November 3, 2006, 1-4 pm, is a diversified recruiting fair and interview day held in conjunction with Bates, Colby, Trinity, Mount Holyoke, Connecticut, Union, and Holy Cross Colleges. You can come to the Boston fair without advance registration; applicants for interviews in Boston are pre-selected in advance, however. See the CDO career fairs page for website and registration updates. http://www.smith.edu/cdo/jobs_internships/fairs.html.

The Washington D.C. Capital Consortium Recruiting Day (CapCon) on February 9, 2007, is held in Washington, D.C., in conjunction with Tufts, Connecticut, Colgate, Hamilton, Middlebury, Trinity and Brandeis. Applicants for interviews are pre-selected. <http://www.smith.edu/cdo/capcon/>.

Science and Technology Career Fair at Smith College on February 5, 2007, in the Carroll Room, Campus Center, from 3:30-6 pm. Organizations will recruit for internships and jobs.

Campus-Wide Career Fair and Life Sciences Fair at UMASS on February 14, 2007, is open to Five College students. University Campus Center, 10 am-3 pm.

Life Sciences and Environmental Careers Fair at UMASS on February 14, 2007, is open to Five College students. University Campus Center, 10 am-3 pm.

The New York City Atlantic Recruiting Alliance (NYRA) on February 26, 2007, is held at the American Management Association in NYC in conjunction with Northwestern University, the University of Virginia, and the University of North Carolina. Applicants are pre-selected. Most participating organizations are from the fields of publishing, advertising, public relations, and law. Applicants for interviews are pre-selected in advance. <http://www.smith.edu/cdo/nyra/>.

Massachusetts Educational Recruiting Fair in Boston (MERC) on Thursday, April 19, 2007, features primarily public school systems throughout the United States recruiting for new teachers.

Not-for-profit fairs:

Boston, Wellesley College, February, 2007
New York, Columbia University, March, 2007
Amherst College, March, 2007

Careers 2006 College Recruiting Conferences, www.careerconferences.com

New York, January, 2007

Atlanta, January, 2007

Washington D.C., January, 2007

The Career Forum for Women and Minorities

Meet, network, and interview with the nation's leading employers. April, 2007, New York City.

CDO Fall 2006 Workshops and Programming

All workshops held at the CDO unless otherwise noted.

Recruiting Overview: Life after College

Hear about opportunities offered through our recruiting programs, mark your calendars with upcoming events and deadlines, and meet CDO staff. A guest speaker will discuss the realities of the job market and how best to approach it. To see the variety of this year's employers, check out the [E-Access](#) calendar. Note: Seniors planning to participate in recruiting are strongly urged to attend this orientation as you will be responsible for its content.

- **Wednesday, 9/13, 7:30-9 pm, Campus Center 103-4**

Writing Effective Cover Letters and Resumes

This workshop is designed for students who have a draft of a resume, or one that hasn't been used in a while. The session will walk you through how to successfully tailor your resume and cover letter to specific internships and jobs.

- **Wednesday, 9/20, 4:30 pm**

- **Thursday, 10/12, 5 pm**

- **Wednesday, 10/25, 7:30 pm**

- **Friday, 11/17, 1 pm**

Writing Your First Resume

Thinking about a summer job or a first internship? Not sure what to put on a resume? This workshop will walk you through the format and structure of a resume, how to word your experience, what to put on and what to leave off, and much more. Students will leave with a working outline of a resume draft.

- **Tuesday, 9/26, 5 pm**

- **Monday, 11/13, 4:30 pm**

"Getting Down to Business"

Smith alums working in the business world will discuss their career paths, offer advice, and answer questions during a panel followed by a reception co-sponsored by Women and Financial Independence (WFI). Their companies include Barclays Capital, Deutsche Bank, DiStefano Financial Group, JPMorgan, and MassMutual. All class years welcome to listen, learn, ask questions, and network over light refreshments.

- **Thursday, 9/21, 5-7:30 pm, Campus Center Carroll Room**

Why Should I Hire You? A Guide to Successful Interviews

This interactive workshop will provide practical and useful information to prepare you for any interview situation. Learn what employers look for in candidates, what questions they ask, and how you can most effectively market yourself in an interview.

- **Monday, 9/25, 7:30-9 pm**

- **Wednesday, 10/4, 4:15-5:45 pm**

- **Friday, 10/13, 12:15-1:45 pm**

Senior Year Kick-Off

Class of 2007: This is your year, and we want to be part of it! Join the CDO staff to hear about our services, resources, and programs, whether you're planning a job search, further study, taking time off, or anything else. You may be clear or clueless about life after Smith, but whatever you are, you're not alone!

- **Wednesday, 10/4, 7:30-9 pm, Campus Center 103-4**