AU4U: 4 UR CAREER
By Career Development (part of the Crouse Center for Student Success)
09/24/10 Vol.4 Issue 4

If you haven’t already, make sure you join the Career Development page on Moodle or on Facebook. Search for the key words “Aurora University Career Development.”

EVENTS

Mark your calendar for these “don’t miss” events. All of these events are free. For more information or to RSVP contact the Crouse Center at 630-844-6870.

Monday, September 27
Graduate Entrance Testing I
Presented by Lisa Piemonte, Graduate Products Manager, Kaplan
LSAT • 2:45–5:30 p.m., Institute for Collaboration 318
GRE • 3:30–5:00 p.m., Institute for Collaboration 316

Thursday, September 30
Graduate Entrance Testing II
Presented by Lisa Piemonte, Graduate Products Manager, Kaplan
MCAT • 3:00–6:30 p.m., Dunham Hall 101
GMAT • 4:00–7:00 p.m., Dunham Hall 102

Saturday, October 9 • 10:30 a.m.–noon
Saturday Success Series — Resumé Writing and Cover Letter Composition
Perry Theatre • Aurora Foundation Center
To register, call 630-844-5482, e-mail alumni@aurora.edu or visit www.aurora.edu/alumni
For Seniors and Alums

Friday, October 15 • 8:45 a.m.–4:45 p.m.
Illinois Small College Placement Association Interview Day
Ashton Place, Willowbrook, IL

Wednesday, October 27 • 5:00–6:00 p.m.
“Say What?: Graduate Interviewing”
Presented by Brenda Barnwell, Assistant Professor of Social Work
University Banquet Hall • Pizza provided • RSVP required

PART-TIME JOB OPENINGS

I have a 15 year old sophomore at Aurora Central Catholic that is having trouble in Spanish (Level 3) and Geometry I. Need a tutor for him, and am hoping that there is an AU student out there who can help. Sessions will take place at the Aurora Public Library. If interested contact Pam at 630-918-7662. (092410)
**Paid position with a downtown Aurora magazine.** Local magazine seeks intern to ask questions/take photos in downtown Aurora. Looking for someone to compile its “Citizen Voices” page. The task is to visit downtown Aurora and do quick question and answer pieces with six random people and take their photo (head shot). The assignment is estimated to take two total hours – one hour interviewing and one hour typing out the answers and downloading photos. Interviews should be turned in on a Word document and photos should be decently high-resolution (not blurry or dark) – but a professional camera is not necessary. The assignment pays $20 and the intern receives a byline in the magazine. Deadline is October 1, 2010 at 5 p.m. Interested candidates should be well spoken and feel comfortable approaching strangers. Camera and typing skills required. The ideal candidate is someone interested in journalism, media communications and/or photography. This is an excellent opportunity for a young high school or college student to gain experience in the field of journalism. The editor assigns the “Citizen Voices” question. Payment is received upon completion. All candidates should visit [www.downtownauroran.com](http://www.downtownauroran.com) and familiarize themselves with the “Citizen Voices” page before inquiring about the intern position. Inquiries: E-mail Marissa Amoni at downtownauroran@gmail.com by Sat., Sept. 25. Please include 1-3 sentences stating why you would like to do this assignment. Including a sample photo and one written out Q & A will be highly looked upon. Marissa Amoni, Editor 630.674.2099 mobile. (092410)

Alums of Aurora University are looking for a **nanny** for our two year old son. Seeking a nanny to come to our house (we live in Yorkville) on Wednesdays, Thursdays and Fridays from approximately 7AM to 5PM. We also have a 9 year old daughter who would be home for an hour or so in the morning and an hour in the afternoon (before and after school). If interested contact Michael smith at msmith05@aurora.edu (091710)

My name is Michelle and I am looking for a female student to **babysit** 2 year old twin girls in my home in North Aurora IL. The need is semi urgent. I would like for this student to, of course and most importantly, be responsible and have experience. I would need someone on Monday, Wednesday and Friday mornings from 7:30 am until 12:45 or 1 pm. There will be days when this is shorter but never any longer. If someone is available but can't stay until 1 - I can adjust my schedule to be home by 12 or 12:30. Other requirements include: own transportation, references--at least 2, preferably CPR certified. If someone is interested or has any questions please call me at 815-922-1789.

Looking for some **help tutoring** our boys after school. Particularly interested in someone in education. We have four boys with one in junior high (7th grade) and three in grade school (4th, 2nd, and 1st grades). My wife and I live in Batavia on the west side and are graduates of AU. If interested. Bob & Carol Desmet at (630) 326-9876.
Below are available internship opportunities. It is not too late to register for a second 8-week of the semester internship. The deadline for a spring semester internship is December 15th.

Information along with the applications is available on-line at http://www.aurora.edu/academics/resources/crouse-center/internships/student-internship-information.html

Quinn/Simon for Illinois is currently seeking full-time Fellows and part-time Interns to serve on the campaign in the Fall of 2010. With your help, we can keep Illinois moving forward by electing Governor Quinn and Sheila Simon. Interns and Campaign Fellows will gain valuable campaign experience, and learn skills useful for advancing a career in politics or government.

**QFI Internship Program**
The QFI Internship Program seeks motivated applicants who are interested in learning more about political campaigns through hands-on experience. QFI Interns can assist with projects in all departments within the campaign. Tasks include helping campaign staff prepare for and staff campaign events, entering and analyzing data to strategically target voters, fielding calls and questions about the campaign from voters and much more. Interns are asked to dedicate at least **10-15 hours per week** to the campaign. **Quinn/Simon for Illinois Campaign Fellowship Program**
We are seeking experienced, skilled and motivated applicants who are interested in the fields of politics, government, organizing, communications, and new media. Fellows are expected to dedicate a minimum of **40+ hours per week** to the campaign and handle a substantial workload. Fellows will not only be working as part of a larger team, but will also be given the opportunity to take on a leadership role in short-term and long-term projects. Note: Fellows and Interns are unpaid, but may be eligible to earn course credit at their college, university or high school. To apply online, visit: http://www.quinnforillinois.com/internship

**Application Deadline is Friday, October 1st 2010**
Campaign offices are headquartered in Chicago and Springfield, applicants outside those areas will be matched with the Field Coordinator in their area. Questions? Please email our Intern Coordinator Scott Belsky (scott@quinnforillinois.com). No phone calls please. (092410)

**Business Development Intern Position:** Looking for an intern for Water Street Studios – Batavia’s Art Center, a not-for-profit organization that is expanding art in the community of Batavia and the tri-cities. (16,000 sq ft arts center featuring 27 artist’s studios, a gallery, and two classrooms). This is a nonpaying position offering great experiences and resume building.

**Description**
• Work with Director of Development to identify the needs of Water Street Studios and match those needs with suitable grant opportunities,
• Research grant opportunities and summarize the suitability and grant process for the WSS Board of Directors and Development committee,
• Work closely with the Development Committee to cultivate donors and maintain good donor stewardship,
• Help produce fundraising materials. This includes drafting appeal letters, grant applications, donation forms etc...
• Develop fundraising ideas,
• Help to manage the grant application process as well as follow up on grants received and coordinate necessary reporting to grantors,
• Go out in businesses in the community to promote WSS and request
funding, • Attend gallery openings to give tours of WSS to members and sponsors, • Attend other WSS special events to promote WSS, her programs and community activities,

**Requirements:** Candidate must have excellent verbal skills and be confident in making telephone calls to members as well as talking about WSS in person. Candidate must have excellent written, computer and organizational skills. Candidate must be interested in the arts as well as serving the community at large. **How to Apply** Please submit a resume to Jim Kirkhoff, Director of Development [development@waterstreetstudios.com](mailto:development@waterstreetstudios.com). ([091710](mailto:development@waterstreetstudios.com))

**Education Intern position:** Looking for a gallery intern or Water Street Studios (WSS)–Batavia’s Art Center, a not-for-profit organization that is expanding art in the community of Batavia and the tri-cities. (16,000 sq ft arts center featuring 27 artist’s studios, a gallery, and two classrooms). This is a nonpaying position offering experience and resume building. Desired working hours: 10---15 hours per week. **Description** • Gain knowledge about WSS and its programs in order to serve the community • Attend Education Committee meetings • Be willing to go out in the community to promote WSS. • Generally, work with all the WSS Committees with the intent to understand their operations and work toward creating partnerships with other WSS staff and Directors • When needed, work with volunteers on education initiatives and attend special events • Work on special projects as requested by Director of Education such as art supply sponsorship, birthday party programming, etc • Assists in classroom setting as a helper during classes • Organizes files and paperwork as well as the School or Art closet and classroom facilities • Other tasks as assigned by the Director of Education. **Requirements:** Looking for a highly organized individual who has an interest in the Arts, who is creative, offers good judgment, has excellent customer service skills, a candidate who is willing to problem solve, has great written and verbal communication skills, and has good computer skills. Experience in Arts Education is preferred but not required. **How to Apply** Please submit a resume with a brief cover letter about yourself to: Kari Kraus, Director Of Education, [education@waterstreetsudios.com](mailto:education@waterstreetsudios.com). ([091710](mailto:education@waterstreetsudios.com))

**Gallery Intern position:** Looking for a gallery intern for Water Street Studios – Batavia’s Art Center, a not-for-profit organization that is expanding art in the community of Batavia and the tri-cities. (16,000 sq ft arts center featuring 27 artist’s studios, a gallery, and two classrooms). This is a nonpaying position offering great experiences and resume building. **Description** • Help field phone calls, answer questions about gallery submissions, events, gallery openings, studios, and BAA in general • Answer emails and provide detailed update • Create and maintain database for gallery submissions • Multi-task under time restraints • Assist in preparing and hanging work in the gallery • Must have ability to build wooden structures • Good written and verbal communication skills • Help in advertisement for gallery showings. • Availability to work in gallery during open hours • Flexible schedule • Be able to attend gallery openings and other WSS Events • Willingness to learn about WSS and work with Marketing committee • Maintain the cleanliness of gallery • Coordinate volunteers for working the gallery • Enter and process daily gallery receipts in excel • Art background preferred, but not required **Requirements:** • Looking for an individual that has a high interest in the Arts, who
is creative. • offers good judgment, excellent customer service skills, problem solving • skills, communication skills both verbal and writing, excel computer skills, and • organizational skills

**How to Apply** Please submit a resume to Steven Lockwood: Gallery Director/Water Street Studios gallery@waterstreetstudios.com. (091710)

**DCFS Kane County** is looking for one or more students to create a 10-15 minute informational video. This internship will begin in Spring 2011. The objective of this video is to show the disproportionality of African-American children in the DCFS system in Kane County, while simultaneously inviting the viewing audience to be a part of the solution. Student(s) are able to earn 3 internship credits for the production of this video. They will work with DCFS authorities to script, shoot, edit, and publish the video. They will gain practical experience with digital video cameras and Adobe CS4 editing software. Interested students should contact Matt Kneller (mkneller@aurora.edu) by October 22, 2010.

The **Chicago Festival Association**, producer of the **McDonald’s® Thanksgiving Parade**, is pleased to announce full-time and part-time internship opportunities for the **spring of 2011**. Interns contribute to all aspects of event production and gain valuable experience through exposure to a variety of industries. Students interested in pursuing a career in the special events industry are encouraged to apply. This internship entails preparation of the McDonald’s® Thanksgiving Parade as well as other CFA produced events. Spring internships begin in early January and last until May 13, 2011. **Interested Applicants should e-mail a copy of your resume, cover letter & writing sample to:** Dan Mulka, Director of Marketing and Community Relations, Chicago Festival Association, 1507 East 53rd Street #102, Chicago, IL 60615, P. 312.235.2217, F. 866.397.4037, Dan.Mulka@chicagofestivals.org

**Executive Office of the President, Office of National Drug Control Policy** The Office of National Drug Control Policy (ONDCP) Student Internship Program is structured to challenge and reward a select number of students from across the country. The goal of the program is to allow students to gain an outstanding educational and work experience within various components of ONDCP. The program is intended to provide the students with knowledge, tools, skills, and real life work experiences that they can readily apply to future challenges and professional pursuits. For more information visit [http://www.whitehousedrugpolicy.gov/about/intern.html](http://www.whitehousedrugpolicy.gov/about/intern.html)

**JOB SEARCH TOOLS**

Did you know that Aurora University pays for a subscription to College Central Network making this service free to all students and alums?

College Central Network has all the information and resources you need to explore careers as well as launch your search for a job or internship. You can write your resume using the Resume Builder, check out internship and job leads through on-line job postings, explore different careers through the brief informational videos, create a portfolio, and so much more. To register go to [http://www.collegecentral.com/aurora/](http://www.collegecentral.com/aurora/)
Should You Always Send a Cover Letter?

By Kim Isaacs, Monster Resume Expert

You found an exciting new job posting and are getting ready to submit your resume, but what about a cover letter? Is it always necessary to spend time writing a cover letter, or are there times you can get away without one? We checked in with a panel of career experts to find out.

Pro: A Cover Letter Can Set You Apart


Sending a cover letter along with a resume helps job seekers build their brand, the same way an advertising company promotes a product’s brand. “A well-defined brand wins interviews, maximizes salary potential and puts job seekers in the top 2 percent of candidates considered for positions,” Salvador says.

Think of your cover letter as another tool in your job search arsenal, says Betty Corrado, owner of career-coaching and resume-writing firm Career Authenticity in Cos Cob, Connecticut. “The cover letter is a key part of your marketing package,” she says. “Use it as an opportunity to convey your brand and value proposition.”

Pro: Cover Letters Let You Reveal Your Personality and Build Rapport

A resume tends to be fact-based and somewhat formal, but a cover letter can be infused with personality. “Don’t be afraid to inject personal notes about interests or philosophies that may help employers determine if you will fit into their culture,” says Roleta Fowler Vasquez, professional resume writer and owner of Wordbusters in Fillmore, California. To increase the “wow” factor of their cover letters, she encourages applicants to add a few standout accomplishments that don’t appear on the resume.

Laila Atallah, a Seattle career counselor and owner of Career Counseling with a Twist, agrees that a cover letter can be more revealing than a resume. “The best cover letters are infused with energy, personality and details about the applicant’s skills and achievements,” she says. “I get a sense of the person and what they’ve accomplished, and it’s easier for me to picture them in their next job.”

Job seekers often make the mistake of sending a resume without a cover letter, says Ann Baehr, president of Best Resumes of New York in East Islip, New York. “This is a missed opportunity to establish rapport with employers and provide a sense of who they are beyond their work experience,” she says.

Thinking about skipping the cover letter when applying for an internal position? Don’t. Use the
cover letter to show how well you understand your employer’s mission and remind management of how much you have already accomplished. Include a cover letter even if a colleague is submitting your resume for you. The letter is a chance to introduce yourself and mention your contact as a reminder that you are a referral.

**Pro: A Cover Letter Lets You Tell a Story**

The cover letter can include information that would be out of place on the resume. “Job seekers can include the name of a mutual contact or referral, state how they would benefit the employer if hired and explain tricky situations such as changing careers, relocating, returning to the workforce and so on,” Baehr says.

Atallah encourages job seekers to learn about the requirements of the job opening and use the cover letter to express how and why they are uniquely qualified. “Use your cover letter to tell a story,” she says. “Studies show that stories are memorable and engaging, and cover letters are a perfect vehicle for expressing your successes in a more storylike format.”

**When Not to Send a Cover Letter**

Given all the reasons to send a cover letter, is it ever a good idea not to? “If the application instructions expressly say not to include a cover letter, or if an online application offers no opportunity, then you can forego the cover letter in these cases,” Atallah says.

Vasquez agrees that you should not send a cover letter when the employer specifically says not to. “This may be a test of your ability to follow directions,” she says.

What if you think the cover letter won’t be read? Corrado says that while some hiring managers say they don’t read cover letters, those who do may dismiss your application if you don’t send one. “Why take this chance when you need every possible advantage in this job market?” she asks.

While writing cover letters is time-consuming, the consensus is that the effort could give you an edge and help you land more interviews.