Alumni Career Notes

career information for bucknell alumni

Some of us lament that once common niceties, like thank you notes, now seem like a lost art. While the practice of sending thank you notes should be common, it isn’t. That means, for those that send them, their impact is FAR greater than the effort it takes to write them. In this issue, find out how and when to use thank you notes in your job search, and learn why making it a common practice throughout your career makes good sense.

We hope you find this update useful. Please feel free to pass this newsletter on to other interested alumni. Requests to be part of the regular distribution list or personal assistance with any career questions or issues can be made at acs@bucknell.edu, (570) 577-1238, or through IM at bualumnicareer (Tuesdays and Thursdays from noon-2pm and Wednesdays from 4-6pm).

Note: To use the resources located in myBucknell, the university’s portal, use the username and password that all alums were given in January 2005. If you don’t remember or can’t find yours, don’t worry – just contact the Alumni Office (570) 577-ALUM (2586) or mybucknell@bucknell.edu for help.

Alumni Career Services Staff

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Career Tip:
FAQs About Thank You Letters by Katharine Hansen

Nearly every career book advises jobseekers to send thank-you letters after being interviewed, but how many do? In the aggregate, only about 5 percent of those looking for jobs perform this simple yet crucial ritual. Thus, it's time to address some of the frequently asked questions about thank-you letters. Read More
Additional Resources:
www.appleone.com/Core/0305/thankyou.asp - some insight into why thank you letters are effective
www.leadership-tools.com/example-thank-you-letters.html - discussion of more general use of thank you notes in business – not just job searches
www.vault.com/nr/newsmain.jsp?nr_page=3&ch_id=420&article_id=26357619 - Five tips for writing a thank you note
www.worktree.com/tb/MB_thanklet.cfm - includes instances where thank you notes are required and an outline for writing a thank you note
www.chiff.com/a/interview-thanks.htm - outlines the benefits of thank you notes - several examples of how to write and when to use thank you notes – provides related links

Job Leads from the Bucknell Community:
The following are job leads that have been presented to alumni by members of the Bucknell community – alumni, parents and friends of Bucknell. The selections in bold print are new to Alumni Career Notes since the last issue. To view the entire description, please log onto myBucknell and click on the Career Services tab.

- **Boston Private Bank and Trust Company** - Sales & Marketing Associate “I would love to have the job go to a fellow Bucknellian!”
- **Art Center College of Design** - Chair of Liberal Arts & Sciences "Maybe someone in the Bucknell alumni pool will be interested in this position."
- **College Connections** – Executive Associate, Special Events & Communications – really wants to hire a Bucknellian!
- **CRA International (CRA)** – Analyst “As promised, attached is the CRA Analyst job description, together with my thanks for pursuing the matter with qualified alumni 2-3 years out of Bucknell.”
- **EA Engineering, Science, and Technology** - engineer, storm water engineer
- **Family Literacy Foundation** - Program Manager “I absolutely love what I do so I can vouch that this would be a meaningful and rewarding job!”
- **FirstSource Staffing (FSS)** - Retention Specialist/Account Executive
- **Princeton in Latin America (PiLA)** - Executive Director
- **Third Avenue Management LLC** - Sales/Marketing Assistant, Special Situations/Distressed Research Analyst
- **Todres & Company, LLP** - Staff Accountant
- **Wickenburg (AZ) Unified School District** - Superintendent, Teachers, Administrators, Support Staff

Job Leads from Outside Bucknell:
The following are job leads that have been presented to alumni by entities outside Bucknell. The selections in bold print are new to Alumni Career Notes since the last issue. To view the entire description, please log onto myBucknell and click on the Career Services tab.
• Architectural Testing Inc. - Forensic Engineer
• AIG Global Real Estate - Procedure Analyst
• About Patrick Engineering Inc. - Civil Highway Engineers
• Elk Corp. of Texas - Staff Engineer
• Epic Systems Corporation - Problem Solver/Technical Services
• Greenhorne & O’Mara, Inc. – Transportation Engineer
• Karchner, McClellan & Riddell, LLP – accountant, CPA
• Melick-Tully and Associates, P.C. - Field/Staff Geotechnical/Environmental Engineer
• Neutron Inc.- Project Manager
• PageBites – Software Engineer
• Perimeter Internetworking - Relationship Manager
• Regester Associates, Inc. - Project Manager
• United States Geological Survey thru Environ. Career Organ. - Various scientific/environmental positions
• Vericon Construction Company - Assistant Project Manager
• Western Pennsylvania Conservancy - Director, Pennsylvania Natural Heritage Program

Alumni Career Resources Can Help You:
• Think through a career change and making career decisions
• Network effectively
• Effectively use the internet in job and career exploration
• Search for a job
• Transition into a new career
• Assist you in improving and targeting your resumes and cover letters
• Identify your interests, values, goals and preferences
• Plan for graduate or professional school

Resources Available on Career Services tab of myBucknell:
• CareerNet – Networking database of Bucknell alumni and parents
• Access to The Vault – referred to by Fortune as “The best place on the Web to prepare for a job search.”
• PDF pamphlets – research a variety of career topics
• Career Assessments – learn how to pair your skills, interests and expertise with career choice
• Career Search – same tool available to students to research employers is also available to alumni
• Bucknell Alumni Clubs – network informally!

Upcoming Programs/Events:
• Career Teleconference - 7pm, May 31, 2006