Alumni Career Notes

career information for bucknell alumni

When we conduct a job search, one of the things that can get left to the last minute is a list of references. It is not required at every step of the job search process, unlike a resume or cover letter, but when the time comes to provide one, a list of references every bit as solid as your resume is absolutely essential. So, who do you include? Anyone who can speak to your ability to do the job for which you are applying. This is true if you are a new graduate with limited work experience, have a break in your work history, or are changing careers.

The time to think about references is when you are writing your resume and not all references need to come from your last boss or a professor. Can a co-worker testify to your ability to work collaboratively? Can a community group leader attest to your ability to organize or think strategically? As you create your resume and outline your skills and experience, keep in mind that, if all goes well (i.e. you get the interview), you will need to provide a list of people who can attest to those qualities.

On a different note, we have received several emails from alumni inquiring about applying to grad school. The title of this month’s webinar is How to Prepare for Graduate School. You will have a chance to network and check out possible career opportunities at the NYC Communications & Arts Career Fair 2007. Details can be found in the Programs/Events section. We’d love to have you participate!

Know someone who would like to receive this newsletter? Feel free to pass it on or have them subscribe. Requests to receive Alumni Career Notes or for personal career assistance 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). We look forward to hearing from you!

Note: To access 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:
How to Use References as Your Secret Weapon (and Not Get Torpedoed!)
by Gail Frank

"REFERENCES AVAILABLE UPON REQUEST." This is standard language that appears on many job seekers’ resumes. What is implied is that GOOD references are available upon request. Why would you provide references that will not help you get the job? Sadly, by not adequately preparing themselves and their references, many job seekers have seen a perfect job slip away. Don't let that happen to you. Read More

Additional Resources:
- [http://www.udel.edu/CSC/References.pdf](http://www.udel.edu/CSC/References.pdf) - Geared toward students but also appropriate for recent grads who may be using employers and professors as references - basic outline of how to approach compiling a list of references.
- [http://jobsearch.about.com/od/gettingreferences/a/references.htm](http://jobsearch.about.com/od/gettingreferences/a/references.htm) - Outlines how employers use references and how to address those issues. Links to other articles on references.
- [http://www.quintcareers.com/job_references.html](http://www.quintcareers.com/job_references.html) - Guidelines for assembling a reference list, includes sample questions that a potential employer might ask one of your references. Also includes the importance of thanking your references.
- [http://www.quintcareers.com/job-search_references.html](http://www.quintcareers.com/job-search_references.html) - Things to consider when compiling a reference list - especially for those who have a work history (with perhaps positive and negative comments ! ) and might need to compile a list from several sources.

What’s Available on the Career Services tab on 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, interest, and experience with career choice
- Career Search – same tool available to students to research employers is also available to alumni
- Bucknell Alumni Clubs – network informally!

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. New leads since the last issue of NOTES are in bold.

To view entire description, please log onto Beyond the BRIDGE. NOTE: For best search results, type (bucknell) in the keyword field. Contact us if you have any questions (acs@bucknell.edu).

Acumen Fund (bucknell) – Acumen Fund Fellows Program
Euro RSCG Life (bucknell) - Account Coordinator
Towers Perrin (bucknell) – Associate/Consultant
Marinelli Communications, Inc. (bucknell) - Web architecture professional (Note from alum: “our need for a Web programmer is real and immediate, and it'd be great if a Bucknellian were involved.”)
Sparta Systems (bucknell) – Entry level software developer, web master

Job Leads from Outside Bucknell:
The following are job leads that have been presented to alumni by members outside the Bucknell community. New leads since the last issue of NOTES are in bold. To view entire description, please log onto Beyond the BRIDGE. NOTE: For best search results, write the job title in the keyword field. Contact us if you have any questions (acs@bucknell.edu).

American Income Life - Entry Level Management and Sales Associates
Altitude Consumer Products Corp. - Project Engineer
Bohler Engineering, Inc. - Junior Design Engineer
Cathedral Foundation – Development Associate
Catholic Health and Human Services – Communications Manager
Covington & Burling LLP - Entry Level Paralegal
Flinchbaugh Engineering, Inc. - Manufacturing Project Engineer
Frito Lay - Operations Resource
Grant-Peters Associates (Recruiters) - web developer
Hardesty & Hanover, LLP – Structural Engineer I
Imagine Schools-MO - principals
JCJ, LLC – Manager, Corporate Finance
Leggette, Brashears & Graham, Inc. – geologist/hydrologist/environmental scientist
Milton Hershey School - 8th Grade Science Teacher, Culinary Arts Instructor, Graphics Communication Technologies Instructor, Health Occupation Teacher, Math Teacher, Natural Resources Instructor, Reading Teacher, 8th
Mountain Top Technologies - software developers and software engineers
Navmar Applied Sciences Corporation – aeronautical and mechanical engineers
North Penn Legal Services - Central Intake Screener/AmeriCorps Position
O'Brien and Gere – entry level engineer
Penn Color Inc – Sales
Springfield Township High School - Spanish Teacher
The CIB Group – consultive sales

Alumni Career Services Can Help You:
- Think through a career change and making career decisions
- Network effectively
- Search for a job
- Effectively use the Internet in job and career exploration
- 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

Programs/Events:
Webinar: How to Prepare for Graduate School
January 31st from 7-8pm EST
Applying for grad school can be daunting – especially if you have been out of school for awhile. In this workshop we will discuss:
• Finding a program that fits your needs and goals
• Navigating the application process
• Identifying appropriate references
• Funding this endeavor
Contact Cathy McGinnis cmm033@bucknell.edu to RSVP

NYC Communications & Arts Career Fair 2007
February 6th, 2007 - 5:00 - 7:00 in NYC. Network with students and meet alumni and parent representatives of various types of communications and arts organizations. You can discuss career paths, their organizations and any volunteer, internship and full-time positions they presently have or plan to have available in the future. Held in NYC each year, this is a closed event, available only to Bucknellians.
Contact Cathy McGinnis cmm033@bucknell.edu to RSVP

Find out what other Bucknellians are doing in your area!
http://www.bucknell.edu/x719.xml

Experienced Hire Career Fair Hosted by Vault and Business Week
March 20th, New York, NY
Go online for more details… http://www.vault.com/experiencedhire/