Ever feel like you were drowning in your inbox? You are in good company. People have gone to great lengths to manage their email - and maintain their sanity. We have collected some stories and strategies (one even has a clip from an old Johnny Carson show!) to help you organize your electronic mailbox, or at least not feel so alone in your chaos…

We hope you find this information useful. Feel free to pass it 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). As always, should you need personal assistance with any career questions or issues, please feel free to contact us.

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.

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Career Tip:

4 Ways to Take Control of Your E-mail Inbox
by Sally McGhee
Consultant and Productivity Expert
Do you have an effective way to process and organize your e-mail so that you can get to an empty Inbox on a routine basis? If you have lots of e-mail in your Inbox - we know people with as many as 7,000 messages - you might want to rethink your processing methods. Really, it is possible to empty your Inbox. The key is to evaluate how you are processing and organizing your e-mail and make some changes. No doubt you've opened an e-mail and thought, "Hmmm, not sure what to do with this. I'll deal with it later!" - and promptly closed the message. If you do this over and over again, it doesn't take long to end up with several hundred (or thousand) messages in your Inbox. Developing a new approach to processing your Inbox will help you to gain more control, improve your response time, and keep up with critical actions and due dates. This article will cover 4 key factors that will help you process your e-mail more efficiently. Read More

**Additional Resources:**

[www.careerjournal.com/columnists/movingon/20060811-movingon.html](http://www.careerjournal.com/columnists/movingon/20060811-movingon.html) - What your email says about you

[www.careerjournal.com/columnists/movingon/20060911-movingon.html](http://www.careerjournal.com/columnists/movingon/20060911-movingon.html) - A follow-up to the previous article


[www.darwinmag.com/read/030103/email.html](http://www.darwinmag.com/read/030103/email.html) - The Secret to Successful Inbox Management

**Resources Available on 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. To view entire
description, please log onto Beyond the BRIDGE.
If you need help with any of these leads, contact acs@bucknell.edu.

American Civil Liberties Union of Pennsylvania (ACLU-PA) – (lead from a retired professor) Development Director
College Connections - Executive Assoc. special events & communications – would really like to hire a Bucknellian!
City National Bank - Marketing Analyst
F-O-R-T-U-N-E Personnel Consultants of Raleigh – Biochemist
First American Title Insurance Company - International Underwriter/Examiner (Bilingual)
Giorgio Armani Corp - Public Relations Assistant
Grant Thornton Global Public Sector - Data Warehouse Developer, Sr. Contracts Administrator, Oracle DBA, SQA Test Manager
Mulhern & Kulp Structural Engineering, Inc. - Staff Engineer – Structural Engineering
Silverman Linden Johnson LLP - Staff Accountant
Talent Magnet by Remedy (alum recruiter for Engineering Firm) - Mapping Project Manager, Regional Marketing Manager, Design Engineer
The Bank of New York - Private Bank Loan Administrator
Viecore - Experienced Software Developer (lead from professor - recruiter on campus)

Job Leads from Outside Bucknell:
The following are job leads that have been presented to alumni by members outside the Bucknell community since the last issue of Notes. To view entire description, please log onto Beyond the BRIDGE.
If you need help with any of these leads, contact acs@bucknell.edu.

Allegis Group - Corporate Recruiter
American Symphony Orchestra League - American Conducting Fellows Program
ARBOR E&T, LLC - Entry Level Workforce Analyst
Congressional Budget Office - Assistant Analyst – Macroeconomic Analysis Division
GlaxoSmithKline - Chemical Process Engineer
Health Systems Research, Inc. - Policy Associate, Research Analyst
HEPCO, Inc. (Recruiting for Northrop Grumman Corp.) –
Jackson Hole Film Institute - Internship - Film Festival Planning
Management Recruiters - Mid Hudson Valley - Land Development Project Manager -High End Resort Construction
Simumcad Design Automation - EDA Applications Engineer, PDK Development Engineer
Sylvan Learning Center - Center Director - Lewisburg/Bloomsburg
Walbridge RB – Project Coordinator, Project Engineer
United McGill Corporation - Purchasing Engineer
Knowlede Source - Teachers
Alumni Career Resources 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 - Mastering the Job Search
Wednesday, September 27th from 7-8 pm
Searching for a new career opportunity can be daunting. Take the guess work out of this process and learn how to, explore the hidden job market to find the best opportunities for you, tap into niche websites that match your areas of interest and market yourself effectively. RSVP to acs@bucknell.edu

NYC Finance Career Fair 2006
Wednesday, September 27th from 5:30 -7:30 PM in New York City
Held for the seventh year this fall, the purpose of this event is to offer Bucknellians an environment to network with other alumni and parent representatives of various finance organizations. Learn about their career paths, their organizations and any volunteer, internship and full-time positions they presently have or plan to have available in the future. This is a closed event, available only to Bucknellians. Contact acs@bucknell.edu for more information.

HOMCOMING!!!
Career Conversations with Cathy McGinnis
October 6-7 (Individual appointments available)
Take advantage of Bucknell’s Alumni Career Services Program Director to discuss your current career issues while you’re back on campus for the Homecoming festivities. Call (570) 577-1238 to schedule an appointment.

Coffee and Careers
Saturday, October 7th from 4-5pm
Faculty/Staff Lounge, ELC, Rm. 240, 2nd Floor
Enjoy a snack while you:
- Get information about how Alumni Career Services can help you
- Talk one-on-one with Cathy McGinnis about your specific career needs
- Pick up helpful materials on the job search process, resume writing, interviewing and other career related topics
- Get answers about transitioning into a new career

**Drop-in Hours**
**Sunday, October 8th from 10am-noon**
**Faculty/Staff Lounge, ELC, Rm. 240, 2nd Floor**
Join Cathy McGinnis to talk about your unique career needs. If you are searching for your first job, looking to make a change, or just have a question about your resume or cover letter, stop by to talk!

**Not from an alum but we wanted to pass it along:**

**Financial Advisor Career Panel Discussion**

UBS Financial Services Inc. invites you to join us for a panel discussion expressly for seasoned professionals who may be exploring career transitions. The focus will be on the New Financial Advisor Development Program and opportunities for experienced Financial Advisors that may want to learn more about our firm.

**Date:** Wednesday, October 4th 2006  
**Time:** 6:30-8:30 PM  
**Place:** The Ritz-Carlton  
10 Avenue of the Arts  
Philadelphia, PA 19102

You will hear from Financial Advisors with various industry backgrounds, as well as alumni from some of the nation's most prestigious business and law schools. Panelists will share their insight and perspective on:
- Career transitions
- Keys to building a successful wealth management practice
- The global capabilities of UBS
- First-hand success stories

Be sure to bring your friends and colleagues who are in transition or looking for next-step career moves.

Reservations are required. Space is limited.

RSVP and send resume to: kevin.chauncey@ubs.com and also include where you heard about this event.