CAUTION! You could have an entrepreneur lurking within you, though you may not realize it at the moment. At Kenyon, you significantly enhance traits that many of you brought to this institution: creative thinking, innovative problem-solving, strong interpersonal skills, leadership, research and writing skills, and a willingness to consider unconventional approaches and to risk trying something new.

The Burton D. Morgan Foundation realizes many business schools support entrepreneurship, yet there is an incredible wealth of untapped potential at liberal arts institutions, and they want to cultivate your talents. You might be surprised at how many Kenyon grads wind up leading companies or starting their own businesses. Our first speaker, Jon Chun, noted that there are plenty of great ideas floating around out there, but what typically makes the key difference in the success of a start-up is the quality of the people involved in the organization. That could be you.

Dig deep. Take a moment to think about one or two of the dreams you’ve had regarding things you might like to do or accomplish in your lifetime. Steve Hays (‘83), was a history major who co-founded an investment company and now has blended his financial savvy with his film interests by providing financing to independent filmmakers.

If you need more evidence of the flexibility that lurks within, you should definitely attend the session with our next speaker, Matt Winkler (’77). He just happens to be another history major, and his combination of research and writing skills with his leadership qualities led him to be picked by Michael Bloomberg (now Mayor of NY City) to start up his business news operations. It has become one of the largest and most-respected business news sources in the world. A history major from Kenyon? Yes. Definitely.

You’ve got the roots; now see where they can grow.

Thursday, October 26 at 7:30pm in Brandi Recital Hall.

The Burton Morgan Lecture Series: “What’s in it for me?”

Locating and Applying for Summer Internships

Law Enforcement and National Security Options

Note: Whether for summer opportunities or full-time positions, the application process for most positions can be complex. Thus, starting well before the application deadlines is strongly encouraged. Application deadlines tend to be in the fall to allow time for (often lengthy) background checks.

The CIA has undergraduate (most are 6 months duration) and graduate internship programs. Deadline to apply is 11/1/06.

The Bureau of Alcohol, Tobacco, Firearms and Explosives, within the Department of the Treasury has several student employment options in addition to a variety of full-time positions.

The United States Secret Service has over 125 offices throughout the U. S. and abroad. Visit their website to learn about the protection roles and criminal investigations in which this agency is involved. Information about employment categories and job or career fairs in which they participate can be found.
It’s never too early to start looking for a . . .

There are some internships that have “early” deadlines. Listed below is a sample of a few early deadline internships.

Department of State Internship Program - Washington, D.C.
The Department of State has two different types of internships: domestic and overseas. About half of the internships are in DC. A limited number are available at Department offices in other large cities in the U.S. The remaining internships are at embassies and consulates abroad. Application deadline: November 1, 2006. For additional information go to www.careers.state.gov/student_internships.html.

The Washington Post - Washington, D.C.
One of the worlds most respected newspapers, the Washington Post assigns interns to the metro, business, sports, style, photo, news desk, editorial, and new art departments. Application deadline: November 1, 2006. For additional information go to www.washingtonpost.com/intern.

Nike - Beaverton, OR
Internships are available in the following divisions: Sports Marketing, Information Technology, Finance, Apparel, Research, Design & Development, Retail, Human Resources Product Marketing, Logistics, Public Affairs, etc. Deadline: November 1, 2006. For additional information go to www.nikebiz.com.

International Radio and Television Society - New York, NY
Interns are assigned to corporations including major networks, local radio and television stations, advertising agencies, etc., and will work in the areas of broadcasting, commercials, news, radio, media planning, sports, etc. Application deadline: November 14, 2006. For additional information go to www.irts.org/programs.

Locating other Internship Opportunities
Listed below are some suggestions for locating employers and internship opportunities.

- Check with your academic adviser to see if the department maintains listings of internship opportunities in your field of study.
- Visit the CDC to look at internship listings/books available for your use, and help you locate other resources such as directories, and web sites.
- Attend job/career fairs. Employers often use fairs to identify students for internships as well as for full-time employment.
- Contact the Chamber of Commerce of the city where you would like to work to obtain information about local employers.
- Network. Talk with friends, family, instructors, administrators, and professionals in your field of study, and let them know you are searching for an internship. You never know who might be able to put you in touch with a contact person for an internship opportunity.

Design your own internship. You may find a company that interests you but that doesn't have an internship program. Think about what you would like to gain from the internship and what you have to offer the company in return. Let the company know what your goals are and what you want to learn. If the employer is interested, you can work together to design a list of responsibilities and activities for your internship.

Applying / Interviewing for an Internship
Each employer has its own application process, so find out what the application procedure is for each internship that interests you. Many internship opportunities require an application, resume and/or cover letter. Additionally, some employers also interview internship applicants.

Contact the CDC for booklets concerning all these areas.

Your final task is to select the internship opportunity that is the best match for you. Review your goals for doing an internship and choose the opportunity that best meets those goals.

An internship offers many benefits.
- You’ll gain valuable experience. Many employers look at the resume for work history—they want to hire people who have experience and can step into the job and be productive right from the start—and job applicants say their internships never go unnoticed. Experience will give you a competitive edge in today’s job market.
- An internship will help you make contacts, get ideas, and learn about the field. You will be among people who have knowledge or access to job opportunities of interest to you.
- You will have the chance to apply theories learned in the classroom to a real world setting.
- An internship can also expose you to the human factors inherent in any workplace and help smooth your transition from classroom to workplace.
- In many cases, an internship can lead to a job offer.

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It’s Possible!
Participate in the Off Campus Interview Days.

This program is specifically for seniors interested in pursing potential job opportunities after graduation. Event locations include Chicago, Boston, New York City, Philadelphia, Washington DC, and San Francisco. Presently there are over 60+ organizations scheduled to participate.

We know it’s hard for you to believe you’re a senior and that just thinking about it, at times, can make you anxious. An effective way for you to get your job search underway is by participating in the Off Campus Interview Days. This is a great way to interview with employers from a variety of fields.

Along with students from 11 other top-quality liberal arts colleges, the Off Campus Interview Days give Kenyon seniors the opportunity to interview with a variety of companies and non-profit employers including, but not limited to:

- ACNielsenBASES
- Ameriprise Financial Inc.
- Carney, Sandoe & Associates
- CBR Institute for Biomedical Research
- City Year
- Congressional Budget Office
- Davis, Polk and Wardwell (int’l law firm)
- Duff and Phelps (indep. fin. advisory firm)
- HarperCollins Publishers
- Harvard School of Public Health & Brigham and Women’s Hospital
- LanguageCorps (int’l teaching)
- Mathematica Policy Research & The Center for Studying Health System Change
- Memorial Sloan-Kettering Cancer Center
- NERA Economic Consulting
- New England Center for Children
- NYU School of Medicine (Mt. Sinai)
- Penguin Group, Inc
- PricewaterhouseCoopers LLP
- Random House
- Smithsonian American Art Museum
- Sports4kids
- U.S. Department of Justice - Antitrust Division
- U.S. Environmental Protection Agency - Office of Enforcement and Compliance Assurance

See SLAC eRecruiting: http://slac.erecruiting.com for the complete list of participating organizations and their position descriptions.

The interviews will take place at a central location in each city in December and January.

- Chicago: Friday, December 1, 2006
- Boston: Thursday, January 4, 2007
- New York City: Friday, January 5, 2007
- Philadelphia: Tuesday, January 9, 2007
- San Francisco: Friday, January 12, 2007

To participate:

If you missed the Off Campus Interview Days information sessions, contact the CDC (x5165) to view the DVD of the session ASAP or make an appointment to discuss the details. Submit a resume and other requested materials for each position you are interested in via SLAC eRecruiting before the DEADLINE:

Wednesday, October 25, 2006 before 11:59 pm

How to prepare:

Think about where you would like to be next year. Career exploration materials are available at the Career Development Center. Now is the time to begin preparing your resume. Stop by the CDC to gather information about resume building, and make an appointment (x5165) with a career advisor or CDC Intern to discuss your resume.

Drop-In Hours for Off Campus Interview Days Participants

The CDC has set aside Drop-In Hours for seniors planning to participate in SLAC. Have a Career Advisor review your resume (and/or cover letter) or for help with online registration:

- Sunday, October 22, 7:00-9:00pm
- Tuesday, October 24, 1:00-4:00 pm

Please contact the Career Development Center (x5165) to schedule an appointment if none of these times are convenient for you.

Online Job Postings

The CDC subscribes to several online job posting newsletters that are available for through the publisher’s website.


For ArtSearch visit www.tcg.org

Contact the CDC at cdc@kenyon.edu or call 5165 for the username and password to view these great opportunities.

Need Help with Your Resume?

Along with the cover letter, the resume is the first document that a prospective employer or graduate program typically sees. Accordingly, the resume you submit should contain information which summarizes your different experiences, activities, and interests efficiently and effectively.

It is important to receive input on your resume. You can contact the CDC to setup an appointment with an Intern or Career Advisor, who can help you with the process or provide suggestions and revisions to a draft.

You can download the “Resume Writing Guide” at http://documents.kenyon.edu/cdc/guides/resume_guide.pdf.
For the most up-to-date calendar, go to the eRecruiting system (http://Kenyon.erecruiting.com). After logging into the system, choose “calendar” from the gray menu bar, and “career center calendar.” Select a month from the right side of the screen to see an overview of events. Additional programs/opportunities are added on a regular basis.

**October/November 2006**

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<td>24 Off Campus Interview Days Drop-In Hours, 1:00pm, CDC</td>
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<td>26 Burton Morgan Lectureship series-Entrepreneurship &amp; Journalism with Matthew Winkler K’77, 7:30pm, Storer 116 (Brandi)</td>
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<td>31 Carney Sandoe Information Session, 7:00pm, Olin Aud. Happy Halloween</td>
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