

PW Club Minutes

January 26, 2011

Meeting begin: 6:04 pm

Attending: Kelli Barnett, Courtney Elsten, Sarah Nixon, Corinne Feight, Lauren Fisher, Keith Price

Speakers: Dr. Jennifer Bay & Christina Ripley

Topics: Internship Information, Resume Workshop

Dr. Jennifer Bay's Presentation

Internship Classes

- English 488: Offered in Spring

- English 490: Summer

 - Open to all Liberal Arts

 - Online

 - Can have an internship anywhere in the world

 - 1-3 credits

 - Receive credits for internships: purpose is to give you credit

 - Can also count towards PW (but not substituted for ENGL 488)

Where do you start and what do you do?

- It's not too early to start looking for summer internships!

- Go to internship sites (like Dr. Bay's site)

- Resources on Dr. Bay's site

Other websites (SHORT list! Other places you can look)

- JournalismJobs.com: not necessarily newspaper jobs

- Indiana Intern Net (106 new positions posted in past month)

- Purdue CCO Internship Page

- Liberal Arts Internships Listings

 - Includes repeated company internships (companies that always have internships)

- BookJobs.com: ongoing internships

- UC Berkley Career Center Website (and other universities' internship websites, like Stanford)

- Media Bistro

Can also look through searches

- Brainstorm keywords to search for PW internships

- Be flexible! (Example: don't be stuck on just technical writing)

Can also network with Purdue alumni

What you need

- Your resume

- Samples of your work

- Be flexible and open (to actual internship and location)

Questions

- How do you find out about housing?

 - Can inquire, or wait until you get accepted because you can always turn them down

 - Be direct!

What about Canadian internships (and other international internships)?

Would have to be unpaid

Preference to Canadian citizens first

Publishing companies: do they have Canadian offices?

When do you sign up for 490?

Sign up until possibly May

Dr. Bay won't be around most of May, but will be on email

Have an internship set up, advisor can get you in

Resume Workshop with Christian Ripley

Work as BWC in Writing Lab

Interested in working? ENGL 490A or 490B (UTA or BWC)

Tips about resumes

No experience?

You do have some experience (jobs from high school, clubs, etc)

All about how you explain it

Look at job ad: use keywords from ad in resume or cover letter

Example: "organized" and "responsible": how can you show that you have organizational skills and are responsible through old jobs, clubs, and course work?

How do you present your resume?

Organized, easy to read

Supposed to be 1 page

Use design principles to point out what's important and so it can be read quickly

Liberal Arts Career Development Career Week

All will be receiving email about it

Resume workshops with CCO, informational sessions about finances & budgeting, social media & branding

Questions

If someone is a freshman with no work experience but has a job, what's most important?

Schoolwork typically listed first

Especially highlight that your degree comes from Purdue (a lot of people think Purdue is *private*)

Work experience also important

After you have been out of school for a while, list work experience before school

Depends on where you're applying

Tailor to job

Specialty magazine with a minor in that area? Put your degree first

Most important information goes first, sometimes only the first part is read

Most resumes only given a 20 second glance!

What about clubs and being involved?

If you can't think of a way to make it fit with the job, don't include it

Example: applying for an accounting job, but resume includes being an intramural tennis player. Yeah it's cool, but what does that have to do with the job?

What do you put in a cover letter?

- Supplementary piece to resume

- Work in skills and show concretely how you fit qualities job ad is asking for

- Show off your writing skills

- Prove to people *why* you should be picked: persuasion piece

 - Why you have excellent organizational skills, etc

- Address it to *someone*

 - You'll have to look for the name

 - Much* better than "To whom it may concern"

- What you couldn't fit on your resume

Where do you look for the specific person to address your cover letter to?

- Sometimes given a name or email in the job ad

- Have to *search*

- Can also call

- If name was hard to find and you found it: bonus points to you

What about references?

- Put them on separate sheet

- Should look similar (visually) to resume

- Include person's name, title, contact information

- Don't put "References available on request" on your resume – it's implied

Meeting Adjourned: 6:50 pm

Respectfully submitted,
Courtney Elsten