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CollegeBound Foundation presents...

# Scholar Talk

WWW.COLLEGEBOUNDFOUNDATION.ORG

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## SPECIAL POINTS OF INTEREST:

- **Useful suggestions for job interviews**
- **What to expect from your internships (and what not to)**
- **Find out what to ask at a career fair**
- **Contact your CAPS!**

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## The Ups and Downs of Internships By Cassandra Gaddo

It's no secret that today's economy is worrisome for college grads looking for their first "real" job. Students carefully craft their resumes to make sure the right university, grades and activities catch an employer's eye. But even the best GPA can only take you so far, and many students search for other ways to set themselves apart from the rest. A common answer? Internships.

"Internships help students explore different careers," said Jay Burgin, associate director for recruiting at the University of Chicago. "It lets them work in the field and start to get a feeling for it."

Loyola University Chicago alum Maggie Schwartz, who held two public relations internships during her college years, said interning helped her develop a better idea of what she wanted in a career.

"Everything they had, I wanted the opposite," she said of an extremely casual, informal office she interned for. "However, since the jobs they did were creative, I learned I was interested in that."

Students also gain essential skills outside of their immediate field of study, Burgin noted. "They learn to communicate with different people, how to research, presentation skills, and business writing," he said.

Internships also provide the benefit of an immediate supervisor who has the potential to serve as a model or mentor.

Dr. Bren Murphy, associate professor of Communication and director of Communication internships at Loyola, advises students to go the extra mile to build a relationship with their bosses. "Try to find ways to spend time with that person," she said. "Have specific questions, schedule meeting times, even 10 minutes once a week."

Schwartz said her supervisor often intimidated her. "She was really nice and friendly, but because she was so professional, I didn't want to waste her time," she said. "I could see myself being her in five or ten years and I felt like I was the lowly intern."

Northwestern University junior Krystle Goh, who is currently interning at

Goldman Sachs, had to improvise in order to meet with her busy supervisor. "I found that email is the best way to communicate with him," she said.

While many internships do lead to full-time positions, Dr. Murphy notes that the conception is probably more myth than reality. "Maybe 15-20% of our interns get offers at that organization or through networking," she said, mentioning one student who interned at the CNN Chicago office and is now for working for the news organization in Atlanta. "But it is not common."

Internships also help in the job search because they allow the student to sell themselves to potential employers. "Hopefully having internships made my resume look better," Schwartz said. "At interviews, I was able to draw on specific experiences." A May 2004 graduate, Schwartz is currently a marketing communications coordinator for the Illinois CPA Society. *(continues on page 3)*

## SUMMER FUNDING IS AVAILABLE!

CollegeBound Foundation has limited funds to award to **current scholars** in need. CollegeBound summer awards are for tuition only. You may be eligible for a tuition award up to a maximum of \$1,000. To be considered for a CollegeBound Last Dollar Summer Grant, you must submit the following no later than Friday, May 27, 2005:

- A letter from your Academic Advisor, Department Head or major professor stating a need for you to attend summer school (i.e. remain on track to graduate on time, class needed to begin work on declared major by Fall, or class needed to enter school of declared major).
- A copy of your spring grades (with at least a 2.0 **cumulative** GPA).
- A copy of the Financial Aid Award Letter (FAAL) from the college for the summer term.
- A copy of the summer tuition bill or information detailing tuition costs for the class you will take.
- A copy of your schedule and the number of hours you will earn in each class.

Funds are limited and are first come, first serve until all funds are exhausted. Expect up to two weeks for the award to be processed after CollegeBound has received all supporting documentation. **For more information or if you may not have one or more of these items by the assigned date, please contact Ms. Bell via email AS SOON AS POSSIBLE at [abell@collegeboundfoundation.org](mailto:abell@collegeboundfoundation.org).**



*“With so much to do, it’s easy to forget the practical details that can distinguish a successful interview from a tragic one.”*

## Minor matters that make your interview

By Erin Hovanec

Preparing for an interview can be stressful -- and time-consuming. You can spend days researching a company, brainstorming answers to “trick” questions and preparing your portfolio.

With so much to do, it’s easy to forget the practical details that can distinguish a successful interview from a tragic one.

This article focuses on the minor matters that job seekers often overlook before they sit down in the interview hot seat.

### Getting Your Interview Gear Ready

Lay out your clothing in advance. You don’t want to be frantically searching for a missing sock or clean shirt on the day of the interview.

Make sure your outfit is clean and neatly pressed and take care of other time-consuming chores (polishing your shoes, trimming your nails) the day before the interview if possible.

Also, gather all the other important materials you’ll need for the interview in one place, where you will be sure not to forget them. You might include copies of your resume, references and directions.

### Just Call Me “Dragon Breath”

You parents were right: You don’t do as well on an empty stomach.

Make sure you eat before the interview. You don’t need to have a huge meal. In fact, a heavy meal or one loaded with carbs can make you feel sluggish and lethargic. But a light meal or snack will ensure that your stomach doesn’t start rumbling loudly just as you’re about to discuss your most brilliant accomplishment.

If your interview isn’t until later in the day, steer clear of stinky foods, such as onions and garlic.

Whatever you plan to eat before the interview should be followed by some mouthwash and a good brushing.

### Have Interview, Will Travel

The day of the big interview is not the time to try out a new shortcut or investigate an unfamiliar area. Make sure you know how to get to your interview in advance. Make a practice run the day before if necessary.

Also, find out exactly where you’ll need to go when you arrive at the company.

If you’re lucky, you’ll walk through the front door and find the receptionist waiting. If you’re not so lucky, you’ll need to find your way to Lot 8, Building 9, Floor 10, Suite D, Room 125 -- so be sure you know how to get there.

### Eyes and Ears Are Everywhere

When it comes to interviewing, a little paranoia can be a good thing.

Your interview starts in the parking lot, so be conscious of your surroundings. Any onlooker could be one of your interviewers. Act accordingly.

Be courteous and professional to everyone you meet, from the security guard to the receptionist. If you make small talk with strangers, be positive and pleasant. This isn’t the time to complain about the “funny smell in the lobby” or a long wait for an elevator.

Lastly, turn off your cell phone.

Source: [www.hotjobs.yahoo.com](http://www.hotjobs.yahoo.com), Monday, January 10, 2005.



**These tips will prepare you to tackle the mountain of anxiety surrounding job interviews!**

# Ups and Downs (...continued from page 1)



**Interning at a big name company may mean handling hefty loads of copying.**

If students are lucky, they are performing real duties. Burgin said that since most hiring organizations are used to interns, they are prepared to teach them the skills necessary to make significant contributions to the company.

Despite these positive experiences, many students find themselves relegated to the copy room. "I did my fair share of binding books or printing things," Goh said. Still, simply being in an environment that you may one day work in can be a learning experience. "It definitely gives me a good sense of what it's like to be working in the financial world," Goh said. "Sometimes, size is a factor," Dr. Murphy

said, adding that the big, glamorous organizations are often the ones to assign students menial tasks.

Less often, duties pose serious problems for interns. Dr. Murphy has had a few students work at the *Jerry Springer Show*. "One student quit after two weeks," she said. "She couldn't take the ethical stress."

Schwartz recommends that students be picky about where they spend their interning years. "Evaluate what you want to do, and where you can get the most experience," she said.

Source: [www.collegenews.com](http://www.collegenews.com), Wednesday, December 1, 2004.

## A Fair Question: What to Ask at a Career Fair

By Todd Anten

You've waited in line, approached a recruiter, presented your resume and given a persuasive-yet-friendly pitch for why you'd be the perfect employee for Company X. Then the recruiter asks you that ominous question: "Do you have any questions for me?"

You sweat. You stumble. You panic...You blew it.

Companies want employees who are active and selective. And asking recruiters smart questions is a good way to make yourself memorable to them.

Here's a quick list of potential questions to ask a recruiter at a career fair. Naturally, you're not going to ask all of the questions below — you've only got a couple of minutes. But this list will get you on the right track and help you stave off the sweats and stumbles.

### Questions that focus on what you can offer an employer:

- What kind of person are you seeking for the position?
- What kind of educational background do you prefer?
- What employment experience is required?
- What additional skills, like languages or computer skills, are particularly valuable?

### Questions that focus on what an employer can offer you:

- What do you like about working for your company?
- How many people work at your company?
- What kind of benefits does your company provide?
- What kind of advancement opportunities does your

company provide?

- Where does your company hope to go in the next few years?
- Is there anything else I should know about your company?
- How can I contact you if I have a few questions later on?

### As you talk, remember to:

- Be friendly and conversational.
- Stay positive and stay on topic.
- Speak clearly and speak confidently.

Stick to the questions above, and perhaps you'll soon hear the question you've been waiting for: "When can you start?"

Source: [www.hotjobs.yahoo.com](http://www.hotjobs.yahoo.com), Friday, February, 25, 2005.



**"You sweat.  
You stumble.  
You panic...  
You blew it."**

## Tidbitz: Quick Reads

### Save a Tree...Send an Email!

In order to make our contact with our scholars faster, more frequent, and more efficient, CBF is asking you to help us start a list serve! Please email Ms. Samantha Rodowsky at [Srodowsky@collegeboundfoundation.org](mailto:Srodowsky@collegeboundfoundation.org) to join. If you don't want to do it for yourself, do it for the trees!

### Visit Our New Home on the Web

The only thing about CollegeBound's website that won't be changing is the address! Check out our new look and fresh information at [www.collegeboundfoundation.org](http://www.collegeboundfoundation.org). We hope that the new website will be your "go-to" reference for answers to general questions and information about the LDG, as well as CollegeBound Foundation sponsored services and events. The website should be up and running within the next few weeks!

### Become a CBF Alum!

Are you graduating this spring or summer? Please call CollegeBound's Development Director, Ms. Teresa Perrera at 410.783.2905, ext. 202 to join our special group of graduated scholars.

#### CONGRATULATIONS!

Your hard work and persistence has paid off!



## The PhD Project: Pursuing Holistic Diversity

The PhD Project began its mission in 1994 to increase the diversity of business school faculty by attracting African-Americans, Hispanic-Americans, and Native Americans to business doctoral programs, and provide a network of peer support throughout the programs.

We are not a doctoral program, but rather an information clearinghouse for underrepresented minorities who are interested in pursuing a business PhD to become a business school professor. Think of us as your "PhD guidance counselor."

Each November we host an annual conference that provides a rare networking opportunity. The Conference is by invitation

only. To be considered or an invitation to attend the conference, you must first complete and submit an application. Your application will be reviewed by a team of doctoral program directors and if you are invited to the conference, The PhD Project will pay your expenses to attend from anywhere in the USA.

The Project has formed a network of business school deans, faculty members, heads of doctoral programs, current doctoral students and sponsors from corporate America. If you are seriously considering the pursuit of a business doctoral degree, you too, can be part of this network.

**The deadline for this year's conference is October 4, 2005 at midnight EST.**

You may find the application, as well as more information at the PhD Project website: [www.phdproject.com](http://www.phdproject.com).

*This article is comprised of direct excerpts from the PhD Project website, as well as the Winter 2005 issue of The PhD Project Newsletter.*

**Note:** Ms. Bell, a 2004 PhD Project participant, encourages **ALL** students strongly interested in earning **ANY** doctoral degree to examine this program. The information you will receive through this opportunity is valuable to all doctoral programs.

## How to Write a Resumé By M.B. Owens

Writing a resume can be quite a chore. Selecting the best examples of what you have done in your career and placing them in a short and concise space, takes a lot of time and thought. Managers look for actions, accomplishments and results. Give the managers what they want with clear well-selected examples.

First, write summaries or headings—guides outlining what's to follow. When developing summaries or headings, have in mind what supporting examples are to follow.

Look at them as claims that must be proven. And what is to follow, the examples, are the evidence to support those claims. Just like in an opening statement from a prosecutor in a criminal case, the people reading your statements expect you to provide supporting facts.

Review your background from the beginning to determine your best examples. Consider your time in school and every job you have held. For the more senior employees with an extensive history, going back only part of your career such as 10 years, may make you feel more comfortable than going back to your very first job.

Pick instances that indicate your greatest breadth and depth. Let the hiring managers know how much you have done and to what extent you were able to obtain your accomplishments. Give them the information necessary to understand your level of skill.

Provide examples that the prospective employer can use to relate to the job for which you are applying. For a general guide as yourself, "Would this past experience help me in the new job?" Remember that not every position you apply for may use the same skills or

problem-solving abilities. If other applicants show the employer that they have the skills and you don't, they may end up with an interview and you may end up with a letter of rejection — even though you were the best candidate.

Managers are looking for employees that will have either an impact on the quality of the performance at an organization or on its bottom line.

The higher position you are applying for, the more results the employer will expect to see.

If leadership is part of the position's responsibilities, show you can deliver and have delivered in your past employment. Be careful that your examples demonstrate the appropriate leadership abilities.

Provide the examples for each function you have performed, one at a time. Don't leave the employer confused.

Have others read your resume with a critical eye and to make suggestions on any areas that are unclear. Don't be overly sensitive to criticism.

When provided examples of your experiences, try to distinguish yourself. Why are you the best?

A resume has to catch the reader's attention quickly. Providing the best and most appropriate examples of your work is one of the key objectives of a good resume. Not achieving it only lets you down.

M.B. Owens is president of a career consulting company. E-mail him at [usajoblocator1@yahoo.com](mailto:usajoblocator1@yahoo.com).

Source: [www.hotjobs.yahoo.com](http://www.hotjobs.yahoo.com), Thursday, March 17, 2005.

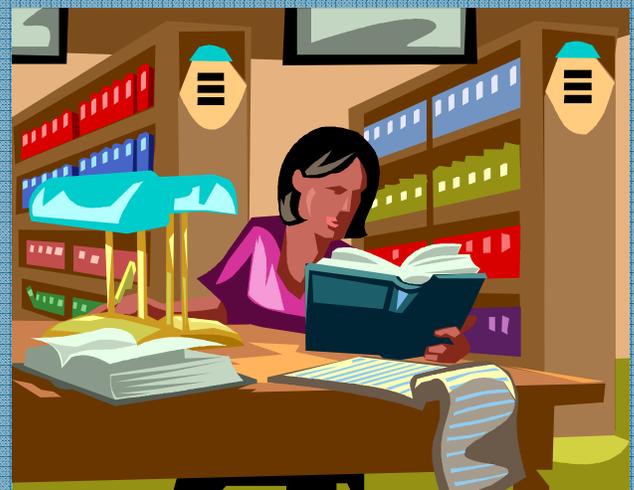
*"Managers look for actions, accomplishments, and results."*

### New Options for Your Volunteer Requirement

In order to maintain your status as a CollegeBound Scholar, you must complete 4 hours of volunteer or community service. We are now allowing students to complete a short essay to fulfill this 4 hour quota. Students must center their **TYPED** essays (at least one page) around one of the following topics:

- The Difference CollegeBound Has Made in My Life
- My Internship Experience
- What College Has Taught Me
- The Most Important Lesson I Have Learned While in College.

**CollegeBound must receive the essay no later than July 1, 2005 to apply it towards this year's volunteer service requirement!**





## CollegeBound Foundation

Building a better Baltimore, one graduate at a time.

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