

# Quest Alumni Newsletter

November, Junior Year

## Locating and Applying for Internships

There are many reasons for doing an internship. An internship will allow you to test your career objectives, help you identify your talents and direct you toward an appropriate career, and help you to acquire those essential practical and professional skills you need in the business world.

But finding an internship that will do all that for you takes some thought and preparation. Before setting out to find an internship, ask yourself these questions:

- Where do I want to do an internship? My hometown? Out-of-state?
- What type of work would I like to do? In what field?
- What type of organization would I like to do an internship for?
- What do I want to gain from an internship? What specific skills or experiences do I want to acquire?

### Locating Opportunities

After you've answered these questions, you're ready to start searching for internships. Here are some suggestions for locating employers and internship opportunities.

- Check with your academic adviser to see if your department maintains listings of internship opportunities in your field of study.
- Visit your career services office. Many offices have internship listings and may be able to help you locate other resources such as books, employer files and directories, and web sites, such as JobWeb.
- Attend job fairs. Employers often use fairs to identify students for internships as well as for full-time employment.
- Visit your campus or local library for resources that provide information about internships. Once you find an internship you are interested in, locate additional information about the company so that you can tailor your resume and cover letter to the employer.
- 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, co-workers, supervisors, 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 pro-

gram. 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 for an Internship

Each employer has its own application process, so find out what the application procedure is for each internship that interests you. What is the deadline? What will the employer need from you to make your application complete? Start the process early.

"A friend of mine found an internship with the Olympic Bobsled Team on the Internet. How cool is that?!"

- University of West Florida Student  
*Been There Should've Done That*  
By Suzette Tyler

**Not sure if an internship is worth your time?** 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. The reverse is also true. During your internship, or when you return to the classroom after your internship, you will better understand the many nuances of business operations that relate to the theories you study.

### Resources on the Web For Student Internships

- [internshipprograms.com](http://internshipprograms.com)
- [monstertrak.com](http://monstertrak.com)
- [experience.com](http://experience.com)
- [jobweb.com](http://jobweb.com)
- [internjobs.com](http://internjobs.com)
- [backdoorjobs.com](http://backdoorjobs.com)
- [collegegrad.com](http://collegegrad.com)

• 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.

- jobweb.com

Amy Marie Charland  
and Mary Ann Lawson

# Make the Most of Your Volunteer Experience

You're looking for experience in your major. You wish you had more time to do some community volunteer work. However, you just can't find enough time in the day to do both—how do you choose?

There are many opportunities for college students (and graduates) to help themselves and their communities. A volunteer job can provide you with the opportunity to put into practice the theories you have learned in school, and provides a valuable service at the same time.

## How do you turn your volunteer work into “experience?”

**Sling Hash:** Volunteering in your community can be as simple as dishing up lunch in the local soup kitchen or working with the local Meals-on-Wheels program. If you're a culinary student, it's your opportunity to experience planning a menu, ordering food, preparing food in large quantities, and organizing a kitchen line.

**Practice Teach:** As a freshman or sophomore education major, you may not have enough course credits to begin student teaching, but you can volunteer your knowledge to a local literacy program, work with children at a day camp, or teach English as a second language. Each position could add excellent experience for your resume.

The trick is to connect your interests to a volunteer work position.

- Business majors can add to their marketing talents by helping to promote a blood drive.
- Computer science majors can practice their programming skills by building web sites for youth groups.
- Engineering students can lend a hand by building a house for a charitable cause.

Brainstorm your interests and abilities with a career counselor at your college or university and get advice on how to add volunteer work to your resume. Be sure to offer specific information about the new skills that you have developed. For example,

- “Organized and promoted blood drive which collected 75 pints of blood over a two day event.” - *Tells a potential employer what you did and how successful you were at it.*
- “Constructed house frame following blueprints provided.” - *Shows that you know how to read a blueprint and that you understand the work from the construction end.*
- “Planned, ordered, and prepared lunch and dinners to serve 350.” - *Shows organizational skills and the knowledge required to calculate the needs of bulk food preparation.*

- www.jobweb.com

“We make a living by what we get.  
We make a life by what we give.”

- Winston Churchill

A recent UCLA study of 22,000 college students found that performing community service boosted everything from grade-point average and writing skills to self-esteem and racial understanding.

- Joshua Green  
www.washingtonmonthly.com

## Volunteer Quietly

Doing volunteer work is a great contribution to your community. Every college offers a variety of programs, from peer mentoring to Habit for Humanity-style service projects, to fund-raising for charities, to organizing education outreach efforts. The benefit of community service is clear: you are helping people in need. This is a noble thing to do, and students are generally a segment of society with enough idealism and enthusiasm to actually make these altruistic efforts a part of their life. So make it a part of yours. Not only is it important to get perspective on the world beyond the confines of college, but it's good for your soul to dedicate time to improving the lives of others. **But don't just volunteer, volunteer quietly.**

If you want to really derive the full personal benefit from your community service work, don't talk about it much. Don't gripe to your friends about the time commitment, don't work your generosity into conversations with others, and don't dwell on your involvement in job interviews. In short, keep the experience personal. When you volunteer quietly you are purifying your motivations. To be helping people without the benefit of outside praise and validation is a wonderful way to increase your sense of self-worth, strengthen your identity, and solidify your core values. These are traits that will carry you far in life. Do some good in the world for no other reason than wanting to be a part of the solution. It will redefine your approach to life for the better.

- *How to Win at College*  
by Cal Newport

### Resources on the Web For Volunteering

- [americaspromise.org](http://americaspromise.org)
- [americorps.org](http://americorps.org)
- [getinvolved.gov](http://getinvolved.gov)
- [servenet.org](http://servenet.org)
- [strength.org](http://strength.org)
- [volunteermatch.org](http://volunteermatch.org)
- [networkforgood.org](http://networkforgood.org)

# Climb To Your Career In Four Years!

No matter where you stand on your future—decided or unsure—if you're planning to graduate in four years and find your spot in the work force, you should start taking steps now to reach your goals. It's never too early (or too late) to start, however the earlier you start, the easier it will be to prepare!

Here's a timeline to guide your progress:

## .... Every Fall

- Make an appointment to talk with a career services counselor.
- Check your career center's web site for a calendar of dates and times of career development and job-search workshops and seminars, career and job fairs, and company information sessions.
- Update your resume and have it critiqued and proofread.
- Join professional associations and become an active member to build a network of colleagues in your field. Find a student version of your professional association and take leadership roles.
- Subscribe to and read professional journals in your chosen field.

## Junior Year

### Making Decisions/Plotting Directions (up to 100 hours)

- Schedule an appointment with a career services counselor to have your updated resume critiqued.
- Narrow your career interests.
- Review your participation in a co-op program or explore internship opportunities with a career services professional.
- Participate in interviewing, cover-letter writing, and other job-search workshops.
- Practice your skills at mock interviews.
- Review your progress in learning four (or more) skills employers look for in new hires.
- Attend on-campus career and job fairs and employer information sessions that relate to your interests.
- Take leadership positions in clubs and organizations.
- Consider graduate school and get information on graduate entrance examinations.
- Ask former employers and professors to serve as references or to write recommendations to future employers.
- Complete at least five informational interviews in careers you want to explore.
- Shadow several professionals in your field.

- Research potential employers in the career library and talk to recent graduates in your major about the job market and potential employers.
- Start your professional wardrobe.

- [www.jobweb.com](http://www.jobweb.com)



## QTip

For assistance in preparing your resume and/or cover letter, as well as practical advice for interviewing, see your Career Services office or contact the Quest Prep Center.

## Qualities/Skills

### Employers Look for in New Hires

1. Communication skills (verbal & written)
2. Honesty/integrity
3. Interpersonal skills (relates well to others)
4. Motivation/initiative
5. Strong work ethic
6. Teamwork skills (works well with others)
7. Analytical skills
8. Flexibility/adaptability
9. Computer skills
10. Detail-oriented
11. Leadership skills
12. Organizational skills
13. Self-confidence
14. Friendly/outgoing personality
15. Tactfulness
16. Well mannered/polite
17. Creativity
18. GPA (3.0 or better)
19. Entrepreneurial skills/risk-taker
20. Sense of humor

- [www.jobweb.com](http://www.jobweb.com)

# STUDY BREAK

www.PrintSudoku.com

9		2		7	3			1
	7		6					5
	1		9				3	
7							8	
		9	4		7	3		
	6							7
	5				8		7	
1					5		4	
3			1	6		2		

Medium Difficulty

“What if just knowing what a word meant could help feed hungry people around the world? Well, at FreeRice it does, and the totals have grown exponentially...”  
- The Washington Post

## Free Rice!

Test your vocabulary and fight world hunger at the same time! A great website, [www.FreeRice.com](http://www.FreeRice.com), has two stated objectives:

1. Provide education to everyone for free.
2. Help end world hunger by providing rice to hungry people for free.

Try it out! For every word you get right, 10 grains of rice will be donated through the United Nations to help end world hunger. That may not sound like much, but FreeRice has generated enough rice to feed millions of people since it started in October 2007.

Learning new vocabulary has tremendous benefits for you as well. It can help you to increase your reading comprehension and speed, improve your writing and speaking skills, score higher on standardized tests such as the LSAT and GMAT, and get better grades. So give it a try for a study break—and help feed the hungry at the same time!

## Memo From Marilyn

**Remember**, this is **your** newsletter, and your input is welcome! Please let us know what features and articles you find most useful. If you'd like to see a particular topic addressed or have a suggestion for a “Study Break” activity, send me an e-mail. Or better yet, submit an article! Do we have any cartoonists out there? I'd love to include a bit of humor—this might be your chance to be published! You can reach me at [Marilyn@questctr.com](mailto:Marilyn@questctr.com).



## Alumni Visits

Meet with QFK seniors preparing to enter college! These students could benefit from your advice and experience. They would love to hear about how you dealt with “the roommate from hell” as well as what everyday life is like at college. Please come and share your helpful tips and “words of wisdom” at **3:00 p.m. on December 15th or 16th**. Many of your fellow Quest graduates participate in this event every year, so this is a great opportunity for you to reconnect with your fellow Quest Alumni.

Please contact Quest and let us know which day you are planning to attend.



## Quest 2010 Speaker Series

February 5, 2010 ♦ February 26, 2010 ♦ March 12, 2010  
Held at The Ritz-Carlton, Naples, the dinner/lecture series begins promptly at 6:00 p.m. Net proceeds raised from this event are used to fund the administration of the Quest For Kids program and purchase Quest college scholarships. If you are interested in attending one of the events, please contact Quest.

To learn more about the series, past speakers and who will be speaking in 2010, visit the website at:

[www.questeducationalfoundation.org](http://www.questeducationalfoundation.org)