

The Enterprise Resource Center—we're all about pairing students with area businesses for internships, practicum experiences, projects and job shadows.

WHAT DID THEY DO BEFORE THEY MADE IT BIG?

**JENNIFER ANISTON—
WAITRESS**

**MADONNA—DUNKIN'
DONUTS EMPLOYEE**

**ROB SCHNEIDER—DISH
WASHER AT AN ICE
CREAM PARLOR**

**WHOPPI GOLDBERG—
BRICKLAYER & FUNERAL
HOME COSMETICIAN**

**ROD STEWART—GRAVE
DIGGER**

**SYLVESTER STALLONE—
LION CAGE CLEANER**

It's never too late to consider an internship. Want to find out more?

Call Joanne at x4310

Loew-Brenn Hall

Lower Level, Suite 067

www.huntington.edu/erc

5 Ways Your Cover Letter Says, "I don't want this job."

Cover letters can be a great way to get employers to notice you. Of course you always want to send one but what are some ways that your cover letter can actually *hurt* your chances of getting interviews?

1) You use 'Dear Sir or Madame' as your salutation.

It can be a lot of work to find out the name of the hiring manager or the person that your resume is being sent to. However, if you do, it will put you in the good graces of the hiring manager...at least to start off with.

2) The reader is left with the question of what job you are actually applying for in their organization.

You need to state the title of the job somewhere on your cover letter. It can be as a title or in the first paragraph. Hiring managers don't want to guess which job you want. If they do, then you'll likely get passed up for interviews.

This is another way you can personalize your cover letter. If you use the exact title for which they are hiring, then they'll know that you took the time to tailor it just for them.

3) Your cover letter addresses none of the job requirements.

One way to really impress an employer is by their specific needs they listed in the job posting. This is where you can completely personalize your cover letter. Check out your achievements from your resume and see what is applicable to their needs. Pull a few and reword them a bit to add them as a bullet list on your cover letter.



4) You end it with a passive call to action.

You want to make the Hiring Manager do the least amount of work as possible in order for you to get an interview. One of the ways you can ease their burden is by calling them to follow-up. State that you will call them in a certain amount of time – say one week or on a specific date – and be sure to do it.

Don't worry about coming across as too aggressive. It's acting proactively which employers think highly of and you can expect them to take note. Of course they may call you even before you get a chance to give them a ring, but that's a good thing.

5) No contact information.

I know you're saying 'Give me a break!' It seems like that's common sense, right? Not necessarily. Sometimes when job seekers create their own resume package, they only put their contact info on their resume, not their cover letter. But what happens if the two get separated and your resume accidentally gets tossed? Your desire to get an interview just got tossed along with it.

COMMUNICATIONS, DMA and GRAPHIC DESIGN

Providence Communications/QC Printing, Fort Wayne, IN Editorial Intern

Responsibilities include research for articles, preparing questions for interviews, conducting phone, in person and group interviews, scheduling appointments for other staff writers, writing articles, shadowing ad designer, graphic designer and managing editor.

The Waynedale News, Fort Wayne, IN Journalistic Intern

Intern required to cover events in Southwest Fort Wayne. Beginning writers welcome to apply.

Launch City Party Group, Fort Wayne, IN Event Planner and Coordinator, Starts 9/3/07

Some knowledge of marketing strategies, good work ethic, able to work with minimal supervision, able to work in a strong team environment, timely, creative and some writing abilities desired.

New Haven Chamber of Commerce, New Haven, IN Office Assistant Internship, Unpaid

Duties include updating the website with information, calendar, surveys, and photos from Chamber events, development and implementation of community events and fundraising, writing newsletter.

Stumps Printing Company, South Whitley, IN Graphic Designer, Starts ASAP

Graphic design major with experience in QuarkXpress v.6 or 7 and Photoshop in a Mac environment. Responsibilities include producing and revising catalog pages, logos and graphics.

Mignone Communications, Huntington, IN System Operator

Intern must have computer skills in both Mac OSX and Windows platforms, Quark, InDesign, Photoshop and Illustrator. Responsibilities include preflighting client supplied files, color retouch, proofing, imposition and plating.

MediaSauce, Carmel, IN Animation Intern

Interns will work on various aspects of animation projects including design, vectorization and animation and syncing music.

BUSINESS, MARKETING and ACCOUNTING

Graduate Media & Marketing, Fort Wayne, IN Advertising Coordinator, Paid

Active students who have strong verbal skills & are able to communicate the college experience. Providing student feedback to both clients and prospective advertisers. Students who are confident, goal oriented, socially outgoing, hard working, and interested in advertising & media communications. The position requires coordinating message board campaigns with local sponsors in an upbeat and confident manner. Answer questions and concerns regarding the Wipe Away message board campaign, Provide creative feedback to clients, regarding advertisement design, Utilize your current college experience to promote the message board campaign to local clients/prospects. Administrative duties include; providing daily reports, client paperwork, artwork submission, and billing options. We will train you fully!

WestPoint Financial, Fort Wayne, IN or Indianapolis, IN Spring or Summer, Paid

Investment and Insurance Intern in the Indianapolis area for next summer. Intern will study for Life/Health license and will be involved in a 90 day training program. Business Intern will work with the database, preparing illustrations but will not prepare for license.

Merrill Lynch Fort Wayne, IN Finance and Insurance Intern

Work directly with a financial advisor as an assistant to develop and create client review presentations and plan company events.

Fort Wayne Chamber of Commerce, Fort Wayne, IN Member Relations Marketing Intern, Paid

Assist with management of communication and marketing

campaigns, as well as general membership relationship building. Special Event planning may be required, but is not a priority for this position. The position will also be responsible for professional communication among internal staff and the Chamber member base in order to meet specified directives and build strong rapport. Responsibilities Support member relations team in planning for member-related events, Proactively contact membership as required to support member retention, Create and distribute communications as necessary, Editing and proofing as necessary, Coordinating materials/information needed for marketing and communication plan development, Write Marketing and communication plans where appropriate.

YMCA of Greater Fort Wayne, Fort Wayne, IN Marketing Internship, Unpaid

Responsibilities are to help maintain the association's Web site, develop content for the YSpirit newsletter, write and edit press releases, design association publications, assist in planning YMCA events. Must have knowledge of Photoshop & Quark Xpress software, layout experience, excellent writing and communication skills, web design experience (a plus).

DeBrand Chocolatier Sales & Marketing Intern, Paid

Intern is needed to research and contact new businesses. Must demonstrate initiative, have good phone etiquette, be computer literate, have good organizational skills, be able to pass a math test and have a positive attitude.

RECREATION MANAGEMENT

Shuffleboard Indoor Fun Spot, Fort Wayne, IN Customer Service/Marketing/Event Planning Intern, Paid

Greet customers and assign them to a court, Gain knowledge of the game and assist in answering questions, Open and/or close the store and concession food area, Run registers, Assist in food inventory, Assist in cleaning and maintaining the facility .

Fort Wayne Children's Zoo, Fort Wayne, IN Recreation Intern, April—October

Plan, develop and implement a variety of brief recreational activities to add value and variety to the visitor experience while circulating the zoo grounds offering these activities. Assist with

delivery of special events.

Fort Wayne Wizards, Fort Wayne, IN 5 Internships available - 3 paid and 2 unpaid

Submit Resume by October 31, 2007

Internship positions include:

Pocket Schedule distribution and deliveries; Mascot Appearances; Group Sales to day Camps/Day Cares, Senior Homes, Church Groups; Picnic Set-up and Picnic Breakdown; Various Game Day duties and In-Game duties; Annual Client/Team/Staff Golf Outing; Annual Boy Scout and Girl Scout Overnight; Pre-Season work late March/early April 2008. Internships could lead to full time for 2009 Season.

OTHER

Indiana Senate Democrat Caucus, Indianapolis, IN Legislative Internship, Starts January 2008

The Indiana Senate Democratic Caucus intends to hire 14 Interns who will work closely with Democratic State Senators during the upcoming legislative session. Projects will include conducting research on pending legislation, analyzing bill content at each step of the legislative process, attending to constituent casework, staffing committee hearings, and compiling and processing bill data. Other specialty Interns could be assigned to work in media relations, with our fiscal and policy staff, or with our attorneys. No specific major is required, but strong written and verbal communication skills are essential, as well as an interest in state politics.

Crisis Management Institute, Fort Wayne, IN Grant Writing Intern, Paid

Identify new funding sources through research, write, prepare and edit new grant proposals from federal state and private sources, facilitate work groups for preparation of grant proposals, management of pre-submission process, assist with post-award monitoring process.

Dan Quayle Center, Huntington, IN General Intern, Paid

Intern is needed to assist in tours and catalog and categorize collections. The pay is \$6.25/hour with hours from 9:00 a.m. to noon or 1:00 p.m.

Indiana House of Representatives, Indianapolis, IN IN House of Rep. Internship, Starts January 2008, Paid

The 2008 Indiana House Internship Program provides great opportunities for college students who want to gain valuable professional experience in a high-profile position as a valued member of the Indiana General Assembly Staff. Interns will work closely with legislators, state officials and others directly responsible for developing state governmental policies. The internship program gives interns significant opportunities for a wide range of duties within the realm of legislative session activities. Several positions available including, member services, communications, policy and fiscal. All of which, play a significant role in the process.

Fort Wayne Ballet, Fort Wayne, IN Costume Shop Assistant, Fall

Intern will assist with design & construction of costumes, props, sets for the 2007-2008 performance season, assist with Youth Company performances, assist with cleaning, storage & inventory of costumes and assist with categorization & organization of research files. Experience preferred to include costume, prop & set design and construction.

Fort Wayne Basketball Group, Fort Wayne, IN NBA D League Basketball Team Internship

Internship with D-League, is the National Basketball Association's officially sponsored and operated developmental basketball organization. The next NBA Development League season will run from November 28, 2007 through April 15, 2008. The team name is the Mad Ants! Job responsibilities will be varied but may include sports marketing, sales and operations.

Vera Bradley, Fort Wayne, IN Application Developer, Starts January 2008

Intern will assist the IT group with application development and support end users and assist in designing and developing reports per user end requirements. Must have experience with application development tools such as Visual Studio.Net and Crystal Reports.

Vera Bradley, Fort Wayne, IN Network Support Intern, Starts January 2008

Intern will assist with infrastructure support to end users on a variety of PC issues and assist identifying, researching and resolving technical problems. Must have experience working in administrative support and knowledge of Microsoft Office software.

The Ford Meter Box Company, Wabash, IN Accounting Intern, Starts January 2008, Paid

Intern will be responsible for analyzing accounts, preparing schedules for the year-end audit and helping with accounts payable. Must be a junior or senior majoring in accounting. Will work up to 20 hours a week for \$9.95/hour.

**Call 359-4310 to
set up your
internship today!**





Not sure what you want to major in?

Call Martha Smith in the Career Development Office at x4040

Are you looking for:

- Internships
- Job shadows
- Practicum
- Projects

The ERC can assist you!

The ERC provides assistance with

...Resumes

...Cover Letters

...Mock Interviews

The Indianaintern.net is a great resource where you can search for internship opportunities throughout our state. Visit the ERC for registration information!

Contact Us

Kay Schwob x4104

Director

Joanne Green x4310

Experiential Learning

Coordinator

THE INTERNSHIP PROCESS*

START TO FINISH*

- Stop in or visit the ERC Website (www.huntington.edu/erc) to get information on different types of ELO's (job shadow, practicum, internship, special projects)
- Pick the best type for your situation
- Read the ERC newsletter and see if anything sounds interesting
- Call the ERC and set up an interview (x4104)
- Obtain the contract form in the office, or on the website
- **Fill out page 1 of the contract with your advisor**
- Get advisor's signature
- Dress appropriately and come to the ERC interview
- If not yet accomplished, finish page one of contract form and return to ERC
- ERC Staff works on finding a placement if student doesn't have one lined up
- Student is notified of their placement
- ERC finishes page two of the contract
- The contract **MUST** be turned in prior to the start date of the experience
- Contract made into PDF and sent to advisor, supervising professor, dean, career services, student, and employer
- Hard copy of contract is sent to registrar
- Student begins experience
- Student keeps a log of experience
- ERC visits student and supervisor during the experience

At the end of the experience:

- Student will complete an exit interview with ERC
 - Write a Thank You Note
 - Finish up Evaluation Forms
- Student will also finish the necessary requirements in order to receive full credit
 - A copy of these requirements is to be sent to the ERC as well as professor

Note: No grade/credit will be granted for this experience until these final steps have been completed!!