



COLLEGIATE NEWS

Landing an internship

An internship not only serves as a bridge between your collegiate lessons and your professional life, but also allows you to test the waters in your preferred career field. By gaining invaluable hands-on experience, you'll be able to better navigate your career path and choose which jobs you might like and which jobs you might not.

Résumé – Update your résumé using perfect grammar and spelling. Don't be afraid to ask a friend or parent to look it over for you. By the way, employers tend to prefer chronological organization to functional organization.

Clean up your social networking profiles – Imagine what an employer would see if your Facebook or Twitter page were public. Would inappropriate pictures, language or group memberships deter them from hiring you? Prepare yourself by cleaning up your profile. Even if your privacy settings are intact, it is a good idea to always put your best face forward online.

Make sure your phone is ready – Do you want to know what sounds unprofessional? Some hip ring-back tone instead of the standard “ring, ring” on the caller's end and goofy, you-think-they-are-clever voicemail greetings. Stick to something professional, spoken clearly and slowly.

Use your university – Use your college's career services office to take advantage of job search engines, professional workshops, job search advice, mentors, etc.

Start early – Whether you are looking for a full-time job or a summer internship, it is a good idea to start early. Some companies know far in advance which positions will be open. Getting hired early can leave you worry-free when it is crunch time for others.

Check multiple sources – Use the Mortar Board job search engine, Internships.com, Idealist.org (specifically for nonprofit positions), and your existing relationships with local alumni and friends to find out about opportunities in your area.

Brush up on your interview skills – Check out commonly asked questions, research the company interviewing you, and think of insightful questions to ask the employer. Always remember that leaving an interview without asking questions is a no-no.

Follow up the right way – Many hiring managers have dozens of résumés to sift through and don't always have time to take your follow-up call. Check out these tips on when to call.

Get the ultimate leadership experience at the 2010 Mortar Board National Conference

If you are a collegiate chapter officer, committee chair or gung-ho member looking to experience a national conference this summer, make the Mortar Board National Conference your choice.

You will grow in leadership, learn how to function as a leader on and off campus, meet other Mortar Board members, take part in professional development workshops, learn more about our Society, and just have a great time. Ask your chapter about funding to help you attend!

At the 2010 National Conference, you will...

- Enhance your leadership skills
- Get acquainted with other scholar-leaders across the United States
- Take part in beneficial personal and professional development workshops
- Meet distinguished and award-winning Mortar Board alums

Connect with Mortar Board



Have you graduated?

Update your e-newsletter subscription preferences to receive Alumni News rather than Collegiate News.

Find your job with Mortar Board

In conjunction with JobTarget, Mortar Board has launched the Mortar Board Career Center, a search engine for all members, both collegiate and alumni. Mortar Board members are able to search for a variety of jobs, both nationally and locally. National employers will have the ability to post positions and exclusively recruit Mortar Board members. Anonymous résumés can be posted and easily searched and seen by potential employers. **Start searching today at www.mortarboard.org.**

Need a scholarship? Search now.

Mortar Board members are given access to a scholarship search engine, hosted by FastWeb. There, members have access to more than a million scholarships with more than \$3 billion in awards. **Browse the search engine now.**

Mortar Board provides great benefits to its members

Mortar Board makes every effort to provide beneficial opportunities, outstanding discounts and valuable services to members.

Be sure to check the online benefits list regularly to be sure that you are taking advantage of all the benefits Mortar Board has to offer!

- Familiarize yourself with the rich traditions and interesting history of Mortar Board
- Rub elbows with the national leadership of Mortar Board
- Share great ideas with other Mortar Board chapters
- Have a total blast!

You will also be able to build your own conference track by choosing development topics that are beneficial to you personally as well as your chapter leadership.

Register to attend for a \$245 registration fee at www.mortarboard.org/conference on or before May 15. Travel arrangements are at your own expense.

A few steps to help you prepare for graduation

Update your e-mail account. Many college or university e-mail address expire or change upon graduation. Be sure to start using a professional e-mail address on your résumé now - you'd hate to miss out on an opportunity because the employer can't contact you.

More than 65 percent of collegians have **student loans**. If you are a member of this group, make sure you understand the status of any student loans and any grace periods for which you may be eligible. For additional help, visit the U.S. Department of Education's Web site at <http://studentaid.ed.gov/>, your university's financial aid office, chat with your lender, or browse publications in your local library.

Select references and solicit letters of recommendation. Meet with advisors and professors prior to graduation for approval to be listed as a reference or to obtain letters of recommendation to keep on file.

Update your résumé or build a portfolio. Depending on your field of study, you may need to have a résumé, CV or a portfolio - or all three. Use the expertise of advisors, mentors and your university's career services department to make sure all are up to par.

Purchase your graduation regalia in plenty of time. You can purchase cords, stoles and medallions from Mortar Board and other membership organizations to wear at your graduation ceremony.

Denver alumni chapter offers fellowship to Colorado students

The Metro Denver Mortar Board Alumni Chapter is pleased to announce that it will be offering a \$2,000 merit-based fellowship in 2010 to graduate students or those who will matriculate as graduate students. Prospective candidates must be a:

- Graduate of an accredited college or university in Colorado, who has been accepted to a graduate program at an accredited college or university
- U.S. citizen and a legal resident of Colorado

How to apply

You may download an application document with the qualifications and application form. Application forms, which are available online, may be filled out and returned by April 10, 2010 to:

Nora Johnson
1988 S. Xenia Way
Denver, CO 80231
DenverMBAumniFellowship@gmail.com

More details are available online at www.mortarboard.org/opp/fellowships.html.

What people are saying about the Mortar Board National Conference

"I feel energized about leading my chapter! I realized what a great organization this is and that I can make an impact in it."

"I'm so happy to be in Mortar Board. I thought I was proud to be affiliated when I was tapped, but I've got even more pride now."

"I had a **BLAST**"

"Mortar Board is a wonderful organization I will never forget this event."

"I ♥ Mortar Board"

"I enjoyed the connections aspect of it all. Most conferences I've been to focus on the business of it all. Here, you were urged to meet new people."

"Overall, seriously fabulous conference. Organized, well thought-out, well-planned, and conducive to making good friends and connections."



Order your Mortar Board graduation regalia online at www.mortarboard.org/merch to wear at your graduation ceremony!