

Building a Career with Experience Internship Newsletter

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Meet:

Andrew Cerqueira '09
Summer '08 Intern
US Department of State
– Embassy of Lisbon

Francis Duggan '09
Summer TWC Intern
Oppenheimer & Co.
Merrill Lynch
Washington, D.C.

Career Services

Campus Center
Room 008
(508) 531-1328
Internship Office
Room 009A

WHERE TO START

- If you are seeking academic credit, meet with the faculty internship supervisor in your department.
- Research internship leads through your department, the internship database and other resources in Career Services.
- Make an appointment with a Career Counselor, (508) 531-1328.
- Prepare a cover letter and resume; have it critiqued at Career Services

Work 'N' Serve Expo Wednesday, October 22, 2008 1:00 - 3:00 pm Campus Center Ballroom

On Wednesday, October 22, 2008, Bridgewater State College will host its Annual Work 'N' Serve Expo. The Expo will include over fifty employers providing information on full-time, professional, entry-level positions for graduating seniors, internships for juniors and seniors, and community service volunteers for all year students. Over 300 students are expected to attend this year's event, learning first hand from employers the importance of networking and making a positive, first impression.



A sampling of some of the organizations planning to participate in this year's event include: 128 Alliance Financial | Ameriprise Financial Services, Inc. | Beacon Hospice | Children's Cove | Children's Museum in Easton | Clarke, Snow & Riley, LLP | CVS Pharmacy | Department of Corrections | Department of Environmental Protection | Dunkin' Brands, Inc. | Evergreen Investments | Executive Office of Labor & Workforce Development | Fitness Together | Handi Kids | Horizons for Homeless Children | Image Source International | Jet Direct Aviation | John Hancock | Judge Rotenberg Center | Kevin P. Martin & Associates, P.C. | Kirkland Albrecht & Fredrickson | Massachusetts Behavioral Health Partnership | McSweeney & Ricci Insurance Agency | Nashua Police Department | Needel, Welch & Stone, P.C. | New Bedford Public Schools | New Hope, Inc. | Northwestern Mutual Financial Network | Old Colony Y – Big Sister Big Brother | Overhead Door Garage Headquarters | PricewaterhouseCoopers | Putnam Investments | Road to Responsibility, Inc. | Seven Hills Foundation | Shaw's Supermarkets | South Shore Habitat for Humanity | South Shore Mental Health | State Street Corporation | Strategic Financial Partners | The Met | Third District Court – New Bedford | Traveler's Companies, Inc. and VA Boston Healthcare System.

Do Your Research ♦ **Bring Resumes** ♦ **Business Attire Recommended**

Job Shadow Program

The Bridgewater State College Job Shadow Program is accepting applications for the 2009 Winter Break. The program is designed to give undergraduate students (all majors) short term exposure (either one day or a half day) to an industry or career path of interest. Students have the opportunity to observe employers and alumni in unique work settings. Online applications for the 2009 Job Shadow Program can be found on our website at: <http://www.bridgew.edu/careerservices/jobshadowprogram.cfm>. The application deadline is **November 14, 2008**.

The Tinsley Public Service Internship Award

Be awarded up to \$2000 towards your Spring '09 UNPAID internship! The Internship Award is designed to assist a BSC student in completing an approved unpaid, credit-bearing internship. The student recipient will be required to work a minimum of 12 hrs. per week at their internship. **The deadline is Dec. 5, 2008.** See website for further details: www.bridgew.edu/careerservices/InternshipAwardOverview.cfm

By: Andrew Cerqueira '09

Major: Finance

Site: US Department of State – Embassy of Lisbon

I decided to study abroad for spring semester 2007. My plan was to study in Italy, then apply for an internship in Portugal for the rest of the summer and combine that with visiting family there.

I tried to find an internship in one of the major cities in Portugal, but none of the American companies were offering internships. I ended up submitting an application through the Department of State website to intern at the American Embassy in Lisbon. My final offer for the internship came one week before my departure for Italy, pending the necessary security clearance.

While in Rome studying, I went to the American Embassy there to complete the necessary paperwork, be fingerprinted, interviewed and have a background check completed in anticipation of receiving the security clearance needed for my internship in Portugal. June ended and nothing had progressed, so I contacted Congressman Stephen Lynch. His staff in turn contacted Diplomatic Security and my clearance came through the very next day! By mid-July I was on my way to Lisbon, Portugal, ready for my new adventure as a Foreign Service Intern.

I was put right to work as soon as I arrived, because Secretary of State Condoleezza Rice was arriving the next day for a meeting with several foreign ministers. During her visit my job was to be the Diplomatic Courier, which meant running highly classified faxes to and from the command center set up in an anonymous location.

My internship also presented the opportunity to work with the Political/Economic section of the embassy. I went with the US Diplomats to the Foreign Minister of Portugal to deliver demarches from the government and did a few rotations within the Consulate section and Office of Public Affairs.

Working at the embassy was a great learning experience that allowed me the opportunity to meet many people that work at all levels of the government, both foreign and domestic. The importance of networking to obtain what I needed for the internship application process was emphasized for me when I learned that at that time out of 3,000 applicants for foreign post assignment, only 300 were selected!

It is my hope that my service in Portugal will lead to a future position as a Foreign Service Officer for the US State Department.



Employer Profile

Dunkin' Brands, Inc.

130 Royall Street
Canton, MA 02021
Tel: (781) 737-3757

Contact person: Ms. Paula Minard

Associate Staffing Specialist

Seeking all majors

Email: paula.minard@dunkinbrands.com

Website: www.dunkinbrands.com



Students who wish to look into internship opportunities with Dunkin' Brands, Inc., should view BSC CareerLink accessible through www.bridgew.edu/careerservices.

By: Francis Duggan '09
Major: Accounting & Finance
Placement: Oppenheimer & Co. and Merrill Lynch
Summer 2008



I began my summer at The Washington Center working at Oppenheimer & Co., but eventually ended up at Merrill Lynch. I learned how a leading national investment firm like Oppenheimer operates, as well as how a large firm like Merrill Lynch conducts business. My job description remained somewhat the same at both companies. At Oppenheimer I was recruiting business and bringing in new brokers. At Merrill Lynch I was recruiting new clients.

The work that I did at both companies allowed me to work toward many of my professional goals. One of my high priority goals was to improve my networking skills. What better way to learn networking than to call random people all day! My skills in this area were also enhanced through one of the classes I took at The Washington Center focused on "selling yourself".

Not only was I given the opportunity to experience the real world of work, but also learned more about our government in general and how it operates. I met several government officials at events that were sponsored by The Washington Center, something that may not have happened at home!

I found the class offered by The Washington Center in entrepreneurship to be extremely useful. Once again the importance of networking was strongly emphasized.

I feel fortunate to have had the opportunity to study and work in Washington, D.C. It allowed me to apply my classroom knowledge that I attained at Bridgewater State College and get real experience in my field of interest. My site supervisor served as a great mentor and provided me with invaluable advice and knowledge of the business. I am looking forward to applying my newfound knowledge and experience to real life!



Application Deadlines:

Spring '09 = 10/31/08
 Summer '09 = 02/27/09
 Fall '09 = 05/08/09

The Washington Center has scholarship money available for Students with Disabilities.

Visit www.twc.edu for scholarship and application information.

Reminder: When completing the online TWC application you must present a hard copy and discuss credit allocation with Dr. G. Serra/Chair of Political Science prior to having your documents sent to the Washington Center.

News & Events
Be a Spring Intern

Use FOCUS:

Undecided about choosing a major? Consider using FOCUS, an online career system that allows you to learn about which occupation best suits your interests. Contact Career Services for more details.

Work 'N Serve Expo

Wednesday, October 22, 2008
1:00 - 3:00 pm
Campus Center Ballroom
Bring plenty of copies of your resume.
Interview attire strongly recommended.

Commonwealth Career Discovery Expo

Monday, October 27, 2008
UMASS/Boston, Campus Center, 3rd Fl.
10:00 am – 3:00 pm
Open to ALL

Attleboro Art Museum

Opportunities for all majors interested in internships in the areas of Event Planning, Development, Grant Research, Technology / Database Administration, Collection Research / Documentation or Art Education. Visit BSC CareerLink for details and meet with a counselor.

Be an Intern! It's the Best Experience!
Build your Resume!

New Internship Sites for 2008-2009



ALSAC/St. Jude Children's Research Hospital
(Field Operations – Event Marketing)

Basement Technologies
(Business, construction, sales)

Boston Medical Center
(Organizational Development & Training)

Chase Corporation
(Taunton Laboratory)

Chatham West
(Activities & Education)

Community Care Services
(Score Mediation)

Creat Studios, Inc.
(Design, Engineering & Art)

Easton Real Estate, LLC
(Real Estate)

Heather Crofts Photography
(Media/Technology)

Hughes Graphic Services, Inc.
(Art)

Jamie Eldridge for State Senate
(Field)

K2 Partnering Solutions
(Sales and Recruiting)

Mercury Marketing LLC
(Creative)

Rosie's Place
(Adult Education)

UNICEF
(Funding, Marketing, Communications, International Relations, Special Events & Public Relations)

U.S. Dept of Health & Human Services, Office of Inspector General
(Office of Investigations)

SPECIAL THANKS

A special thanks to Andrew Cerqueira and Francis Duggan for submitting their articles about their internship experiences. A special thanks to Dunkin' Brands, Inc. for agreeing to be featured in our Employer Profile section.

We're looking forward to working with all new employers who recently listed their internship openings with us.

BSC CAREERLINK

View over 250 internship opportunities through Career Services BSC CareerLink on-line system. Search for internships by career field, as well as paid and non-paid opportunities.

www.bridgew.edu/careerservices/careerlink.cfm

NACE 2008-09

According to Job Outlook 2009, an annual survey of college recruiters indicates that despite a sluggish economy, employers report plans to hire 6.1 percent more new graduates in 2008-09 than they did in 2007-08.

National Association of Colleges & Employers