

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

Did you know? The top 5 "hottest" jobs for our Region are:

1. Registered Nurses
2. Postsecondary Teachers
3. Network Systems & Data Communications Analysts
4. Elementary & Kindergarten Teachers
5. Dental Hygienists

Information taken from the Indiana Dept. of Workforce Development and based on projected employment growth, total job openings and wage factors. Our region includes: Adams, Allen DeKalb, Grant, Huntington, LaGrange, Noble, Steuben, Wabash, Wells, & Whitley Counties.

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

SIGNS YOUR RESUME HAS GONE BAD

What really makes a resume a *bad* resume?

IT GOES ON AND ON AND ON...

Resumes, as a rule, should not be longer than two pages. Yes, there are exceptions but mostly likely, you want your resume to be a neat one or two page document. You want to keep the reader's attention and if you have a whole book to read, it doesn't mean that you're all that good; it just means that you are not focused.

IT'S A GUESSING GAME

Including a title on your resume makes things easier for the employer. They don't have to wonder which job you're interested in or which hiring manager your resume should get forwarded to. Of course, this should also be included in your cover letter but you want to be sure that your resume states it as well in case the two should get separated.

IT'S EXTREMELY GENERIC

If you have a lot of facts on your resume that goes across the board and doesn't really highlight your area(s) of focus, this could pose a problem. This includes your Summary too. It's okay to have *some* general statements in your Summary. However, when the facts in your resume don't lend themselves to any specific profession or industry, you may come off as a sporadic professional without any areas of expertise. You want to be sure that you include important information that pertains to the job for which you are applying.

IT'S HARD ON THE EYES

Have you ever started reading something and then you came to a long paragraph and you either stopped reading or just skipped the paragraph all together? That's exactly what you *don't* want to happen with your resume.

An easy fix for this is to use white space and bullets effectively. Keep in mind that you can have too much of a good thing so be choosy on how to use these formatting techniques.

IT SHOWS WHAT YOU DID, NOT HOW WELL YOU DID IT

A common mistake is to list all your tasks and responsibilities so the employer knows exactly what you can do. However, your resume may be lacking your accomplishments so the reader doesn't know how well you can do any particular task. Without achievements, nothing truly sets you apart from other candidates.

A side note about accomplishments: reinforce them with numbers whenever possible. Use percentages, dollar amounts, anything that will quantify how great that achievement was. It'll make a huge difference in the eye of the employer.



Give your resume a fair chance...do it right the first time.

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.

Sonrise Church, Fort Wayne, IN

Media Director Internship, Paid

Intern will develop and oversee video production and visual media. Recording and editing weekly messages, storyboarding and pod casting on website.

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.

1st Church of the Nazarene, Huntington, IN

Special Project

In preparation for a special Thanksgiving service put together by several local pastors on November 18, a student is needed to put together a 5 minute video documenting various people answering the question, "What are you thankful for?"

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.

Huntington YMCA, Huntington, IN

Fitness Intern, Paid

Intern will conduct BMI and strength testing on 3rd and 4th graders in conjunction with Huntington County Wellness and Health Fair. Intern could also work with 3rd graders with fitness, swimming and healthy choices programs.

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.

New Life Fellowship, Huntington, IN

Worship Leader, Unpaid

Intern will lead worship in blended church service of hymns, contemporary and southern gospel on Sunday mornings and evenings and Wednesday evenings. This Southern Gospel church is heavily involved in community outreach by providing a daily meal with plans to build a men's and women's shelter.

Congregational Christian Church, North Manchester, IN

Youth Pastor, Paid

Intern will work as part of the youth ministry team primarily on Sunday mornings and Wednesday evenings. The church is seeking to find someone who can relate to youth culture.

**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!!