



College of Liberal Arts and Sciences

Internships, Co-Ops and Shadow Experience

Resume Pointers

1. Don't be redundant. Your potential employers will appreciate your ability to communicate your skills in a concise but clear way.
2. Only include one phone number, and make sure your voicemail is simple and professional.
3. Avoid assessing your own skills. Even if you consider yourself wildly successful, let your employers decide for themselves based on your references and experience.
4. Get your resume looked at by multiple people. Don't be afraid to be critiqued.
5. Make changes so that your potential employer can tell you had their job offer in mind. Don't attempt a one-size-fits-all resume.
6. Print your resume on good quality white paper. Always bring multiple copies to an interview.

Local office, international experience

Often, professors have connections that can lead to excellent opportunities for students who have enough initiative to take on challenges. In the case of senior English major Breanne Needles, her stand-out attributes in the classroom helped her to be considered for an internship that is undeniably cool. Professor of English Mickey Hess is a notorious hip-hop expert, as anyone who has had class with him knows. His long history in the complex scene of academic hip-hop has led him to make connections with many people in the music industry. One of these people is Eva Ries, who works as an international entertainment booking agent.

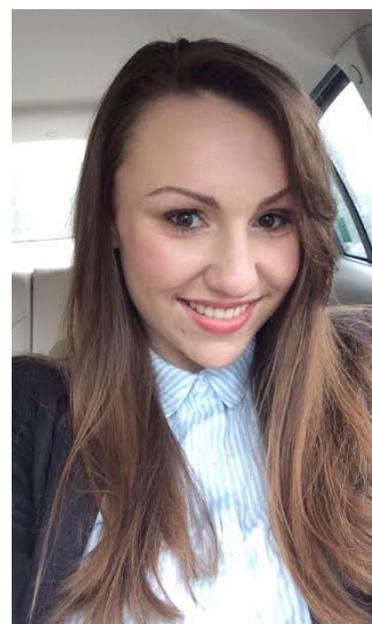
"I met Eva when I was writing a biography of Ol' Dirty Bastard of the Wu-Tang Clan," Hess said. "Eva has organized Wu-Tang's international tours since 1993, and she worked closely with Dirty and my co-author Buddha Monk."

When Ries told Hess that she was looking for help, he suggested students who he knew would be right for the position.

"Breanne had taken two of my creative writing courses, so I knew her work ethic and writing skill as well as her love for and knowledge of music," Hess said.

Needles was happy for the opportunity after having been "disappointed a few times" in looking for internships. She was on the brink of giving up when Hess told her that he had recommended her for an assistant position with Ries. Needles, once she interviewed and got the position, was able to jump head-first into the world of music entertainment, and though she works in Hopewell, the experience is anything but local.

"[Ries] plans and books musical artists to tour internationally...she is originally from Germany so all of her contacts are overseas, meaning we work with the UK and Europe mostly,"



Pictured is Breanne Needles.

Nailing Your Interview

Advice from Dr. Ben Dworkin, Director,
Rebovich Institute for New Jersey Politics

- Practice what you're going to say. You can anticipate most of the questions. Why do you want this job? Where do you think you're going to be in five years? Practice in the car, in the shower, whenever you have some time to yourself.
- Do your research before you walk in. Know what these people do, know what they sell, know what they're about. Read their corporate magazine and their annual report. Understand what their philosophy is before you go in.
- Make your resume the best version of you. Bring copies of your resume, on white linen paper. Not pink. You're not Elle Woods.
- Polish your shoes. People look at the shoes; it's important that you go in with decent shoes. Dress for the job you eventually want, not necessarily for the job that you're going in for.
- Be confident. When you walk in, you should be thinking, *I deserve this.*
- Have a good handshake. None of this dead fish stuff. Look them in the eye, and shake their hand firmly.
- Whenever anyone asks you what your biggest fault is, say something like, "Sometimes I'm *too* into it," or "I work too hard." It's a ridiculous question and deserves a ridiculous answer.
- Don't trash your old boss. If they ask why you left your old job, say that you're looking for a new opportunity or a different pay scale. Never say, "I'm living *The Devil Wears Prada.*"
- You need to figure out your "leave behind." What do you want them to remember when you walk away? In many interviews, they'll say, "Is there anything else you want us to know?" Pick 3-5 reasons why you think you'll be great for the job, and make sure your interviewers know them too. They will remember the last thing you said.
- Write follow-up notes about the interview, and then handwrite a short, personal thank you note to your potential employers. Say that you were grateful for the opportunity. Maybe mention something you wish you could have elaborated on more.

Needles said. "I work about 12 to 15 hours per week, depending on how busy a certain project will keep us. Last spring, I was dedicating about 20 plus hours a week because we were working on the Wu-Tang Clan European tour for the summer. And with so many guys in the band, it was a lot. Right now, working on the recording artist Nena's tour, it isn't quite as hectic."

Getting to be in contact with important names in the industry is one of the best perks for Needles.

"It's certainly fun to be included in emails with some big name artists and CEOs of *LiveNation*. I was on an email once with a few of the guys from Wu-Tang Clan and the one guy saw my name in the email and asked 'Yo, is Needles part of the Wu?' He thought I was a rapper, so that won me some street cred, I think."

Aside from her inside jokes with members of Wu-Tang, Needles works hard to stay focused, because her work is crucial for her boss's success.

"I assist [Ries] in keeping things organized, and I often make up spreadsheets to keep track of hotel bookings, and all expenses, among other things. I also draw up and edit contracts; then I take these contracts and send them to the tour promoters for their review and signature," Needles explained. "Even though I'm just sitting at a desk with my laptop, it is a very fast-paced job and there are many deadlines we need to meet. At the end of the day, I probably review and edit 20 or more contracts and send out about 100 emails, as well as the other various tasks I am asked to do...It's also a challenge when I'm asked to do math pertaining to the contracts, because I'm an English major."

Even though her English major background isn't terribly helpful when it comes to the math aspects of the position, Needles said her honed skills come in handy when she is proofreading and writing press releases. She is also confident that this internship was a great choice for her.

"I really enjoy this internship because there is always something new to do, so it never gets boring. Even if I don't go this route in my own career, I have developed some really great skills through this experience, and it's a cool thing to have on a resume."

Rider Shadow Experience

For students who are hoping to gain experience in their field of interest, but not sure enough to commit to a full-semester internship, there is an alternative. The Shadow Experience is a 1-credit-course that gives students the opportunity to shadow participating Rider Alumni in a work environment. The commitment is shorter than an internship or co-op, as this program is offered only during J-Term. A participating student is required to keep a journal of the experience, log 20-25 hours of shadowing, and attend a three-hour seminar at the end of the term. In the process, Rider students can create meaningful mentor relationships, explore career possibilities, and network for their futures. The option seemed perfect to senior public relations major Tanya Duque.

After hearing about the course through email, Duque applied and was assigned to work at CDM Princeton's pharmaceutical advertising agency, where she shadowed Craig Romanok, one of the associative partners. Once she began shadowing at CDM, she realized that the work was varied and interesting.

"The average work day was always spontaneously different," she said. "One day I could be sitting in on group brainstormings, while other days I could be analyzing different branding techniques and learning about clients."



Pictured is Craig Romanok.

"The most enjoyable part of my shadow experience was to feel as though I was a part of the team," she said. "Everyone at the organization was extremely welcoming. They helped me learn what to expect after graduation."

This program was especially valuable because it allowed her the opportunity to learn about various aspects of the kind of work she will likely pursue after graduation.

"After the program I was very thankful to be a part of such an amazing experience," she said. "I believe that the program has set the foundation for my future career endeavors. It gave me a hands-on introduction to exactly what I will be doing for the rest of my life. It also is comforting to know that my path for the future is clear and focused on what it is I want to do."

Many Rider students probably desire this assurance. Everyone wants to be able to have a clear picture of their future careers. The Shadow experience is perfect for any student who desires work experience, but is not ready to

"After the program I was very thankful to be a part of such an amazing experience."

commit to a more long-term program.

Duque said herself that one of the biggest draws of the course was that she could "have an opportunity to explore my major and get experience before actually having to dedicate myself to a company or organization."

However, the experience was so positive that she was sorry when it ended.

"The most difficult part for me was knowing that the program was only temporary," she said. "I became so accustomed to the environment and the team that I fell in love, which made it hard to say goodbye!"

If you are interested in gaining experience in your potential future career, consider shadowing an accommodating Rider Alumnus. For more information about the course, contact Terri Marriott, Director of Student Academic Services.

Internship at J&J opens doors for Rider News editor

One Rider junior has proven that being involved on campus can help you stand out from your peers, especially when applying for a competitive internship.

Journalism major and current managing editor of *The Rider News*, Alexis Schulz, didn't think it was extremely likely she would be chosen for the communication internship she applied for at Johnson & Johnson. However, not only was she chosen, but she was treated as a full-time member of the staff, to her delight.

"It was great because as soon as I started working, it was clear that this wasn't going to be all coffee runs and making copies. They treated me like a regular employee, and I was given responsibilities that were pretty legitimate," she said.

The people who hired her were very impressed with her *Rider News* background, as working for the paper has given her experience



Pictured is Alexis Schulz.

writing, editing, meeting deadlines, dealing with layout, as well as interviewing a diverse range of people.

Schulz said the job wasn't easy, as she worked 8 hours a day, 5 days a week, with a two-hour commute to contend with. She was required to become a master of multi-tasking, as she would often

be given up to five tasks at once. But despite the

difficulties, she enjoyed the job immensely, especially because the experience put her in personal contact with people from all over.

"My favorite part of the job was being able to connect with people around the world on a daily basis and feel like I had a lasting impact on employees. I loved being able to talk with someone who was in France and have her tell me about the weather there," she said. "But I also really enjoyed when I would post an article and someone from Switzerland would comment on it saying they were inspired by it."

Schulz is confident that this internship will lead her to her dream career, working for a company she has grown to love, and doing things she has always loved. She pointed out that her own perseverance has helped open this door for her.

"I was the only employee on my team that worked on Fridays over the summer, so I was really able to shine and showcase my project management skills then. I was the sole point of contact and would do crisis management and take over other employees' roles to accomplish what needed to get done, speaking directly to the vice president at various times throughout the day. They truly admired my work there and I hope eventually I can land the job of a lifetime after I graduate."

Often, students searching for internships are easily discouraged, but Schulz offered some words of encouragement.

"Persistence is key and don't give up hope. I never thought I would obtain this internship, but if it happened for me it can also happen for other Rider students."

She also stressed the importance of embracing your individuality, and using all your skills, even ones that may seem irrelevant, to your advantage.

"This internship was something that I could have never dreamed of. I started out at as a 15-year-old songwriter; I never thought I would get involved in internal communication. But I think that my past experiences shaped my ability to create words and themes into memorable pieces that people would enjoy reading...I like to tell people that it doesn't matter what you're interested in or what your past experiences were. Everything can have a correlation, your personality is what makes you different, and different people make long-lasting impacts on the world."

Open to All: Top-notch Co-Op in Washington, D.C.

By Dr. Michael Brogan, Professor of Political Science

The Washington Semester Program offers an interconnection between an academic seminar (8 credits) and an internship (4 credits) in the nation's capital. The program, a joint effort between Rider University and American University, is offered during the fall and spring terms. The seminar is taught by AU faculty who connect the theoretical to the practical: This is done by using Washington, D.C., as the classroom where students spend most of their time discussing real-world issues with prominent professionals working in a given field of study. For example, Rider students have had a seminar on law and justice taught to them by Anthony Scalia at the US Supreme Court.

The program opens up countless possibilities for RU students. It gives our students many options, whether they are seeking to obtain employment and/or attend graduate or professional school after graduation. It also builds upon students' existing social and professional networks, which help them not only in the near-term, but also as they progress in their careers as they keep in contact with other program alumni. The program attracts students from all of the country and globe.

When you look at the distinguished list of graduates of this program, it's clear that these people are true global leaders, whether in government, politics, journalism or business.



When talking to our students who have completed the program, I have heard one unifying theme from them: "This was the best experience that I had in college."

To help students learn more, the Department of Political Science offers an information session each term. There is also more information available on the Rider website. The program, open to all students, regardless of major, requires an application. Interested students must apply to the program. Criteria for admissions include a minimum GPA of 2.5 and the completion of 75 credits (the second semester of junior year).



Pictured are Terri Marriott (left) and Lauren Nicolosi.

Criminal Justice: Dr. Ava Baron

ajbaron@rider.edu (609) 895-5462

Communications: Dr. Aaron J. Moore

amoore@rider.edu (609) 896-5089

For other majors, contact **Terri Marriott, Director**

marriott@rider.edu (609) 895-5454

Polish your resume or discuss internship opportunities with

Lauren Nicolosi, Career Advisor

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