

Building a Foundation for a Career in Business



A HAMILTON EDUCATION is designed to prepare you for a lifetime of personal and professional achievement and satisfaction. Through your coursework and activities, you will develop a broad base of knowledge and skills to prepare you for a variety of career opportunities. However, you will need to take initiative to explore career options and develop career-specific skills. Obtaining an internship is one of the best ways to build a foundation for your career.

Most formal internships are competitive; you should view your first two years at Hamilton as a time to gain career-related experiences to make yourself marketable for a competitive internship following your junior year. Career-related experiences can take place during the academic year as well as during the summer. Your initial summer opportunities will most likely be unpaid, located close to your home, and with a small to medium-size organization. The following are types of organizations and departments you might consider contacting:

Type of Local Business/Organization:

- ▶ Chamber of Commerce
- ▶ City, county or state government office
- ▶ Commercial bank or credit union — bank teller
- ▶ Insurance company — actuarial
- ▶ Manufacturing or service company
- ▶ Money management/investment firm
- ▶ Nonprofit agency
- ▶ Private practice accounting firm
- ▶ Real estate agency — field appraisals
- ▶ Regional economic development office
- ▶ Retail brokerage

Department/Functional Area:

- ▶ Accounts receivable/accounts payable
- ▶ Budget
- ▶ Community relations
- ▶ Customer services
- ▶ Fundraising
- ▶ Events planning
- ▶ Human resources
- ▶ Inventory/purchasing
- ▶ Investor relations
- ▶ Marketing
- ▶ Operations/processing center
- ▶ Research
- ▶ Sales

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The chart on the right identifies tasks in each of three educational areas. They are progressive, and we strongly recommend that you begin this process during your first two years at Hamilton.

Career-Planning Tasks

The Career Center offers personalized and comprehensive services to help you with the career-planning process.

Career-Related Experience

It is important that you be actively involved on campus as well as use your summers to develop career-related skills and experience.

Academic Preparation

Select courses, a concentration and electives that help you develop creative, critical thinking, writing and speaking skills as well as skills specific to a career in business.

Photos from left: Mentor Whitney White '98 (seated) with intern Merouane Merzoug '09 at the financial services firm WR Hambrecht & Co.; Susan Skerritt '77, managing director at the Bank of New York, leads a discussion on campus; Students visit with Thomas Tull '92, founder, chairman and CEO of Legendary Pictures, the company jointly responsible for producing the films *Batman Begins*, *Superman Returns* and *300*.

	Career Planning Tasks	Career-Related Experience	Academic Preparation
1	<p>Meet with a career counselor.</p> <p>Write a résumé.</p> <p>Attend career information sessions.</p> <p>Identify potential career-related experiences.</p>	<p>Become active on campus (i.e., Student Assembly, Investing Club, Quantitative Literacy Center tutor, sports team, on-campus job).</p> <p>Volunteer/intern during the summer in your home area (see options on reverse side).</p>	<p>Explore a variety of academic courses.</p>
2	<p>Learn about specific career options in business using resources such as, <i>Vault.com</i>, <i>Facts On File</i> and informational meetings with professionals working in business.</p> <p>Update résumé.</p> <p>Develop a prospect list of potential sites for gaining career-related experience during the summer.</p>	<p>Continue your involvement with campus organizations, assuming leadership roles.</p> <p>Obtain a career-related experience during the summer in your home area.</p>	<p>Choose a concentration and elective courses that enhance business-related skills and knowledge, such as:</p> <ul style="list-style-type: none"> ▶ Economics ▶ Accounting ▶ Mathematics ▶ Public speaking and rhetoric ▶ Computer science ▶ Writing-intensive courses ▶ Courses with group projects and teamwork
3	<p>Secure a competitive career-related experience during the summer of your junior year.</p>		