



CENTER FOR EXPERIENTIAL EDUCATION

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WWW.GANNON.EDU/DEPTS/EXED

HEY,

When it comes to e-mailing, grammar, spelling, and professionalism seem to have gone out the window. Students have been taught in English writing courses how to address and write a proper letter, but seem to forget to use these rules when sending a professional e-mail to an employer, or anyone else in the professional world. Just like a letter, an e-mail should start with a proper greeting. It is appropriate to start with Dear Mr., Mrs., or Ms., or, if you do not know the person's gender, the e-mail should state the person's full name. An e-mail should not start with Hey.

Tone also plays an important role in how the receiver comprehends the message you are trying to convey. To ensure that your tone does not come across as brash or too weak, re-read the e-mail before hitting the send button. Your tone should make you sound approachable and respectful. You should also make sure that your e-mail is straight and to the point. Being brief will help the recipient understand why you are contacting them and what type of response or information you are requesting.

To ensure that you do not have spelling and grammar errors, you should use the spelling and

grammar check in your e-mail program, as well as reread the e-mail.

Sending an e-mail to someone in the professional world should not be taken lightly. E-mailing a professional as though you are texting or e-mailing your friends and family can make you sound unprofessional and immature. Be sure to leave the emoticons for your bff.

Since many companies have firewalls and other antivirus software, it is a good idea to ask the employer if they would prefer your resume and cover letter be sent as an attachment or pasted into the e-mail. By taking the time to ask, you will eliminate the possibility that your documents will not reach the employer, causing them to assume that you forgot to submit them.

When closing an e-mail, always remember to end it with a proper business closing. A good example of a professional closing is Sincerely or Sincerely yours.

Before hitting the send button, remember to always reread your e-mail, and if sending attachments, to make sure that they are attached.

TOP 10 REASONS TO PARTICIPATE IN AN INTERNSHIP:

10. Gain experience and knowledge about the hiring process.
9. Gives you an inside look at the employee and manager dynamics.
8. Allows you to test drive a career.
7. Gain insight and knowledge about a particular field or a company.
6. Practice professional behavior.
5. Helps you to network with professionals in your field.
4. Develop new job related skills that are beneficial in your job search.
3. Gain marketability.
2. Gives you practical experience in a specific field.
1. Internship may lead to a full-time job.

If you are interested in securing an internship/co-op, you must meet the following requirements:

Undergraduate Students:

30 credits completed at Gannon
Cumulative GPA: 2.5 and above
Completed the co-op seminar

Graduate Students:

Must be registered as a full-time student

Undergraduate/Graduate Students:

Must be in good academic standing with the university

**THE EX-ED FILES**

It's never too early to start thinking about beginning your fall 2009 internship search. Call 814-871-7680 to meet with an advisor to gain more insight into the process.

INTERNSHIP SPOTLIGHT: SARA TOTH

My name is Sara Toth, and I'm a junior English major. I'm also working toward two minors as well: Journalism and Fine Arts. When you roll all three together, it's apparent that my internship last summer was a perfect fit.

This past summer, I was the theater reporter for the Chautauquan Daily, the daily newspaper of the Chautauqua Institution in New York. I found the internship through the Center for Experiential Education, and in a massive, internship-applying spree, sent in my resume to Matt Ewalt, the Daily's editor-in-chief.

After a couple of good references, a forty-five minute phone interview and my hopes growing steadily higher and higher (and lower and lower with each passing day I didn't hear back from Matt), I got the internship.

I didn't know what to expect. I had never heard of Chautauqua, but I needed a summer internship and I've always loved the theater, so I dove in head first. Chautauqua's an intimidating place, as was the work expected of me. I had no section editor; I was the section. I expected to write, a lot, and I expected to gain a lot of on-the-job experience.

My expectations were met in different ways. Yes, I wrote a lot – somewhere around 60 articles over the course of the nine-week season. And yes, I gained valuable experience with deadlines and shorter turnaround times. I honed skills that were rusty at their best, and the people I worked with were patient and passionate about their work, to the same degree I am passionate about mine. By the end of the summer I was conducting interviews I felt these talented people deserved and producing

copy that they were as likely to include in their portfolio as I was to include them in mine.



The most challenging aspect of working for the paper was the lack of hard news. Every story I wrote was a profile of an actor, director or writer. Objectivity became more difficult as relationships with the theater company grew stronger and stronger. As a journalist, it's a job you'll either love or hate. You can't remain detached from your sources, but the blurry lines on a professional front, I feel, were worth the friendships

made on the personal front.

I would recommend a Chautauqua internship to anyone looking to gain a crash-course in experience working on a daily paper. This was a summer of experience I could not have gotten anywhere else, because I was treated like an employee – like a reporter – as opposed to a student or an intern. I had one supervisor – my editor – and the word “intern” was thrown out the door the minute I set foot in the newsroom in favor of “Daily staffer.”

Nine weeks isn't a very long time; it's barely three months and yet so much of a summer. The most beneficial thing I gained from this experience, beyond inches and inches of copy for my portfolio and stronger writing, reporting and interviewing skills, was the networking contacts I made and the friendships I formed with the other Daily staffers. No, nine weeks isn't a long time, but it's long enough to gain some job security, a few of the best friends I have ever had and even bigger dreams.