

# 2023

# Lafayette College

# Career Tracks Program

A program sponsored by the

**LAFAYETTE**  
GATEWAY CAREER CENTER

*EXPLORE Interesting Careers*  
*DEVELOP Networking Contacts*  
*BUILD Your Resume*  
*EXPERIENCE a New and Exciting World*

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# What is the Career Tracks Program?

This program provides a valuable insider perspective on what it's like to work in a particular industry and city. Students are given the opportunity to explore industries in different regions throughout the US to learn about many available career paths. Students select a specific location and track(s) which takes place over 1-2 days in January 2023.

You may apply to as many Career Tracks as your schedule allows without conflict. It is possible for you to be accepted into all of the tracks for which you apply, though some tracks may limit the number of virtual and in-person participants. **If you have applied to the Externship Program, carefully consider those dates associated with the experience when applying to a Career Track.**

## CAREER TRACK PROFILES

*(Please check back as additional hosts are still being secured.)*

### FINANCIAL SERVICES TRACK: (New York IN-PERSON & Boston VIRTUAL)

In these tracks, students will gain knowledge to some of the following: corporate finance, sales and trading, private and commercial banking, investment management and banking, wealth management. Students will learn how decisions are executed and managed in capital markets. Students who are committed to learning more about the various sectors of this industry will receive high quality exposure to a range of professional areas including stock pitch training, alumni panels, case studies, and access to key financial services-based resources.

**New York City Session (IN-PERSON):** New York remains the center of the global financial universe. In this track, students will get unparalleled access to the worlds of corporate finance, sales & trading, private and commercial banking, as well as investment management and banking. Students who participate in this track will learn more about the various sectors within the financial sectors in NYC, along with connecting with key alumni and other professionals within the participating organizations. Some firms will offer presentations by their HR teams and they may provide skills-based presentations also.

**1/9/2023-1/10/2023 Boston (VIRTUAL):** Deloitte, Aragain Capital Management, Scotiabank, Cambridge Associates, Investor Group Services, Modera Wealth Management, Eastern Bank, and Morgan Stanley

**1/18/2023-1/19/2023 New York (IN-PERSON):** Morgan Stanley, Bank of America, Bloomberg, Financial Literacy Event/Marquis Parent Council, Brown Brothers Harriman, Goldman Sachs

## **COMPUTER SCIENCE & TECHNOLOGY TRACK: (NORTHEAST & WEST COAST)- VIRTUAL**

In these tracks, students will engage with alumni working in tech companies throughout the Northeast & West Coast, and gain insight into different company cultures, develop contacts for support in applying for internships and careers, and expanding their network.

**1/5/2023 West Coast:** Meta, Google, Microsoft

**1/6/2023 Northeast:** Meta, Slack, SAP, iRobot, Amazon, Intel

## **NEW YORK MEDIA AND ENTERTAINMENT TRACK: VIRTUAL**

Media and entertainment businesses are prominent and students in this track will cover a range of enterprises from print and digital media, television and brand management as well as media advertising sales. Students will meet and interact with industry leaders in their respective fields and also have an opportunity to explore various parts of their organizations. Alumni and other corporate representatives will share their experiences with students.

**1/10/2023 New York:** Audacy, Discovery Channel, Ruder Finn, Fortune Magazine, PepsiCo, Alkemy-X

## **WASHINGTON, D.C. - CENTER OF GOVERNMENT, POLICY AND LAW- VIRTUAL**

Learn how public policy, legislation and corporate governance is influenced by a variety of organizations and companies both large and small. Students will gain insight into how federal regulation and laws are influenced from organizations outside the halls of Washington, D.C. In addition to privately held consulting firms, students will hear from representatives from the Fortune business arena as it relates to corporate governance and the laws impacting daily operations, staffing, reinvestment, investment in community and responsibility for product, and services sold.

**1/11/2023-1/12/2023 Washington, D.C.:** Disney, APCO Worldwide, Holland & Knight, Solidarity Center, SEC, K & L Gates, Congressman Raul Grijalva/Vantage Data Centers, Enbridge, and Winning Strategies.

## **BOSTON HEALTH & LIFE SCIENCES TRACK: VIRTUAL**

This Boston track will explore the many other elements in the life sciences field, exposing students to scientific research and consulting, medical device development and sales, healthcare, health insurance, and more. Students will gain insight into different company cultures, develop contacts for support in applying for internships and careers, and expand your network.

**1/11/2023 Boston:** Dana Farber, Brigham & Women's Hospital, Vertex Pharmaceuticals, and Medtronic

## **NEW YORK LIFE SCIENCES AND PHARMACEUTICALS TRACK: VIRTUAL**

The New York track will explore working in pharmaceutical companies throughout the New York City area, and gain insight into different company cultures, develop contacts for support in applying for internships and careers, and expand your network. This track will dive into the multitude of opportunities available within the pharmaceutical industry including the bench scientist roles and beyond.

**1/12/2023 New York:** Merck, GSK, Bristol Myers Squibb, Lupin Pharmaceuticals, Pfizer, Johnson & Johnson

# When do the Career Tracks Take Place?

All Career Tracks are scheduled during the extended 2023 January Interim Session. For 2023, these sessions will be 1-2 days in length, and will take place January 5-19, 2023. This year, the New York Finance Career Track will be held **in-person** in New York City. All other tracks will be offered virtually. Career Tracks run one to two days in duration, and experiences will include alumni panels, professional development, and networking opportunities.

## Timeline

Career Track Applications OPEN	Friday, November 4, 2022 (noon)
Career Track Applications CLOSE	Friday, November 18, 2022 (noon)
Students notified of career track confirmations	Tuesday, November 22, 2022
Due date to apply for stipend (for NY Finance attendees only; info to be sent later).	Monday, November 28, 2022
Orientation Sessions for accepted applicants (students must attend 1 of 2 sessions)	Tuesday, November 29, 2022 at 12:15-1:00 pm
Orientation Sessions for accepted applicants (students must attend 1 of 2 sessions)	Wednesday, November 30, 2022 at 4:30-5:15 pm
Thank you letters via email due to the hosts	Within 3 days of final date of track (by email and copy Gateway).

## **Career Tracks Sessions with Direct Links to Apply:**

<a href="#"><u>West Coast Computer Science &amp; Technology Track</u></a> (Virtual)	1/5/2023
<a href="#"><u>Northeast Computer Science and Technology Track</u></a> (Virtual)	1/6/2023
<a href="#"><u>Boston Finance and Consulting</u></a> (Virtual)	1/9/2023 – 1/10/2023
<a href="#"><u>New York Media &amp; Entertainment Track</u></a> (Virtual)	1/10/2023
<a href="#"><u>Boston Life Science and Pharmaceuticals Track</u></a> (Virtual)	1/11/2023
<a href="#"><u>D.C. - Center of Government, Policy and Law</u></a> (Virtual)	1/11/2023- 1/12/2023
<a href="#"><u>New York Life Science and Pharmaceuticals Track</u></a> (Virtual)	1/12/2023
<a href="#"><u>New York City Finance</u></a> (In-Person)	1/18/2023 - 1/19/2023

# Applicant Checklist

- ✓ Applications open **Friday, November 4, 2022 (noon)**. Prepare a resume and essay for Career Tracks. Tips on essay writing can be found in the back of this booklet.
- ✓ Apply to Career Tracks by **Friday, November 18, 2022 (noon)**. Track application links can be found [here](#).
- ✓ Once accepted, attend one of two MANDATORY orientation sessions in-person at Hogg Hall (signups will be in Handshake with details to follow).
  - **Tuesday, November 29, 2022 at 12:15 pm-1:00pm**
  - **Wednesday, November 30 at 4:30pm-5:15pm**
- ✓ If applying for a stipend for the NY Finance track, submit application **by November 28, 2022**. (Details will be sent out to those accepted to the NY Finance Track).
- ✓ Attend your Career Track(s) from **January 5-19, 2023**.
  - Upon conclusion of Career Tracks, students are required to send **thank you letters** to hosts of the Career Track via email, and please copy to the [Gateway Career Center office](#). Sample thank you letters can be found [here](#). Please note: Emailed letters should still include the same information as in hard copy letters, and should include information that is specific to the session you attended, host's name, unique experiences from the session, and includes your opinion on why you enjoyed the session.

## **SCHEDULING CONSIDERATIONS – CAREER TRACKS AND EXTERNSHIPS**

The Gateway Career Center recommends that students accepted to the January 2023 Externship program carefully consider those dates associated with the experience when applying to a Career Track. The pre-scheduled dates for the Career Track program will not change. **While we have intentionally scheduled both programs so as not to overlap, we remind you to consider “screen fatigue” and resist over-extending yourself. Additionally, when you sign-up, your “seat” is reserved and your name is sent to the hosts ahead of time. If you cannot honor your commitment, this will not only cost another student the opportunity, but may affect your ability to participate in future Career Tracks.**

Career Tracks will typically run from 8:30 a.m. to 5:00 p.m. EST. Please ensure your schedule is clear before committing.

## **WHY PARTICIPATE?**

The benefits that you receive from participating in Career Tracks are numerous; in addition to helping you consider career choices, you will gain opportunities to network with hosts and alumni. Each day students will rotate to different employers and organizations to provide a broader look at a particular industry. Each employer visit, whether held virtually or in-person, will provide new industry knowledge and include a variety of activities.

## **THE BENEFITS YOU RECEIVE AS A CAREER TRACK PARTICIPANT:**

- Exposure to a specific industry and career path to help you determine if it's the right fit for you. You will spend time with a broad range of employers, employees, and alumni.
- Stand out to a potential employer and keep abreast of their hiring needs.
- Continuous networking with other students, parents, alumni, and employers to build your professional contacts and deepen career knowledge.
- Connect with successful alumni, parents, and friends of the College, who can give insight and support to benefit your future career ambitions.
- Students may have the opportunity to ask professionals questions to better understand the field they are considering as a possible career.
- Some tracks may include Human Resource professionals who can offer skill development and insight about recruiting cycles and processes that are particular to an industry.

## **WHO ARE THE HOSTS?**

Alumni, parents, and friends of Lafayette College volunteer their time to share their expertise with students. These volunteers hold various professional roles in companies and industries that align with each specific track. These experiences can include virtual tours, panels, presentations by business executives, and talks with human resources professionals, etc.

**Please note:** Host and organizations are subject to change; understand these are dynamic organizations and when business needs are warranted, substitutions will be made as necessary.



# How Can I Apply To A Career Track?

Carefully read ALL Career Track descriptions on the previous pages, along with the application requirements. Your application and essay must be submitted through **Handshake prior to 12:00 pm (noon) of November 18, 2022.**

By submitting your application, you are agreeing to accept the Career Track opportunity you selected and honor the commitment. Therefore, be sure to plan carefully and thoughtfully to be sure you are available the days of each event and consider time management.

Submit your essay and resume for the Career Tracks by **FRIDAY, NOVEMBER 18, 2022 at 12:00 pm (noon) through Handshake.** (Note: as space is limited for some tracks, we cannot guarantee that you will be approved for every selection, but do strongly encourage to apply to all that interest you and work with your schedule.) The application will be completed through Handshake. Follow [this link](#) to the Gateway Career Center website for the links Handshake applications or locate them on page 6.

**NOTE: Applying for a Career Track means that you are making a commitment to this experience. Once ACCEPTED, participation in all sessions of the day(s), virtual or in-person, is mandatory.**

## **APPLICATION REQUIREMENTS**

1. Resume

2. 500-word **original** essay that addresses the following questions:

1. *Why are you interested in this particular Career Track?*
2. *What do you hope to gain from the experience, either/both personally and professionally?*
3. *How do you plan to prepare for and make the most of this experience?*

**IMPORTANT: Please respond to prompts within one cohesive 500-word essay, NOT a short answer format. For essay-writing tips, please read the 'Lafayette College Career Track Application: The Essay' at the end of this booklet.**

**YOUR ESSAY MAY NOT CONTAIN ANY PORTIONS OF A PREVIOUSLY SUBMITTED ESSAY USED TO PARTICIPATE IN EITHER THE EXTERNSHIP PROGRAM OR CAREER TRACK IN PRIOR YEARS. This is considered a violation of Academic Integrity as defined in the Student Handbook.**

You must submit both a resume and essay; incomplete applications will not be considered. **DO NOT PROCRASTINATE.** BEFORE you submit, verify that the industry track(s) you are applying to is for the city and dates that you desire.

As part of the application, you will be prompted to upload your resume and essay as separate attachments. Please name them with your Lafayette username, class year, and document type as shown below:

- For the resume: LAFAYETTE USERNAME and 23resume (for example, **SMITHJ23resume**)
  - For the essay: LAFAYETTE USERNAME and 23essay (for example, **SMITHJ23essay**)
- \*Please put your name on all pages of your essay\****

**DO NOT WAIT UNTIL THE LAST DAY TO SUBMIT THESE DOCUMENTS.** Due to the high volume of applicants, the Gateway Career Center cannot provide last-minute assistance.

**IMPORTANT: Applications missing one of the steps will be considered incomplete and will not be accepted.** Questions? Contact the Gateway Career Center at 610-330-5115, [careers@gateway.lafayette.edu](mailto:careers@gateway.lafayette.edu), or stop by Room 201 in Hogg Hall for assistance.

#### **ADDITIONAL QUESTIONS?**

Call the *Gateway* Career Center (610-330-5115) or visit the Career Tracks pages of the Career Center website at: <https://gateway.lafayette.edu/careertracks/>

**IF YOU NEED AN ACCOMMODATION FOR MEETINGS, PLEASE EMAIL [CAREERS@LAFAYETTE.EDU](mailto:CAREERS@LAFAYETTE.EDU).**

***Thank you for your support and interest in the Gateway Career Center!***

# LAFAYETTE COLLEGE CAREER TRACK

## APPLICATION: THE ESSAY

Fall 2022

College Writing Program

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### The Prompt

1. Why are you interested in this particular Career Track? Discuss your selection, or selections, in one essay.
2. What do you hope to gain from the experience, either/both personally and professionally?
3. How do you plan to prepare for and make the most of this experience?

Please respond to prompts within one cohesive 500 word essay, NOT a short answer format.

### Brainstorming

#### Why are you interested in this particular Career Track?

- Learn more about a potential career path?
- Try something new?
- Interesting location or job description?

#### What do you hope to gain from the experience, either/both personally and professionally?

- Exposure to a profession?
- Learn new skills?
- Learn about a city or region?
- Make connections?
- Learn about job application process?

#### How do you plan to prepare for and make the most of this experience?

- Coursework?
- Related work/volunteer experience?
- Research company/profession/city?
- Set goals?
- Remain open to new experiences?

### Keep in mind...

- If you are applying to more than one Career Track option, mention all of them.
- Your essay should have a cohesive narrative/thesis.
- Essays must be typed, double spaced with your name on each page, and shouldn't contain any text you've written for a previous application.

### Writing Tips

- Don't wait until the last minute!
- Do some research
- Outline before writing

### Once you have a first draft...

- Refer back to the prompt (did you address all three parts?)
- Read your essay out loud
- Ask someone else to read your essay

### Additional Resources

- Gateway Career Center
  - How-to guide and resume examples
- Writing Associates
  - Drop-in hours for writing assistance
- English for Academic Purposes
  - Tutors for writing assistance