



WANTED: New York City Events Assistant Director

Job Description

The City of New York is seeking an assistant director for its City Planning Committee. The position is a one-year internship for recent high school graduates. The assistant director works with the City Planning Director in overseeing all activities that occur in New York City each year.

Because he works with numerous other assistants to the City Planning Director, the assistant director need not have all the talents and skills necessary to manage every possible New York City event; rather, he need only have those talents required for the events he will oversee. Qualified applicants must have the following characteristics:

- Ambitious
- Motivated
- Innovative
- Strong verbal and oral communication skills
- Effective leader
- Detail-oriented

If interested, please submit a resume that lists your education history, honors received, and any relevant experience and skills. You can also include the education, honors and experiences you expect to obtain before graduation from high school. Please indicate these with an asterisk.

In writing your resume, feel free to consult with the Notre Dame Resume Guide, your mentor, your parents or any other guide or person you deem helpful.

Application Process Timeline

October Grade Session	Resume Preparation Worksheet – assemble information to be used in your resume
Before Grade November Session	Draft Resume Review and edit with mentor during mentoring session
November Grade Session	Hand in Final Resume Introduction to Interviewing
Before December Grade Session	Prepare for interview Go over interview strategy with mentor during mentoring session
December Grade Session	Mock Interviews



The grade

Guidelines

1. Bear in mind that the job for which you will be submitting your resume and interviewing is purposefully broad and is open to people of all job interests, talents, temperaments, etc. Your task is to package your skills and experiences in a way that highlights your strengths and convinces the Planning Committee that you are a highly qualified candidate.
2. This is a position that you will be applying for the summer after you graduate from high school. **Include experiences and awards achieved to date, as well as those you intend to accomplish by the time you graduate from high school.** Denote any future test scores, activities, and honors with an asterisk on your resume (for example, Dean's List, 2009*).
3. Have a rough draft of your resume ready before your next mentoring session. Seek guidance from your mentor as you prepare. We encourage you to also get input from you parents, older siblings, teachers, and experienced friends.
4. We enclose a copy of the Notre Dame Resume Guide. It offers valuable advice about writing a professional and effective resume. It gives examples of what a strong resume for a college graduate looks like and the activities, honors, and experiences that are useful to have when entering the job market.
5. In November, the Grade Session activity will introduce you to the interviewing process. The December Grade Session activity will be a mock interview. **Please turn in your resume at the November Session.** The person who will conduct your interview in December will use your resume as a guideline for preparing your interview. More details on the December Mock Interviews will be given at the November Session.