



CAREER GUIDE

1

INVESTIGATE

Explore majors and possibilities related to strengths, interests, and career paths.

2

EXPERIENCE

Participate in internships, volunteer, study abroad, and join clubs and organizations.

3

PREPARE

Build your network, get involved in research, consider graduate school, and tailor your résumé.

4

IMPLEMENT

Participate in professional development, develop your skills, look for job openings, and prepare for interviews.





CAREER GUIDE

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WELCOME!

CWU Career Services is a comprehensive career counseling center designed to engage students as active participants in their career development from their first year through their professional careers.

Our Values

*Student Focused
Honesty/Integrity
Communication
Efficiency
Responsibility*

Our Vision

Empowering and preparing Wildcats to pursue meaningful careers and lives.

Mission

Dedicated to educating and empowering undergraduates, graduates and alumni in the career development process by:

- Facilitating self-assessment and career exploration to develop a clear career objective
- Promoting avenues for experiential learning
- Providing assistance in job search and transition to professional life
- Cultivating and maintaining partnerships with employers
- Serving as a resource to staff, faculty and community
- Advising students preparing for post-graduate study

Services Offered (at main campus, centers and to online students)

Confidential Career Counseling (1:1 appointments—phone, virtual, in person, drop in)

- Selecting a major or graduate program
- Online assessments
- Resume and cover letter reviews
- Interviewing skills and preparation, including mock interviews
- Successful job search strategies
- Graduate school process and application
- Career direction and career transition

Internships/Cooperative Education

- If you need help finding an internship or are doing one for academic credit, come talk with us

Employment Support

- We offer many types of career events including job fairs and visits to industry leaders
- Check out the Wildcat Career Network for on-/off-campus jobs and permanent jobs and internships
- Interview-ready attire is available for students through our Professional Clothing closet

Career Education

- We have career classes for credit!
- Workshops and classroom presentations to students, staff, and faculty

Making Your Career Center Work for You

MANY STUDENTS go through all four years of college without ever setting foot in their school's career services office. Yet, outside of the academic realm, job seekers will pay hundreds, even thousands, of dollars for the very same services that are included free with the cost of tuition.

The mission of career center practitioners is to teach skills and provide services that will facilitate the career development and job search process, ranging from assessing your abilities to negotiating employment offers. Don't overlook this opportunity; it could mean passing up the job of a lifetime.

Develop Relationships

Find a career center counselor/advisor and get to know him or her. Try to meet with your counselor at least several times throughout your career development process. Appointments are a great way to stay motivated and to accomplish career-related tasks.

A counselor will listen to your concerns and provide objective advice. You can bounce ideas off him or her, which will help you think through your options. Furthermore, when unique job

opportunities come in, counselors often alert students who they know well and think might be a good fit with the position. Remember, the more you share about your skills and your goals with the staff, the better they will be able to assist you.

Attend Programs

Many career center practitioners spend the bulk of their time planning events for students. From mock interview days and networking nights to resume workshops and career fairs, at any given time there

How to Find the Right Job

FINDING THE JOB YOU WANT takes many steps and involves just as many decisions. This checklist is designed to help you along the way and guide you to the appropriate sources. Be sure to discuss your progress with your career advisor.

Knowing What You Want

- Choose your ideal work environment—large corporation, small business, government agency or nonprofit organization.
- Choose your ideal location—urban, suburban or rural.
- List your three most useful job skills and know which is your strongest.
- Know whether you want to work with people, data or things.
- Know whether you enjoy new projects or prefer following a regular routine.
- List some of the main career areas that might interest you.
- List your favorite leisure time activities.
- Know what kind of reward is most important to you in a job—money, security, creative authority, etc.

Remember, the more you share about your skills and your goals with the staff, the better they will be able to guide you.



Researching Career Options

- Develop a list of career possibilities to research.
- Visit your career services library and utilize the internet to learn about various careers. *The Dictionary of Occupational Titles* and the *Occupational Outlook Handbook* are valuable resources.
- Consider whether your desired career requires an advanced degree.
- Keep up with current trends in your field through trade publications, news/business magazines and newspapers.
- Identify employers interested in interviewing someone with your academic background and experience; create a list of three or more employers in the field you are considering.
- Use the internet to learn more about potential employers and check out salary surveys and hiring trends in your anticipated career field.
- Make at least three professional contacts through LinkedIn, friends, relatives or professors to learn more about your field of interest.
- Meet with faculty and alumni who work or who have worked in your field to talk about available jobs and the outlook for your field.

Getting Experience

- Narrow down the career options you are considering through coursework and personal research.
- Participate in a work experience or internship program in your chosen field to learn of the daily requirements of the careers you are considering. Such assignments can lead to permanent job offers following graduation.
- Become an active member in one or more professional associations—consult the *Encyclopedia of Associations* for organizations in your field.
- Volunteer for a community or charitable organization to gain further work experience. Volunteer positions can and should be included on your resume.

Programs and Services

In addition to these tips, it's helpful to understand more about a career center's numerous services. These programs and offerings may include:

Job Listings and Recruiting Programs

Virtually all career centers have job listings maintained in-house or by professional online services. Employers can post positions specifically for your individual college. Furthermore, many students will be able to take advantage of on-campus recruiting programs, where employers collect student resumes and conduct on-campus interviews for various job openings.

Career Fairs

The beauty of career fairs is that they bring employers to you. Often held in a large venue, you can browse their available positions, talk with them informally, and drop off resumes. Fairs may be held up to several times a year, focusing on different types of positions, such as internships or nonprofit jobs.

Internship Programs

Internships are the most valuable way to try out different career fields and gain hands-on experience

while you are still a student. You can build your resume, learn the ropes, and maybe even get academic credit. You might also pave the way to a full-time position after graduation.

Workshops

Career center workshops cover skills ranging from writing an effective cover letter to honing your interview performance. Not only can you get pertinent advice from career center staff and other workshop presenters, but you will also benefit greatly from being in a group environment with your peers.

Alumni Networks

Many schools offer students access to alumni contacts in various career fields. These graduates have volunteered to serve as a resource for information and advice. This can be one of the most helpful ways to learn about different industries, and can help you get your foot in the door.

Mock Interviews

When it comes to interviewing, practice makes perfect. The experience of having a simulated interview with a staff member can calm nerves, enhance performance, teach you how to answer tough questions, and prevent you from making big mistakes.

Resume and Cover Letter Critiques

In addition to the assistance offered during individual appointments, many offices hold specific drop-in hours where a staff member can provide a quick resume or cover letter critique.

"Making Your Career Center Work for You" written by Jennifer Bobrow Burns, an experienced career counselor, academic administrator and writer.



Photo © Rada Iruasa - Fotolia.com

Creating a Resume

- Know how your skills and experience support your application.
- Use action verbs to highlight your accomplishments.
- Limit your resume to one page and make sure it is free of misspelled words and grammatical errors.
- Print out your resume on high-quality neutral-colored paper, preferably white, light gray or beige. If you are submitting your resume online, be sure to include relevant keywords and avoid italics, bold and underlined passages.
- Compose a separate cover letter to accompany each resume and address the letter to a specific person. Avoid sending a letter that begins "Dear Sir/Madam."

Preparing for the Interview

- Arrange informational interviews with employees from companies with which you might want to interview. Use your network of acquaintances to schedule these meetings.
- Thoroughly research each employer with whom you have an interview—be familiar with product lines, services offered and growth prospects.
- Practice your interviewing technique with friends to help prepare for the actual interview.
- Using the information you have gathered, formulate questions to ask the employer during the interview.
- Arrive on time in professional business attire.
- Collect the needed information to write a thank-you letter after each interview.

INVESTIGATE

1ST YEAR



UNDECIDED?

Questioning
your major?

Meet with a career
counselor and

EXPLORE

possible careers
and majors that
fit your interests
and goals.

EXPLORE

Interests

What do you like?

Skills

What are you good at?

Values

What is important to you?

Goals

What is your education for?

LEARN

Take UNIV 103: Career Exploration

Designed to help you explore majors
and careers.

Meet with Your Academic Advisor Every Quarter

Ensure you take the right Gen Ed's and University requirements.

Attend the Majors Fair

Meet faculty and department representatives to discuss major/minor options.

RESEARCH

Occupations

www.bls.gov/ooh
www.onetonline.org

Career Assessments

Take the TypeFocus assessment in the
Wildcat Career Network on MyCWU.

Informational Interviews

Interview the people in your field(s)
of interest.

Job Shadow/Externships

Ask a professional to observe them
for a day.

2ND YEAR

EXPERIENCE

ASSESS

Re-examine Options

Have they changed? Why?

Review Your Transcript

What do you still need?

Decide on a Major

Review programs.

Update Your Resume

Have us review it.

LEARN

Use Your Account in the Wildcat Career Network

This is the University's premier job and internship database. See your MyCWU!

Consult Faculty on Career Opportunities in Your Major

Faculty have professional connections and are excellent resources.

DO

Internships

Get experience before your graduate.

Volunteering

Visit the Center for Leadership &
Community Engagement.

Study Abroad

Expand your horizons.

Clubs & Organizations

Get involved with campus activities.



UNDECLARED?

You **MUST**

officially declare
a major by the
time you reach 75
credits.

Meet with a
career counselor
to help you find
the right major.



NETWORK!

It's the
#1 WAY

to find a job!

Employers are more likely to hire from a personal reference than any other method.

INTERN

Find Openings

Check the Wildcat Career Network.

Build Your Network

Create a LinkedIn profile.

Tailor Your Resume

We'll show you how.

Prepare for Interviews

Schedule a mock interview.

PLAN

Target Activities that Meet Your Goals

Internships, research, extracurricular activities.

Connect with Professionals

Join professional associations.

Graduate School

Research programs and schools.

Attend Pre-Graduation Workshops

GRE, LSAT, MCAT, Budget & Career Planning

LEARN

Take UNIV 301: Career Management

Designed to help you prepare for jobs and internships, and life after college.

Seek Research Opportunities

Current research looks great on resumes, vitae, and grad school applications.

Stay Current with Industry Trends

Trade publications and journals in your field will help you with career planning.

SEARCH

Find Openings

Job websites and networks

Build Your Network

Faculty, Family, Friends, & Alumni

Update Your Resume

Have us review it.

Prepare for Interviews

Schedule a mock interview.

CONSIDER

Location

Urban? Rural? Sedentary? Traveling?

Salary & Benefits

Acceptable range? What kind of benefits?

Environment

Office? Outdoors? Teamwork? Alone?

Schedule

Do you need flexible hours?

ENGAGE

Build Skills

Seek opportunities where you can coach, train, mentor, or supervise others.

Participate in Professional Development

Attend Career Services workshops and career fairs. You can do this every year!



SEARCH?

Do not wait to start searching until you graduate. The average time between graduation and a career is

6 MONTHS!

Begin your search fall quarter.

Evaluating Yourself

An important part of deciding what you want to do is first understanding yourself. Self-evaluation will help you analyze what is important in the work you choose and the kind of employer for whom you will work. Answer each question honestly. There are no "right" or "wrong" answers.

1. What do you do best? Are these activities related to people, things or data? _____

2. Do you communicate better orally or in writing? _____
3. Do you consider yourself a leader of a team or group? _____
4. Do you see yourself as an active participant in a group or team? _____
5. Do you prefer to work by yourself? _____
6. Do you prefer working under supervision? _____
7. Do you work well under pressure? _____
8. Does working under pressure cause you anxiety? _____
9. Do you like taking responsibility? _____
10. Would you rather follow directions? _____
11. Do you enjoy new projects and activities? _____
12. Do you prefer to follow a regular routine? _____
13. Rank the following things in order of importance to you when thinking about a job:
 Career Advancement _____ Prestige of Employer _____
 Location _____ Salary _____
 People (Boss and Colleagues) _____ Type of Work _____
14. Do you prefer to work a regular 9:00 a.m. to 5:00 p.m. schedule or an irregular schedule? _____
15. Would you like a job with a lot of travel, a moderate amount, or a small amount? _____
16. What kind of work environment do you prefer?
 Indoors Urban Setting
 Outdoors Suburban Setting
 Rural Setting
17. What size of organization would you like to work for? _____
18. Are you willing to move? _____
19. Do you prefer to work for a nonprofit or for-profit organization? _____
20. Are there other factors to consider? _____

Adapted with permission from the University Career Services department at Rutgers University, New Brunswick Campus.

The Top Ten Pitfalls in Resume Writing

1. **Too long.** Most new graduates should restrict their resumes to one page. If you have trouble condensing, get help from a technical or business writer or a career center professional.
2. **Typographical, grammatical or spelling errors.** These errors suggest carelessness, poor education and/or lack of intelligence. Have at least two people proofread your resume. Don't rely on your computer's spell-checkers or grammar-checkers.
3. **Hard to read.** A poorly typed or copied resume looks unprofessional. Use a plain typeface, no smaller than a 12-point font. Asterisks, bullets, underlining, boldface type and italics should be used only to make the document easier to read, not fancier. Again, ask a professional's opinion.
4. **Too verbose.** Do not use complete sentences or paragraphs. Say as much as possible with as few words as possible. *A*, *an* and *the* can almost always be left out. Be careful in your use of jargon and avoid slang.
5. **Too sparse.** Give more than the bare essentials, especially when describing related work experience, skills, accomplishments, activities, interests and club memberships that will give employers important information. Including membership in the Society of Women Engineers, for example, would be helpful to employers who wish to hire more women, yet cannot ask for that information.
6. **Irrelevant information.** Customize each resume to each position you seek (when possible). Of course, include all education and work experience, but emphasize only relevant experience, skills, accomplishments, activities and hobbies. Do not include marital status, age, sex, children, height, weight, health, church membership, etc.
7. **Obviously generic.** Too many resumes scream, "I need a job—any job!" The employer needs to feel that you are interested in that particular position with his or her particular company.
8. **Too snazzy.** Of course, use good quality bond paper, but avoid exotic fonts, colored paper, photographs, binders and graphics. Electronic resumes should include appropriate industry keywords and use a font size between 10 and 14 points.
9. **Boring.** Make your resume as dynamic as possible. Begin every statement with an action verb. Use active verbs to describe what you have accomplished in past jobs. Take advantage of your rich vocabulary and avoid repeating words, especially the first word in a section.
10. **Too modest.** The resume showcases your qualifications in competition with the other applicants. Put your best foot forward without misrepresentation, falsification or arrogance.

The Three Rs

The three Rs of resume writing are **Research, Research, Research**. You must know what the prospective company does, what the position involves and whether you will be a fit, before submitting your resume. And that means doing research—about the company, about the position and about the type of employee the company typically hires.

Research the company. Read whatever literature the company has placed in the career library. For additional information, call the company. Ask for any literature it may have, find out how the company is structured and ask what qualities the company generally looks for in its employees. Ask if there are openings in your area, and find out the name of the department head and give him or her a call. Explain that you are considering applying to their company, and ask for their recommendation for next steps. Thank that person for the information, and ask to whom your resume should be directed.

The internet is another key tool to utilize in your research. Most companies have websites that include information regarding company background, community involvement, special events, executive bios or even past annual reports. Be sure to take advantage of the internet during your job search.

Research the position. The more you know about the

position, the better able you will be to sell yourself and to target your resume to that position. If possible, interview someone who does that same job. In addition to finding out the duties, ask if there is on-the-job training, whether they value education over experience (or vice versa) and what kind of turnover the department experiences. Ask what they like about the position and the company; more important, ask what they don't like about it.

Finally, research yourself. Your goal is not just to get a job. Your goal is to get a job that you will enjoy. After you find out all you can about the company and the position, ask yourself honestly whether this is what you really want to do and where you really want to be. The odds are overwhelming that you will not hold this position for more than two or three years, so it's not a lifetime commitment; however, this first job will be the base of your lifetime career. You must start successfully so that future recommendations will always be positive. Furthermore, three years is a long time to spend doing something you don't like, working in a position that isn't challenging or living somewhere you don't want to live.

One last word of advice: Before you go to the interview, review the version of your resume that you submitted to this employer. The resume can only get you the interview; the interview gets you the job.

Transferable Skills

IF YOU'RE WONDERING what skills you have that would interest a potential employer, you are not alone. Many college seniors feel that four (or more) years of college haven't sufficiently prepared them to begin work after graduation. And like these students, you may have carefully reviewed your work history (along with your campus and civic involvement) and you may still have a difficult time seeing how the skills you learned in college will transfer to the workplace.

But keep in mind that you've been acquiring skills since childhood. Whether learning the value of teamwork by playing sports, developing editing skills working on your high school newspaper or developing countless skills while completing your coursework, each of your experiences has laid the groundwork for building additional skills.

What Are Transferable Skills?

A transferable skill is a "portable skill" that you deliberately (or inadvertently, if you haven't identified them yet) take with you to other life experiences.

Your transferable skills are often:

- acquired through a class (e.g., an English major who is taught technical writing)
- acquired through experience (e.g., the student government representative who develops strong motivation and consensus building skills)

Transferable skills supplement your degree. They provide an employer concrete evidence of your readiness and qualifications for a position. Identifying your transferable skills and communicating them to potential employers will greatly increase your success during the job search.

Remember that it is impossible to complete college without acquiring transferable skills. Campus and community activities, class projects and assignments, athletic activities, internships and summer/part-time jobs have provided you with countless experiences where you've acquired a range of skills—many that you may take for granted.

Identifying Transferable Skills

While very closely related (and with some overlap), transferable skills can be divided into three subsets:

- Working With People • Working With Things
- Working With Data/Information

For example, some transferable skills can be used in every workplace setting (e.g., organizing or public speaking) while some are more applicable to specific settings (e.g., drafting or accounting).

The following are examples of skills often acquired through the classroom, jobs, athletics and other activities. Use these examples to help you develop your own list of the transferable skills you've acquired.

Working With People

- Selling • Training • Teaching • Supervising
- Organizing • Soliciting • Motivating • Mediating
- Advising • Delegating • Entertaining
- Representing • Negotiating • Translating

Working With Things

- Repairing • Assembling parts • Designing
- Operating machinery • Driving
- Maintaining equipment • Constructing • Building
- Sketching • Working with CAD • Keyboarding
- Drafting • Surveying • Troubleshooting

Working With Data/Information

- Calculating • Developing databases
- Working with spreadsheets • Accounting • Writing
- Researching • Computing • Testing • Filing • Sorting
- Editing • Gathering data • Analyzing • Budgeting

Easy Steps to Identify Your Transferable Skills

Now that you know what transferable skills are, let's put together a list of your transferable skills. You may want to work with someone in your career services office to help you identify as many transferable skills as possible.

Step 1. Make a list of every job title you've held (part-time, full-time and internships), along with volunteer, sports and other affiliations since starting college. (Be sure to record officer positions and other leadership roles.)

Step 2. Using your transcript, list the classes in your major field of study along with foundation courses. Include electives that may be related to your employment interests.

Step 3. For each job title, campus activity and class you've just recorded, write a sentence and then underline the action taken. (Avoid stating that you learned or gained experience in any skill. Instead, present your skill more directly as a verifiable qualification.)

"While working for Jones Engineering, I performed 3D modeling and drafting."

NOT *"While working for Jones Engineering, I gained experience in 3D modeling and drafting."*

"As a member of the Caribbean Students Association, I developed and coordinated the marketing of club events."

NOT *"As a member of the Caribbean Students Association, I learned how to market events."*

Step 4. Make a list of the skills/experiences you've identified for future reference during your job search.

Using Transferable Skills in the Job Search

Your success in finding the position right for you will depend on your ability to showcase your innate talents and skills. You will also need to demonstrate how you can apply these skills at an employer's place of business. Consult the staff at your career services office to help you further identify relevant transferable skills and incorporate them on your resume and during your interviews. During each interview, be sure to emphasize only those skills that would be of particular interest to a specific employer.

Transferable skills are the foundation upon which you will build additional, more complex skills as your career unfolds. Start making your list of skills and you'll discover that you have more to offer than you realized!

Additional Tips to Help Identify Your Transferable Skills

1. Review your list of transferable skills with someone in your field(s) of interest to help you identify any additional skills that you may want to include.
2. Using a major job posting website, print out descriptions of jobs that interest you to help you identify skills being sought. (Also use these postings as guides for terminology on your resume.)
3. Attend career fairs and company information sessions to learn about the skills valued by specific companies and industries.

Written by Rosita Smith.

Resume Action Verbs

Analytical & Financial

Accelerated
Adjusted
Administered
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Clarified
Collected
Compared
Computed
Conserved
Controlled
Decreased
Determined
Developed
Estimated
Evaluated
Examined
Experimented
Explored
Extracted
Forecast
Formulated
Gathered
Identified
Interpreted
Interviewed
Investigated
Managed
Marketed
Maximized
Measured
Minimized
Organized
Planned
Prepared
Programmed
Projected
Proved
Purchased
Reconciled
Reduced
Researched
Retrieved
Screened
Searched
Solved
Specified
Studied
Summarized
Surveyed
Systematized
Tested
Validated

Creative

Composed
Conceptualized
Condensed
Constructed
Created
Designed
Edited
Entertained
Established
Formulated
Illustrated
Initiated
Integrated
Introduced
Modeled
Originated
Performed
Photographed
Revised
Revitalized
Shaped

Interpersonal

Adapted
Advised
Advocated
Answered
Assessed
Coached
Collaborated
Cooperated
Counseled
Demonstrated
Enabled
Encouraged
Ensured
Expedited
Facilitated
Focused
Furthered
Guided
Initiated
Interacted
Intervened
Listened
Mediated
Mobilized
Moderated
Motivated
Negotiated
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied

Supported
Volunteered

Leadership

Advanced
Administered
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Completed
Coordinated
Decided
Delegated
Developed
Directed
Diversified
Enforced
Enhanced
Established
Founded
Generated
Headed
Implemented
Improved
Incorporated
Increased
Initiated
Integrated
Introduced
Managed
Mobilized
Motivated
Organized
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Recruited
Reorganized
Replaced
Reviewed
Secured
Selected
Solidified
Stimulated
Streamlined
Strengthened
Supervised
Sustained

Communication

Addressed
Advertised
Articulated
Authored
Clarified

Collaborated
Communicated
Composed
Consulted
Contacted
Convinced
Corresponded
Debated
Defined
Demonstrated
Described
Directed
Discussed
Drafted
Edited
Explained
Familiarized
Formulated
Illustrated
Incorporated
Informed
Interpreted
Interviewed
Marketed
Mediated
Moderated
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Published
Reconciled
Recruited
Referred
Reinforced
Reported
Responded
Solicited
Specified
Summarized
Synthesized
Translated
Wrote

Organization

Approved
Arranged
Catalogued
Centralized
Classified
Collected
Compiled
Coordinated
Corrected
Corresponded
Distributed
Edited
Executed
Generated

Implemented
Incorporated
Maintained
Monitored
Obtained
Operated
Organized
Planned
Prepared
Processed
Provided
Recorded
Registered
Reserved
Responded
Restructured
Reviewed
Scheduled
Screened
Set up
Submitted
Supplied
Standardized
Synthesized
Updated
Unified
Validated
Verified

Marketing

Accelerated
Achieved
Attained
Completed
Conceived
Delivered
Earned
Exceeded
Expanded
Generated
Increased
Improved
Launched
Led
Marketed
Maximized
Minimized
Promoted
Resolved
Restored
Saved
Succeeded
Surpassed
Transformed

Teaching

Adapted
Advised
Appraised
Coached
Communicated

Conducted
Coordinated
Critiqued
Developed
Educated
Enabled
Encouraged
Evaluated
Facilitated
Focused
Guided
Individualized
Informed
Instructed
Motivated
Simulated
Stimulated
Taught
Tested
Trained
Tutored

Technical

Adapted
Applied
Assembled
Automated
Built
Calculated
Computed
Conserved
Constructed
Controlled
Converted
Designed
Developed
Diagnosed
Drafted
Engineered
Inspected
Installed
Maintained
Manufactured
Measured
Monitored
Operated
Overhauled
Programmed
Regulated
Remodeled
Repaired
Restored
Specialized
Standardized
Upgraded
Utilized

Resume Tips

A **RESUME** is your opportunity to explain to an organization why you are the **ideal** candidate for a position. The following tips will assist you in putting your best foot forward!

Grammar

- Be consistent with your punctuation.
- Do not switch verb tenses within a job. Write in the present tense for duties you are currently performing.
- Spell-out numbers between one and nine. Use numerals for numbers 10 and above unless it appears at the beginning of a sentence.
- Capitalize all proper nouns.
- Perform spell check on your finished document to avoid misspellings.

Word Choice

- Limit technical terms to ensure a general audience will understand your achievements.
- Use a variety of action verbs to start descriptions of jobs and/or tasks (e.g., designed, increased, developed).

Verify

- Dates of all prior employment.
- Your address, phone number, and email addresses (use a professional email address).

Design

- Use appropriate margins (0.5 - 1 inch).
- Place name, address, phone, and email at the top.
- Use one, easy-to-read, and professional font (no less than 11 point).
- Apply highlighting techniques (bold, italics, underline) consistently throughout.
- Do not over-use capitalization, italics, underlines, or other emphasizing features.
- Use one bullet style throughout your resume.

Resume Reviews

CWU Career Services offers resume (and cover letter) reviews by email, appointment, or drop ins. Check our website or email us at career@cwu.edu for more information. Read over the position description or grad school requirements and remember to target your resume to what you are applying to!

- Ensure consistent alignment of bullet points and headings (same indentation for each category throughout).
- List experiences in reverse chronological order within each section.
- Save as PDF for consistency across applications.

What to Include

- Educational information including degree, graduation date, and GPA if over a 3.0 (see detail below).
- Technical skills.
- Previous work experiences.
- Engineering course projects.
- Student organizations or other activities.

GPA

Most employers are going to want to know your GPA eventually. If your GPA is above a 3.0 on a 4.0 GPA scale, you should list it on your resume. It may be a good idea to list it even if it is under a 3.0. Please contact Career Services to speak with a career counselor about your personal GPA to receive the best advice for your situation.

Omit

- Personal information such as a photo, gender, race, age, sexual orientation, religion, political affiliation, marital status, number of children (see “potentially sensitive information” below).
- “References Available Upon Request”—The employer will assume they are available.

Carefully Consider

- Your subheadings—How do you want to classify your experiences to be most effective?
- Potentially sensitive information—Not all employers will share the same opinion as you about specific groups, organizations, and/or lifestyles in which you are a member or in which you participate. If you are involved in a group and have gained applicable skills through the group, it is appropriate to identify it on your resume. However, you should carefully consider whether it is worth listing.
- Medical/Health information—Although it could justify specific things in your resume (time gap, GPA), an employer may become concerned that your health problems will affect your job performance.

Reprinted with permission from the University of Michigan, College of Engineering's 2017-18 Career Guide.

Basic Non-Teacher Resume

BASIC NON-TEACHER RESUME

JAMIE WILDCAT

Address optional 509 212-2222 j.wildcat@cwu.edu
http://j.wildcat.com www.linkedin.com/JamieWildcat

OBJECTIVE (optional heading – you can also use a summary of your qualifications matching job)
An internship position as a Social Media Specialist with Boeing

EDUCATION

Bachelor of Science in Information Technology & Administrative Management June 20xx
Specialty: **Administrative Management**
Minors: **Public Relations, Advertising**
Central Washington University, Ellensburg, WA
GPA: 3.8/4.0 (only put a GPA above 3.0 and that depends on your field)
Study Abroad, Universidad Del Pacifico, Lima, Peru June – September 20xx

Relevant Coursework (use if you want to highlight your knowledge related to job)
Public Relations and Advertising Management Retailing and E-commerce

Leadership/Activities/Achievements

Founder, Social Media Club on LinkedIn for PR majors April - June 20xx
• Assisted with coordinating speakers and events
• Developed sponsorship opportunities
Participant, Emerging Leaders Course September - December 20xx
Dean's List - 8 quarters 20xx - Present
Activities Chair (PRSSA), Public Relations Student Society of America November 20xx - Present

PROFESSIONAL SKILLS / CERTIFICATIONS

Computer: PowerPoint, HTML5, Excel, Word, Proficient in Mac and Windows
Languages: Fluent in Spanish, Certified Translator
Certifications: Microsoft Office Specialist (MOS) Jan. 20xx

RELATED EXPERIENCE (related to the job you are applying to - can be paid or not)

Media Sales, The Observer, CWU Student Newspaper, Ellensburg, WA September – March 20xx
• Designed and implemented comprehensive social media campaign

Intern, WA State Legislature Internship, Olympia, WA January - March 20xx
• Legislated for online security mandates
• Web designer for various WA state research projects

ADDITIONAL EXPERIENCE (other experience you have had – can be described or not)

Barista, Starbucks, Ellensburg, WA September 20xx - Present
• Supervise one employee 15 hours/week
• Organize promotions campaign to university students

Assistant Manager, Home Depot, Olympia, WA June - August 20xx and 20xx
• Successfully resolved in store HR issues and resolved customer issues

VOLUNTEER EXPERIENCE (If it is related you can include it in related above or keep here)

Habitat for Humanity, Ellensburg, WA September 20xx – Present

Basic Teacher Resume

BASIC TEACHER RESUME

SKYLAR WILDCAT

Address optional | 509-555-1234 | s.wildcat@cwu.edu | www.linkedin.com/SkylarWildcat

OBJECTIVE (optional heading – you can also use a summary of qualifications matching job)

A 4th Grade teaching position with Valley View Elementary School

(If applying for a specific job, this objective is fine. If taking your resume to a career fair, you may not want to limit yourself by specifying a particular grade. You may want to use something like “An Elementary teaching position with X Elementary School” or “A 3rd - 5th Grade teaching position in X School District.”)

EDUCATION

Bachelor of Arts in Elementary Education June 20xx

Minors: **Social Studies and Spanish**

Central Washington University, Ellensburg, WA

GPA: 3.8

Honors / Activities

CWU College of Education and Professional Studies Scholarship 20xx-20xx

Vice-President, Students of WA Education Association (SWEA) 20xx-20xx

SOURCE presenter, “Factors on Student Motivation and Learning” May 20xx

Education Career Conference, Spokane, WA Feb. 20xx

CERTIFICATIONS/ENDORSEMENTS

Washington Elementary Teaching Certificate K-8 June 20xx

Highly Qualified in Elementary Education June 20xx

NES Subtest I & II March 20xx

First Aid/CPR, American Red Cross Apr. 20xx

TEACHING EXPERIENCE (you are teaching lessons paid or unpaid)

Student Teaching, Lincoln Elementary School, Ellensburg, WA Apr. - June 20xx

- Taught 25 multi-level 4th grade students in all areas of the curriculum
- Initiated creative writing in all content areas to strengthen reading and comprehension
- Assisted in re-evaluation of individual education plans including observation and parent conferences
- Utilized *Envision Math* curriculum by Scott Foresman-Addison Wesley
- Implemented Common Core State Standards during lesson planning and instruction
- Modeled the Charlotte Danielson Framework for teaching

Field Experience, Valley View Elementary, Ellensburg, WA Aug. - Sept. 20xx

- Motivated twenty 2nd grade students by implementing an active learning environment and positive classroom management strategies
- Contributed to planning, development and integration of thematic units across curriculum

RELATED EXPERIENCE (you are working with children/teens paid or unpaid)

Tutor, Youth Unlimited, Ellensburg, WA Aug. 20xx – May 20xx

- Supervised 4th grade learning groups of twenty students at after-school program

Reading Volunteer, Mt. Stuart Elementary School, Ellensburg, WA Oct. 20xx – June 20xx

- Read to first grade bilingual children once a week

Daycare Provider, Kid's Kare, Ellensburg, WA May 20xx – Aug. 20xx

- Directed children in multicultural activities 10 hours/week

ADDITIONAL EXPERIENCE (does not need to be described but shows work history)

Assistant Manager, McDonalds, Ellensburg, WA Apr. 20xx – Sept. 20xx

CWU Career Services, www.cwu.edu/career, 509.963.1921

June 18, 2020 vs

Developing a Winning Curriculum Vitae (CV)

A **CURRICULUM VITAE** or CV is a professional document that is used for marketing your background for a variety of purposes, mostly within academia or research. It can be multiple pages, but should be focused. Use the following tips to help you get started on your CV.

Common Uses

- Graduate school admission, graduate assistantship or scholarship application
- Teaching, research and upper-level administrative positions in higher education
- School administration positions (superintendent, principal, department head)
- Research and consulting in a variety of settings
- Academic departmental and tenure reviews
- College or university service appointments
- Professional association leadership positions
- Publishing and editorial board reviews
- Speaking engagements
- Grant proposal

[Your CV] can be multiple pages,
but should be focused.

Education

Include the following information:

- Name of institution(s) where obtained or working toward a degree, listed in reverse chronological order
- Official name of degree(s) and/or certification(s) obtained or currently working toward
- Add Master's Thesis, Project and/or Dissertation title(s)
- Name of advisor

Common Items Included On A Resume

Found in most standard resumes:

- **Heading**—name, address, professional email and phone number. A website with professional content (e.g., a portfolio) can be listed in the heading as well. Use the direct URL to the proper page, so the recruiter doesn't have to search your entire site.
- **Objective**—should be specific to the position for which you are applying (optional)
- **Format**—standard margins of one inch, type size from 10-12 points and easy-to-read fonts.
- **Content**—the organization of your document should be rearranged depending on the potential employer. For example, if your education section speaks more to your qualifications for the desired position, it should appear before your employment experience.
- **Experience**—highlight paid, unpaid, school and extracurricular experiences that relate to your desired objective.
- **Skills**—technical/computer, language, leadership, laboratory to name a few.

Additional Sections

Depending on your background, you may want to add additional sections to your resume:

- Teaching Experience and Interests
- Research Experience and Interests
- Related Experience: Internships, Practicum and/or Fieldwork
- Grants Received and Academic Awards
- Special Training
- Scholarships and Fellowships

Written by Veronica Rahim, Career Services Consultant, Center for Career Opportunities, Purdue University, for the 2011-2012 Career Planning Handbook.

Preparing Your Cover Letter

AFTER COUNTLESS HOURS constructing your resume, don't treat your cover letter as an afterthought. It is recommended to send a cover letter, whether it is requested or not. Your cover letter is an opportunity to have a conversation with the employer, and illustrate the reasons why you feel you are qualified for the position you are seeking.

Formatting Your Cover Letter

- A cover letter should be formatted in a traditional business letter format.
- Your full address is presented at the top of the page, followed by the date.
- You can substitute your resume header for your address on a cover letter.
- Below your information, place the employer's name and mailing address.
- The best letters are addressed to the intended reader, not an unnamed individual.
- Paragraphs should rarely be more than seven sentences.
- The salutation should be addressed to a specific person, followed by a colon, not a comma.
- The closing should allow 3-4 lines for a handwritten signature.

Research the Company and Industry

Research the employer and industry, and make connections between their needs and your skills, knowledge, and abilities. Don't hesitate to dig deep; annual and fiscal reports can provide a hint about the employer's goals and needs. If every other sentence begins with "I" or "My," this is an indication that you need to refocus on the goals of the employer.

CAR – Challenge, Action, Result

Too often, cover letters are equated to resumes. They are actually more similar to interviews. When writing, assume that you are answering the interview question, "Tell me about yourself, and why you would be a good match for this position and our company?"

Demonstrate your value to an employer through your past experience:

- Identify the **C**hallenges you encountered in various professional situations
- Describe the **A**ctions you took to meet the challenges
- Explain the **R**esults of your efforts

Consider leading with the results of your efforts before presenting the challenge of the assignment; this allows you to appear more positive.

Tailoring Your Cover Letter

As cover letters can be more personal and conversational than a resume, it is even more important not to use "canned" cover letters. Although using a generic cover letter may save you time in the application period, your resulting job search will take much longer. Think of it from the employer's perspective: A letter that is broad enough for use for multiple jobs will not give him/her the detail necessary to make a hiring decision. Ensure that you utilize your cover letter to expand upon details in your resume, and not just repeat them.

Reprinted with permission from New Mexico State University's 2014-2015 Career Planning Guide.

Your Present Address
City, State, ZIP Code
Date

Person's Name
Title
Company
Street Address
City, State, ZIP Code

Dear Mr., Miss, Mrs., Ms., etc. _____:

First Section: State the reason for the letter, name the specific position or type of work for which you are applying, and if relevant, indicate from which resource (newspaper, job announcement) you learned of the opening. If an employee of the company has suggested you apply, you should give the name, title, and department where that person is employed. Briefly describe why this particular company interests you, and what relevant knowledge, skills or abilities you bring to the position.

Second Section: This is the main section of your letter and should be utilized to draw parallels between your experience, skills and knowledge, and the needs of the employer. Indicate why you are interested in the position, the company, its products or services, and, above all, what you can offer the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievements or unique qualifications.

A cover letter can be compared to an interview. Introduce yourself, draw connections between your experiences and the position, and encourage the employer to get to know you in a way that a resume's format does not allow. A well-written body of a cover letter allows the employer to feel as though they have met you, and understand your passion for their field, company and position.

Final Section: Indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your phone number in the letter and offer any assistance to facilitate a timely response. Finally, close your letter with a statement or question to encourage a response. For example, state that you will be in the city where the company is located on a certain date and that you would like to set up an interview. You could also ask if the company will be recruiting in your area, or if additional information or references are needed.

Sincerely,

(your handwritten signature)

Type your name

References

SELECTING REFERENCES is a critically important part of your job search. Choose individuals who know you well and can attest to your skills and work ethic. A combination of work supervisors and faculty provides a good balance. Other possibilities include university staff members, community leaders, and directors of civic organizations for which you have volunteered. Listing relatives or friends is not recommended because personal references do not carry much weight with employers. 3-5 references are recommended.

Before you list individuals as references, be sure to ask their permission. Provide your references with a copy of your resume so they can refer to it if called by an employers.

If it has been awhile since you first asked individuals to be references, touch base with them and update them on any recent activities and accomplishments.

Letters of recommendation differ from references because they are pre-written letters you send with your application. These are most often used in applications for graduate school, scholarships, fellowships, continuing education, etc., not for regular jobs or internships.

JAMIE WILDCAT

Address optional | 509 212-2222 | j.wildcat@cwu.edu
<http://jamiewildcat.com> | www.linkedin.com/JamieWildcat

REFERENCES

Dr. J. Morgan, Professor
College of Business, Central Washington University
Shaw Smyser 114, 400 E. University Way
Ellensburg, WA 98926
509.963.0000 Fax: 509.963.2000 morganj@cwu.edu
Former Economics professor and faculty advisor

Beverley Sills, Owner
Small Business U.S.A.
100 Main Street
Ellensburg, WA 98926
509.925.0000 Sillsb@gmail.com
Current work supervisor

Jack Black, Director
Madcap Records
12 Maple Street
Seattle, WA
425.455.0000
Former volunteer supervisor

Job Search Strategies: Pros and Cons

THERE ARE MANY WAYS to look for a job, some of which are better than others. Presented below are some of the most popular ways, as well as helpful hints and pros and cons of each.

Strategies	Tools, Pros, Cons and Helpful Hints
INTERNET Search online job banks and company websites. Submit resume online/post on job boards.	Tools: Access to the web and an electronic resume Pros: Actual job openings. Many employers use a wide variety of job listing services. Many listings have free to low-cost access. Worldwide geographic reach. Cons: Competition is growing as use of the internet increases. Pay attention to multiple listings—one position posted on a few sites—to avoid applying multiple times. Hints: Use the web frequently as information and sites change quickly.
NETWORKING Talk to everyone you know to develop a list of possible contacts; ask for information on job/companies and to circulate your resume.	Tools: List of contacts, resumes and business attire Pros: May learn of unadvertised openings. May result in a courtesy interview. Often results in a closer match of your interests to a job. Cons: A contact in itself is not enough to get you a job. You may exhaust all leads without landing a job. Quite time-consuming. Hints: Follow through on all leads. Keep broadening your network of contacts.
SOCIAL MEDIA LinkedIn, Facebook and Twitter	Tools: Access to the internet, social media accounts and an electronic resume Pros: Access to wide variety of employers, contacts and current job openings. Cons: Employers can view your information and/or pictures. Be sure your profile is professional, or use a separate account for connecting to employers. Hints: Follow your favorite companies. Show off your education and skills. Display an appropriate photo. Perform a search on your name to review your internet presence, and clean up the results if necessary.
ON-CAMPUS RECRUITING Follow specific procedures to secure on-campus interviews.	Tools: Scheduling interviews, employer literature, resumes and business attire Pros: One of the primary ways in which companies recruit for technical and business positions. Cons: May be less effective for nontechnical/nonbusiness candidates. Hints: Use the interview schedule as a way to identify possible employers, even if you don't get to interview on campus with those employers.
TARGETED MAILING Develop a good cover letter tailored to a specific type of job and the needs of the company. Send letter with resume to selected companies.	Tools: List of well-researched companies, tailored cover letters and resumes Pros: Better approach than the mass-mailing method. Investment of time and effort should merit stronger response from employers. Cons: Requires a significant investment of time in researching companies and writing cover letters as well as following up with contacts. Hints: Try to find out who is in charge of the area in which you want to work; send your materials to that person. Great method when used in conjunction with networking.
IN-PERSON VISIT Visit many companies. Ask to see person in specific department. Submit resume and application, if possible.	Tools: Business attire, company address list and resumes Pros: Resume and application are on file with the company. Cons: Requires a great deal of time to make a relatively small number of contacts. Hints: Research the companies prior to your visit. Ask for a specific person or ask about a specific type of job.
RESUME REFERRAL Register with one of the many national referral services. As jobs are listed by employers, the data bank of registrants is searched for matches. If your materials match, they are sent to the employers.	Tools: Registration form supplied by service Pros: Another way to monitor the job market and get your qualifications to the attention of employers. Cons: May involve a fee. Often more helpful to those in technical or specialized fields. May not learn of the status of your materials. Hints: Use only in conjunction with other job search strategies.
EMPLOYMENT AGENCIES Respond to employment agency ads in newspapers; check phone book for names of agencies to contact.	Tools: Resumes and business attire Pros: Fee-paid jobs for graduates in technical fields or those with marketable experience. Cons: May be less help to non-technical/inexperienced graduates. Be wary if you, instead of the employer, have to pay a fee. Hints: Identify agencies that specialize in your field. Make frequent contact with your counselor to obtain better service.
Wildcat Career Network Build your professional profile, search for jobs, and find out about Career Services Events.	Tools: On and off campus job and internship opportunities, career services events, career fairs, and career resources Pros: Connect directly with employers looking to recruit CWU students and find opportunities for professional development. Cons: Only employers registered on the WCN can view student profiles. Hints: Be sure to complete your profile to 100%!

Adapted and reprinted with permission from Career Services, Pennsylvania State University, University Park, PA.



Introduction to the...

Wildcat Career Network (WCN)

CWU's Wildcat Career Network is a one-stop-shop for student career advancement. From job boards to campus events and career services, WCN is built from the ground up to support our students' career advancement

Login Instructions

Current Students: You already have an account!

Log in through your MyCWU account (<https://my.cwu.edu/>), select the "Student" Tab, and click on "Wildcat Career Network" under the Applications menu on the right side.

CWU Alumni: Log in at <https://www.cwu.edu/career-network>

Key Features

Job Boards & Recruiting Tools

- CWU Exclusive Job Board with smart Job Discovery and Notification Tools
- Access to additional Symplicity external job board (2.5+ million postings!)
- Full-time, part-time, and Internships
- Work-Study & Student Jobs (on & off campus)
- On-Campus Recruiting & Interviews

Employer-Searchable Applicant Databases

- Optional public profile feature to highlight your professional & project experience
- Optional feature to list your resume in the CWU employer-searchable resume books

Campus Career Event Details and Registration

- View & register for campus career fairs & hiring events
- Find upcoming workshops and professional development opportunities
- Browse company info sessions and industry engagement events/outings

Announcements and E-News Updates

- Set up customizable job search alert notifications
- Quarterly E-News highlighting featured or upcoming jobs and events
- Regular in-system notifications and announcements for key campus

Career Navigation Tools and Resources

- Career explorer tool to research job/industry salary data, in-demand skills, hiring trends and other vital job market data
- Collection of career tools, document resources, and informative videos
- Student Quicklinks menu provides a one-stop-shop for all links tied to CWU student career services and to other department specific resource links

International Students and the Job Search

LOOKING FOR A JOB is seldom easy for any student. For you, the international student, the job search process can be especially confusing. You may lack an understanding of U.S. employment regulations, or perhaps you are unaware of the impact your career choice has on your job search. You may also be unsure about your role as the job-seeker and the resources used by American employers to find candidates.

The following is an overview of the issues most relevant to international students in developing a job search strategy. Additional information about the employment process and related topics can be found through your career center and on the internet.

Bureau of U.S. Citizenship and Immigration Services Regulations

As an international student, you should only obtain employment-related information from an experienced immigration attorney or your campus USCIS representative. *Advice from any other resource may be inaccurate.* Once you have decided to remain in the United States to work, contact the international student services office or the office of human resources on your campus and make an appointment with your USCIS representative. In addition to helping you fill out necessary forms, the USCIS representative will inform you of the costs associated with working in the United States.

Importance of Skills and Career Field

Find out if your degree and skills-set are currently in demand in the U.S. job market. An advanced degree, highly marketable skills or extensive experience will all make your job search easier. Find out what region of the United States holds the majority of the jobs in your field; you may need to relocate in order to find the job you want. Learn all you can about your targeted career field by talking to professors, reading industry publications and attending professional meetings and regional conferences.

Role of Employers

It is the employer's responsibility to find the right people for his or her company—not to help you find a job. The interview is successful when both of you see a match between the employer's needs and your interest and ability to do the job.

The employer (through hiring managers, human resources staff or employment agencies) will most likely use several resources to find workers, including:

- College recruiting
- Campus or community job fairs
- Posting jobs on the company website or on national job posting sites on the internet
- Posting jobs in major newspapers or trade publications
- Posting jobs with professional associations
- Resume searches on national online services
- Employee referrals
- Regional and national conferences
- Employment agencies ("headhunters")

Are you accessible to employers through at least some of the above strategies? If not, develop a plan to make sure your credentials are widely circulated. Notify as many people as possible in your field about your job search.

Strong Communication Skills

You can help the employer make an informed hiring decision if you:

- Provide a well-prepared resume that includes desirable skills and relevant employment experiences.
- Clearly convey your interests and ability to do the job in an interview.
- Understand English when spoken to you and can effectively express your thoughts in English.

It's important to be able to positively promote yourself and talk with confidence about your education, relevant skills and related experiences. Self-promotion is rarely easy for anyone. But, it can be especially difficult for individuals from cultures where talking about yourself is considered inappropriate. When interviewing in the United States, however, you are expected to be able to explain your credentials and why you are suitable for the position.

Be sensitive to the interviewer's verbal and nonverbal cues. Some international students may not realize when their accent is causing them to be misunderstood. Interviewers are sometimes too embarrassed or impatient to ask for clarification, so be on the lookout for nonverbal clues, such as follow-up questions that don't match your responses or sudden disinterest on the part of the interviewer. Also, make sure you express proper nonverbal communication; always look directly at the employer in order to portray confidence and honesty.

If your English language skills need some work, get involved with campus and community activities. These events will allow you to practice speaking English. The more you use the language, the more proficient you will become. These activities are also a great way to make networking contacts.

Career Center

The career center can be a valuable resource in your job search. Be aware, however, that some employers using the career center won't interview students who are not U.S. citizens. Though this may limit your ability to participate in some campus interviews, there are numerous ways to benefit from the campus career center:

- Attend sessions on job search strategies and related topics.
- Work with the career services staff to develop your job search strategy.
- Attend campus career fairs and company information sessions to inquire about employment opportunities and to practice your networking skills.

It's a good idea to get advice from other international students who have successfully found employment in this country and to start your job search early. Create and follow a detailed plan of action that will lead you to a great job you can write home about.

Written by Rosita Smith.

Your 60-Second Commercial

USE THE FOLLOWING GUIDELINES to develop an introduction when meeting employers during interviews, career days and other networking events. Your goal is to create a positive and lasting impression in a brief amount of time.

Step 1: Research the Employer

1. Preview the list of organizations participating in the event and plan a strategy for the day. Put together an "A" list and a "B" list of employers you want to target. Contact your career services office to see what employers may be recruiting on campus.
2. Research all the employers on your "A" list. Look for current facts about each employer, including new products, services or acquisitions.
3. Write down some key facts about the employer:

(a) _____

(b) _____

4. Review job descriptions pertinent to your major for employer requirements. Note specific knowledge, skills, and abilities they seek. List academic or employment experiences and activities where you demonstrated these skills.

The employer is seeking:

(a) _____

(b) _____

(c) _____

(d) _____

My qualifications and selling points:

(a) _____

(b) _____

(c) _____

(d) _____

5. Review the employer's mission statement and look for key words that indicate the personal qualities the organization values in its employees. List 2 or 3 of your personal qualities that closely match.

My personal qualities:

(a) _____ (b) _____ (c) _____

Step 2: Develop Your Introduction

Review the sample below. Using the information above, prepare and practice a brief 60-second commercial or introduction to use when meeting employer representatives.

Hello, my name is _____. I am currently a junior, majoring in economics and working part-time as a supervisor at Campus Information Services. This role has enhanced my communication, management, and leadership skills. In addition, I had an internship over the summer with ABC Company where I worked in a team environment on a variety of marketing and website development projects. I recently read an article about your company's plans for business growth in the Northeast, and I'm interested in learning more.

Notes:

Practice your introduction with a friend or career counselor so it sounds conversational rather than rehearsed. You may want to break your opening remarks into two or three segments rather than delivering it all at once. Good luck with your all-important first impression!

Adapted with permission from the University Career Services department at Rutgers University, New Brunswick Campus.

Getting the Most Out of a Career Fair

MANY EMPLOYERS use career fairs—both on and off campus—to promote their opportunities and to pre-screen applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to giant regional career expositions held at major convention centers.

Most career fairs consist of booths and/or tables manned by recruiters and other representatives from each organization. For on-campus events, some employers also send alumni representatives. Large corporations and some government agencies have staffs who work the career fair “circuit” nationwide.

An employer’s display area is also subject to wide variance. It could be a simple table with a stack of brochures and business cards and a lone representative or an elaborate multimedia extravaganza with interactive displays, videos, posters and a team of recruiters.

Fashions and Accessories

Generally, the appropriate attire for career fair attendees is more relaxed than what you’d wear to an actual job interview. In most cases, “business casual” is the norm. If you’re unsure of the dress code (particularly for off-campus events), it would be wise to err on the overdressed side—you’ll make a better impression if you appear professional. Think of it as a dress rehearsal for your real interviews!

Remember to bring copies of your resume (or resumes, if you have several versions tailored to different career choices), a few pens and pencils (have backups—they have a way of disappearing), a folder or portfolio and some sort of note-taking device (paper or electronic pad). Keep track of the recruiters with whom you speak and send follow-up notes to the ones who interest you. Don’t bring your backpack; it’s cumbersome for you, it gets in the way of others and it screams “student!” instead of “candidate!”

Stop, Look and Listen

Keep your eyes and ears open—there’s nothing wrong with subtly eavesdropping on the questions asked and answers received by your fellow career fair attendees. You might pick up some valuable information, in addition to witnessing some real-life career search “do’s and don’ts.”

In order to maximize your career fair experience, you must be an active participant and not just a browser. If all you do is stroll around, take company literature and load up on the ubiquitous freebies, you really haven’t accomplished anything worthwhile (unless you’re a collector of key chains, mousepads and pocket flashlights). It is essential to chat with the company representatives and ask meaningful questions.

Here’s a great bit of career fair advice from Stanford University’s *Career Fair Guide*:

“Create a one-minute ‘commercial’ as a way to sell yourself to an employer. This is a great way to introduce yourself. The goal is to connect your background to the organization’s need. In one minute or less, you need to introduce yourself, demonstrate your knowledge of the company, express enthusiasm and interest and relate your background to the company’s need.”

You’re a Prospector—Start Digging

The questions you ask at a career fair depend upon your goals. Are you interested in finding out about a particular career field? Then ask generalized questions about working within the industry. If you’re seeking career opportunities with a specific employer, focus your questions on the application and interview process, and ask for specific information about that employer.

Fair Thee Well

By all means, try to attend at least one career fair before beginning your formal job interviewing process. For new entrants into the professional career marketplace, this is a good way to make the transition into “self-marketing mode” without the formality and possible intimidation of a one-on-one job interview. It’s an opportunity that’s too valuable to miss.

A Few Words About Career Fair Etiquette

1. Don’t interrupt the employer reps or your fellow job-seekers. If someone else is monopolizing the employer’s time, try to make eye contact with the rep to let him or her know that you’re interested in speaking. You may be doing a favor by giving the recruiter an out. If all else fails, move to the next exhibit and plan to come back later.
2. If you have a real interest in an employer, find out the procedures required to secure an interview. At some career fairs, initial screening interviews may be done on the spot. Other times, the career fair is used to pre-screen applicants for interviews to be conducted later (either on campus or at the employer’s site).
3. Sincerity always wins. Don’t lay it on too thick, but don’t be too blasé either. Virtually all employers are looking for candidates with good communication skills.
4. Don’t just drop your resume on employers’ display tables. Try to get it into a person’s hands and at least say a few words. If the scene is too busy and you can’t get a word in edgewise, jot a note on your resume to the effect of, “You were so busy that we didn’t get a chance to meet. I’m very interested in talking to you.” Look around the display for the recruiter’s business card (or at the very least, write down his or her name and get some literature with the company’s address) and send a follow-up note and another copy of your resume.
5. If you know ahead of time that one of your “dream companies” is a career fair participant, do some prior research (at minimum, visit their website). A little advance preparation goes a long way and can make you stand out among the masses of other attendees.

Business Casual vs. Professional

Have an interview or professional event coming up? Learn how to decode dress code.



Tips for Success in Any Business Situation

When in doubt, dress conservatively.

A suit with appropriate accessories will suffice in most situations.

Make sure your attire is wrinkle-free.

Stick with solid colors, tighter-woven fabrics and simple patterns.

Use only a modest amount of jewelry and/or fragrance.

Check your hair for wind “damage” and your suit for lint or misalignment upon arrival at your interview or event. This will prevent that horrible broccoli-in-between-the-teeth thing, too!

Network Your Way to a Job

MANY PEOPLE use the classified ads as their sole job search technique. Unfortunately, statistics show that only 10% to 20% of jobs are ever published—which means that 80% to 90% of jobs remain hidden in the job market. For this reason, networking remains the number one job search strategy.

Networking Defined

A network is an interconnected group of supporters who serve as resources for your job search and ultimately for your career. Some great network contacts might include people you meet at business and social meetings who provide you with career information and advice. Students often hesitate to network because they feel awkward asking for help, but it should be an integral part of any job search. Though you might feel nervous when approaching a potential contact, networking is a skill that develops with practice, so don't give up. Most people love to talk about themselves and their jobs and are willing to give realistic—and free—advice.

Eight Keys to Networking

- 1. Be Prepared** First, define what information you need and what you are trying to accomplish by networking. Remember, your purpose in networking is to get to know people who can provide information regarding careers and leads. Some of the many benefits of networking include increased visibility within your field, propelling your professional development, finding suitable mentors, increasing your chances of promotion and perhaps finding your next job.
Second, know yourself—your education, experience and skills. Practice a concise, one-minute presentation of yourself so that people will know the kinds of areas in which you are interested. Your networking meeting should include the following elements: introduction, self-overview, Q&A, obtaining referrals and closing.
- 2. Be Targeted** Identify your network. For some, “I don't have a professional network. I don't know anyone,” may be your first reaction. You can start by listing everyone you know who are potential prospects: family members, friends, faculty, neighbors, classmates, alumni, bosses, co-workers and community associates. Attend

meetings of organizations in your field of interest and get involved. You never know where you are going to meet someone who could lead you to your next job.

- 3. Be Professional** Ask your networking prospects for advice—not for a job. Your networking meetings should be a source of career information, advice and contacts. Start off the encounter with a firm handshake, eye contact and a warm smile. Focus on asking for one thing at a time. Your contacts expect you to represent yourself with your best foot forward.
- 4. Be Patient** Heena Noorani, Research Analyst with New York-based Thomson Financial, recommends avoiding the feeling of discouragement if networking does not provide immediate results or instant answers. She advises, “Be prepared for a slow down after you get started. Stay politely persistent with your leads and build momentum. Networking is like gardening: You do not plant the seed, then quickly harvest. Networking requires cultivation that takes time and effort for the process to pay off.”
- 5. Be Focused on Quality—Not Quantity** In a large group setting, circulate and meet people, but don't try to talk to everyone. It's better to have a few meaningful conversations than 50 hasty introductions. Don't cling to people you already know; you're unlikely to build new contacts that way. If you are at a reception, be sure to wear a nametag and collect or exchange business cards so you can later contact the people you meet.
- 6. Be Referral-Centered** The person you are networking with may not have a job opening, but he or she may know someone who is hiring. The key is to exchange information and then expand your network by obtaining additional referrals each time you meet someone new. Be sure to mention the person who referred you.
- 7. Be Proactive** Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you. Send a thank-you note or email if appropriate. Ask if you can follow up the conversation with a phone call, or even better, with a more in-depth meeting in the near future.
- 8. Be Dedicated to Networking** Most importantly, networking should be ongoing. You will want to stay in touch with contacts over the long haul—not just when you need something. Make networking part of your long-term career plan.

Questions to Ask During Networking Meetings

- What do you like most (least) about your work?
- Can you describe a typical workday or week?
- What type of education and experience do you need to remain successful in this field?
- What are the future career opportunities in this field?
- What are the challenges in balancing work and personal life?
- Why do people enter/leave this field or company?
- Which companies have the best track record for promoting minorities?
- What advice would you give to someone trying to break into this field?
- With whom would you recommend I speak? When I call, may I use your name?

Do's & Don'ts of Networking

- Do keep one hand free from a briefcase or purse so you can shake hands when necessary.
- Do bring copies of your resume.
- Don't tell them your life story; you are dealing with busy people, so get right to the point.
- Don't be shy or afraid to ask for what you need.
- Don't pass up opportunities to network.

Written by Thomas J. Denham, managing partner and career counselor of Careers in Transition LLC.

LinkedIn Profile Tips

The image shows a screenshot of a LinkedIn profile page. At the top, there is a navigation bar with the LinkedIn logo, a search bar, and icons for Home, My Network, Jobs, Messaging, Notifications, Me, and Work. The profile header includes a circular profile picture of a woman, the name "Your Name", and a headline: "HR student at My University | Career Center Student Ambassador | HR Intern at XYZ Company". Below the headline is the location "My University, City, State • 132". A blue "Message" button is visible. The profile summary contains three paragraphs of text. Three red callout boxes with white text provide tips: "Always have a professional photo" points to the profile picture; "Create a headline that shows who you are and what you can do" points to the headline; and "Tell YOUR professional story" points to the summary text.

Tips

PHOTO—Dress like you would for a job interview.

HEADLINE—Be focused, where you are now and your aspirations for the future. It can be helpful to choose an industry and feature a skill.

SUMMARY—Describe what motivates you, what you are skilled at, how you can bring value and what's next. **LESS is MORE**, this is just an introduction!

ORGANIZATIONS—Have you joined any clubs on or off campus? Be sure to describe what you did with each organization.

VOLUNTEER EXPERIENCE—Admissions officers and employers often see volunteer work and community engagement as extremely valuable experiences.

HONORS & AWARDS—If you earned awards on or off campus, let the professional world know.

Adapted with permission from Temple University's Career Guide.

Ten Rules of Interviewing

BEFORE STEPPING INTO an interview, be sure to practice, practice, practice. A job-seeker going to a job interview without preparing is like an actor performing on opening night without rehearsing.

To help with the interview process, keep the following ten rules in mind:

- 1 Keep your answers brief.**
Unless asked to give more detail, limit your answers to two to three minutes per question. Tape yourself and see how long it takes you to fully answer a question.
- 2 Include concrete, quantifiable data.**
Interviewees tend to talk in generalities. Unfortunately, generalities often fail to convince interviewers that the applicant has assets. Include measurable information and provide details about specific accomplishments when discussing your strengths.
- 3 Repeat your key strengths three times.**
It's essential that you comfortably and confidently articulate your strengths. Explain how the strengths relate to the company's or department's goals and how they might benefit the potential employer. If you repeat your strengths then they will be remembered and—if supported with quantifiable accomplishments—they will more likely be believed.
- 4 Prepare five or more success stories.**
In preparing for interviews, make a list of your skills and key assets. Then reflect on past jobs and pick out one or two instances when you used those skills successfully.
- 5 Put yourself on their team.**
Ally yourself with the prospective employer by using the employer's name and products or services. For example, "As a member of _____, I would carefully analyze the _____ and _____." Show that you are thinking like a member of the team and will fit in with the existing environment. Be careful though not to say anything that would offend or be taken negatively. Your research will help you in this area.
- 6 Image is often as important as content.**
What you look like and how you say something are just as important as what you say. Studies have shown that 65 percent of the conveyed message is nonverbal; gestures, physical appearance and attire are highly influential during job interviews.
- 7 Ask questions.**
The types of questions you ask and the way you ask them can make a tremendous impression on the interviewer. Good questions require advance prepa-

ration. Just as you plan how you would answer an interviewer's questions, write out specific questions you want to ask. Then look for opportunities to ask them during the interview. Don't ask about benefits or salary. The interview process is a two-way street whereby you and the interviewer assess each other to determine if there is an appropriate match.

- 8 Maintain a conversational flow.**
By consciously maintaining a conversational flow—a dialogue instead of a monologue—you will be perceived more positively. Use feedback questions at the end of your answers and use body language and voice intonation to create a conversational interchange between you and the interviewer.
- 9 Research the company, product lines and competitors.**
Research will provide information to help you decide whether you're interested in the company and important data to refer to during the interview.
- 10 Keep an interview journal.**
As soon as possible, write a brief summary of what happened. Note any follow-up action you should take and put it in your calendar. Review your presentation. Keep a journal of your attitude and the way you answered the questions. Did you ask questions to get the information you needed? What might you do differently next time? Prepare and send a brief thank-you letter. Restate your skills and stress what you can do for the company.

In Summary

Because of its importance, interviewing requires advance preparation. Only you will be able to positively affect the outcome. You must be able to compete successfully with the competition for the job you want. In order to do that, be certain you have considered the kind of job you want, why you want it and how you qualify for it. You also must face reality: Is the job attainable?

In addition, recognize what it is employers want in their candidates. They want "can do" and "will do" employees. Recognize and use the following factors to your benefit as you develop your sales presentation. In evaluating candidates, employers consider the following factors:

- Ability
- Loyalty
- Personality
- Acceptance
- Recommendations
- Outside activities while in school
- Impressions made during the interview
- Character
- Initiative
- Communication skills
- Work record

Written by Roseanne R. Bensley, Career Services, New Mexico State University.

Are You Ready for a Behavioral Interview?

“TELL ME ABOUT a time when you were on a team, and one of the members wasn’t carrying his or her weight.” If this is one of the leading questions in your job interview, you could be in for a behavioral interview. Based on the premise that the best way to predict future behavior is to determine past behavior, this style of interviewing is popular among recruiters.

Today, more than ever, each hiring decision is critical. Behavioral interviewing is designed to minimize personal impressions that might cloud the hiring decision. By focusing on the applicant’s actions and behaviors, rather than subjective impressions that can sometimes be misleading, interviewers can make more accurate hiring decisions.

Behavioral vs. Traditional Interviews

If you have training or experience with traditional interviewing techniques, you may find the behavioral interview quite different in several ways:

- ✓ Instead of asking how you *would* behave in a particular situation, the interviewer will ask you to describe how you *did* behave.
- ✓ Expect the interviewer to question and probe (think of “peeling the layers from an onion”).
- ✓ The interviewer will ask you to provide details and will not allow you to theorize or generalize about events.
- ✓ The interview will be a more structured process that will concentrate on areas that are important to the interviewer, rather than allowing you to concentrate on areas that you may feel are important.
- ✓ Most interviewers will be taking notes throughout the interview.

The behavioral interviewer has been trained to objectively collect and evaluate information and works from a profile of desired behaviors that are needed for success on the job. Because the behaviors a candidate has demonstrated in previous positions are likely to be repeated, you will be asked to share situations in which you may or may not have exhibited these behaviors. Your answers will be tested for accuracy and consistency.

If you are an entry-level candidate with no previous related experience, the interviewer will look for behaviors in situations similar to those of the target position:

- “Describe a major problem you have faced and how you dealt with it.”
- “Give an example of when you had to work with your hands to accomplish a task or project.”
- “What class did you like the most? What did you like about it?”

Follow-up questions will test for consistency and determine if you exhibited the desired behavior in that situation:

- “Can you give me an example?”
- “What did you do?”
- “What did you say?”
- “What were you thinking?”
- “How did you feel?”
- “What was your role?”
- “What was the result?”

You will notice an absence of such questions as, “Tell me about your strengths and weaknesses.”

How to Prepare for a Behavioral Interview

- ✓ Recall recent situations that show favorable behaviors or actions, especially those involving coursework, work experience, leadership, teamwork, initiative, planning and customer service.
- ✓ Prepare short descriptions of each situation; be ready to give details if asked.
- ✓ Be sure each story has a beginning, a middle and an end; i.e., be ready to describe the situation, your action and the outcome or result.
- ✓ Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).
- ✓ Be honest. The interviewer will find out if your story is built on a weak foundation.
- ✓ Be specific. Don’t generalize about several events; give a detailed accounting of one event.

A possible response to the question, “Tell me about a time when you were on a team and a member wasn’t pulling his or her weight” might go as follows: “I had been assigned to a team to build a canoe out of concrete. One of our team members wasn’t showing up for our lab sessions or doing his assignments. I finally met with him in private, explained the frustration of the rest of the team and asked if there was anything I could do to help. He told me he was preoccupied with another class that he wasn’t passing, so I found someone to help him with the other course. He not only was able to spend more time on our project, but he was also grateful to me for helping him out. We finished our project on time and got a ‘B’ on it.”

The interviewer might then probe: “How did you feel when you confronted this person?” “Exactly what was the nature of the project?” “What was his responsibility as a team member?” “What was your role?” “At what point did you take it upon yourself to confront him?” You can see it is important that you not make up information and why you should have a clear memory of the entire incident.

Use the STAR Method as You Prepare

	STAR answer	Example from above
S	Describe a Situation	Working on a team
T	Describe a Task	Building a canoe out of concrete
A	Describe the Action you took	Offered help to team mate who was struggling (leadership), arranged tutoring (problem solving).
R	Describe the Result	Team mate was supported, project completed for a B grade.

Don’t Forget the Basics

It will always be important to put your best foot forward and make a good impression on the interviewer with appropriate attire, grooming, a firm handshake and direct eye contact. Since the behavioral interviewer is looking for past actions only, all you need to do next remember your own past. Using your STAR stories, highlight the skills the employer is seeking that you possess. There is no substitute for promptness, courtesy, preparation, enthusiasm and a positive attitude.

Student With Disabilities: Acing the Interview

THE TRADITIONAL face-to-face interview can be particularly stressful when you have a disability—especially a visible disability. Hiring managers and employers may have had little prior experience with persons with disabilities and may react with discomfort or even shock to the appearance of a wheelchair, cane or an unusual physical trait. When this happens, the interviewer is often so uncomfortable that he or she just wants to “get it over with” and conducts the interview in a hurried manner. But this scenario robs you of the opportunity to present your credentials and could prevent the employer from identifying a suitable, qualified candidate for employment.

It is essential that you understand that interviewing is not a passive process where the interviewer asks all the questions and you simply provide the answers. You, even more than applicants without disabilities, must be skilled in handling each interview in order to put the employer representative at ease. You must also be able to demonstrate your ability to manage your disability and be prepared to provide relevant information about your skills, experiences and educational background. In addition, you may have to inform the employer of the equipment, tools and related resources that you will need to perform the job tasks.

To Disclose or Not to Disclose

To disclose or not to disclose, and when and how to disclose, are decisions that persons with disabilities must make for themselves during the job search process.

Under the Americans with Disabilities Act (ADA), you are not legally obligated to disclose your disability unless it is likely to directly affect your job performance. On the other hand, if your disability is visible, it will be evident at the time of the interview so it may be more prudent to acknowledge your disability during the application process to avoid catching the employer representative off guard.

Reasons for Disclosing

You take a risk when you decide to disclose your disability. Some employers may reject your application based on negative, preconceived ideas about persons with disabilities. In addition, you may feel that the issue is too personal to be publicized among strangers. On the other hand, if you provide false answers about your health or disability on an application and the truth is uncovered later, you risk losing your job. You may even be held legally responsible if you failed to inform your employer and an accident occurs that is related to your disability.

Timing the Disclosure

The employer’s first contact with you will typically be through your cover letter and resume, especially if you initially contacted the organization. There are many differing opinions on whether one should mention the disability on the resume or in the cover letter. If you are comfortable revealing your disability early in the process, then give careful consideration to where the information is placed and how it is stated. The cover letter and resume should primarily outline relevant skills, experiences and education for the position for which you are applying. The reader should have a clear understanding of your suitability for the position. Therefore, if you choose to disclose your

disability, the disclosure should be brief and placed near the end of the cover letter and resume. *It should never be the first piece of information that the employer sees about you.* The information should also reveal your ability to manage your disability while performing required job functions.

When You Get the Interview

As stated earlier, it may not be wise to hide the disability (especially a visible disability) until the time of the interview. The employer representative may be surprised, uncomfortable or assume that you intentionally hid critical information. As a result, more time may be spent asking irrelevant and trivial questions because of nervousness, rather than focusing on your suitability for the position. Get assistance from contacts in human resources, your career center or workers with disabilities about the different ways to prepare the interviewer for your arrival. Take the time to rehearse what you will say before making initial contact. If oral communication is difficult for you, have a career services staff person (or another professional) place the call for you and explain how you plan to handle the interview. If you require support for your interview (such as a sign language interpreter), contact human resources in advance to arrange for this assistance. Advance preparation puts everyone at ease and shows that you can manage your affairs.

Tips on Managing the Interview

Prior to the Interview

1. Identify a career services staff person to help you prepare employers for their interview with you.
2. Arrange for several taped, mock interview sessions to become more confident in discussing your work-related skills and in putting the employer representative at ease; rehearse ahead of time to prepare how you will handle inappropriate, personal or possibly illegal questions.
3. If your disability makes oral communication difficult, create a written narrative to supplement your resume that details your abilities.
4. Determine any technical support, resources and costs that might be necessary for your employment so that you can respond to questions related to this topic.
5. Be sure that your career center has information for employers on interviewing persons with disabilities.
6. Seek advice from other workers with disabilities who have been successful in finding employment.
7. Review the general advice about interviewing outlined in this career guide.

During the Interview

1. Put the interviewer at ease before starting the interview by addressing any visible disability (if you have not done so already).
2. Plan to participate fully in the discussion (not just answer questions); maintain the appropriate control of the interview by tactfully keeping the interview focused on your abilities—not the disability.
3. Inform the employer of any accommodations needed and how they can be achieved, thereby demonstrating your ability to manage your disability.
4. Conclude the interview by reiterating your qualifications and giving the interviewer the opportunity to ask any further questions.

Written by Rosita Smith.

Questions Asked by Employers

Personal

1. Tell me about yourself.
2. What did you do during the pandemic to personally and/or professionally better yourself?
3. Why did you choose to interview with our organization?
4. Describe your ideal job.
5. What can you offer us?
6. What do you consider to be your greatest strengths?
7. Can you name some weaknesses?
8. Define success. Failure.
9. Have you ever had any failures? What did you learn from them?
10. Of which three accomplishments are you most proud?
11. Who are your role models? Why?
12. How does your college education or work experience relate to this job?
13. What motivates you most in a job?
14. Have you had difficulty getting along with a former professor/supervisor/co-worker and how did you handle it?
15. Have you ever spoken before a group of people? How large?
16. Why should we hire you rather than another candidate?
17. What do you know about our organization (products or services)?
18. Where do you want to be in five years? Ten years?
19. Do you plan to return to school for further education?

Education

20. Why did you choose your major?
21. Why did you choose to attend your college or university?
22. Do you think you received a good education? In what ways?
23. In which campus activities did you participate?
24. Which classes in your major did you like best? Least? Why?
25. Which elective classes did you like best? Least? Why?
26. If you were to start over, what would you change about your education?

27. Do your grades accurately reflect your ability? Why or why not?
28. Were you financially responsible for any portion of your college education?

Experience

29. What job-related skills have you developed?
30. Did you work while going to school? In what positions?
31. What did you learn from these work experiences?
32. What did you enjoy most about your last employment? Least?
33. Have you ever quit a job? Why?
34. Give an example of a situation in which you provided a solution to an employer.
35. Give an example of a time in which you worked under deadline pressure.
36. Have you ever done any volunteer work? What kind?
37. How do you think a former supervisor would describe your work?

Career Goals

38. Do you prefer to work under supervision or on your own?
39. What kind of boss do you prefer?
40. Would you be successful working with a team?
41. Do you prefer large or small organizations? Why?
42. What other types of positions are you considering?
43. How do you feel about working in a structured environment?
44. Are you able to work on several assignments at once?
45. How do you feel about working overtime?
46. How do you feel about travel?
47. How do you feel about the possibility of relocating?
48. Are you willing to work flextime?

Before you begin interviewing, think about these questions and possible responses and discuss them with a career advisor. Conduct mock interviews and be sure you are able to communicate clear, unrehearsed answers to interviewers.

Questions to Ask Employers

1. Please describe the duties of the job for me.
2. What kinds of assignments might I expect the first six months on the job?
3. Are salary adjustments geared to the cost of living or job performance?
4. Does your company encourage further education?
5. How often are performance reviews given?
6. What products (or services) are in the development stage now?
7. Do you have plans for expansion?
8. What are your growth projections for next year?
9. Have you cut your staff in the last three years?
10. How do you feel about creativity and individuality?
11. Do you offer flextime?
12. Is your company environmentally conscious? In what ways?
13. In what ways is a career with your company better than one with your competitors?
14. Is this a new position or am I replacing someone?
15. What is the largest single problem facing your staff (department) now?
16. May I talk with the last person who held this position?
17. What is the usual promotional time frame?
18. Does your company offer either single or dual career-track programs?
19. What do you like best about your job/company?
20. Once the probation period is completed, how much authority will I have over decisions?
21. Has there been much turnover in this job area?
22. Do you fill positions from the outside or promote from within first?
23. What qualities are you looking for in the candidate who fills this position?
24. What skills are especially important for someone in this position?
25. What characteristics do the achievers in this company seem to share?
26. Is there a lot of team/project work?
27. Will I have the opportunity to work on special projects?
28. Where does this position fit into the organizational structure?
29. How much travel, if any, is involved in this position?
30. What is the next course of action? When should I expect to hear from you or should I contact you?

How to Prepare for Video Interviews



Know the Program

Zoom, Skype, Teams. The list goes on and on. Before your interview, make sure you've played around with the program enough to know how it works.

Brand Yourself

Just like the email address on your resume or the message on your voicemail—be professional. Be sure the username used for your virtual interview represents you as a mature and polished candidate.



Test the Connection

Do you have a readily available power source? Is the wifi signal strong? Do you have access to a phone, and if it's a cell phone, strong service? Even if everything is checked beforehand, technology can still fail you. Make sure you have the interviewer's phone number, just in case!



Ambiance

Dress professionally, silence distractions (i.e. cell phones, pets, roommates, etc.), and avoid situating yourself in front of any noisy backgrounds. Also avoid harsh backlight that will turn you into a silhouette.

Position & Posture

Do you look at yourself on the screen, or talk directly into the camera? Does your posture present you as casual and relaxed, or confident and poised? Be sure to practice your positioning and posture prior to the interview!

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Is Graduate School Right for You?

AT SOME POINT in your college career, you must decide what you would like to do after graduation—and that includes whether or not to attend graduate school. If you're trying to determine whether graduate school is right for you, here are some pointers to help you make an enlightened decision.

1. Should I consider going to graduate school?

Going to graduate school might be a good idea if you...

- want to be a professor, lawyer, doctor, investment banker or work in any profession that requires a post-secondary education.
- wish to develop additional expertise in a particular subject or field to maximize your future earning potential and opportunities for career advancement.
- are deeply interested in a particular subject and wish to study it in-depth—AND have the time and financial resources to devote to further education.

Going to graduate school might not be a good idea if you...

- are trying to delay your entry into the “real world” with real responsibilities and real bills.
- are clueless about your career goals.
- aren't prepared to devote the time and hard work needed to succeed.
- want to stay in school longer to avoid a poor job market.

2. Is it better to work first or attend graduate school immediately after I complete my undergraduate degree?

Work first if...

- you would like to get some real-world work experience before investing thousands of dollars in a graduate degree.
- the graduate school of your choice prefers work experience (most MBA and some Ph.D. programs require this).
- you cannot afford to go to graduate school now, and you haven't applied for any scholarships, grants, fellowships and assistantships, which could pay for a great deal of your education.

Go to graduate school now if...

- you are absolutely sure you want to be a college professor, doctor, lawyer, etc., and need a graduate degree to pursue your dream job.
- you have been awarded grants, fellowships, scholarships or assistantships that will help pay for your education.
- you're concerned that once you start earning real money, you won't be able to return to the lifestyle of a “poor” student.
- your study habits and mental abilities are at their peak, and you worry whether you'll have the discipline (or motivation) to write papers and study for exams in a few years.

3. I am broke. How will I pay for tuition, books, fees and living expenses?

- *Family:* You've likely borrowed from them in the past; maybe you're lucky enough for it to still be a viable option.

- *Student Loans:* Even if you've taken out loans in the past, another \$50,000 - \$75,000 may be a sound “investment” in your future.
- *Fellowships/Scholarships:* A free education is always the best option. The catch is you need a high GPA, good GRE/GMAT/LSAT/MCAT scores and the commitment to search out every possible source of funding.
- *Teaching/Research Assistantships:* Many assistantships include tuition waivers plus a monthly stipend. It's a great way to get paid for earning an education.
- *Employer Sponsorship:* Did you know that some companies actually pay for you to continue your education? The catch is they usually expect you to continue working for them after you complete your degree so they can recoup their investment.

4. What are the pros and cons of going to graduate school full-time vs. part-time?

Benefits of attending graduate school full-time:

- you'll be able to complete your degree sooner.
- you can totally commit your intellectual, physical and emotional energy to your education.
- ideal if you want to make a dramatic career change.

Benefits of attending graduate school part-time:

- work income helps pay for your education.
- you can take a very manageable course load.
- you can juggle family responsibilities while completing your degree.
- allows you to work in the function/industry/career of your choice while continuing your education.
- employer will often pay for part (or all) of your graduate degree.

5. Assuming I want to go to graduate school in the near future, what should I do now?

- Identify your true strengths, interests and values to help you discover what is right for YOU—not your friends or parents.
- Keep your grades up and sign up (and prepare) to take the required standardized tests.
- Talk to faculty, friends and family who have gone to graduate school to get their perspective about the differences between being an undergraduate and a graduate student.
- Talk to faculty, friends and family who are in your targeted profession to get a realistic sense of the career path and the challenges associated with the work they do.
- Investigate creative ways to finance your education—by planning ahead you may reduce your debt.
- Research graduate schools to help you find a good match.
- Investigate the admissions process and the current student body profile of your targeted schools to evaluate your probability for admission.
- Have faith and APPLY! Remember, you can't get in unless you apply.

Written by Roslyn J. Bradford.

Guidelines for Writing Your Personal Statement

STEP 1: Brainstorming

Actions:

- Devote time to reflect on the following questions.
- Discuss them with friends or family members.
- Jot down notes. In some cases write sentences.
- Think about the flip side of each question. For example, why are you really committed to the field of biology despite pressure from your parents to become a lawyer or to get a job?

Your answers to some of these questions will form the heart of your personal statement.

1. How did your pre-college education influence your decision to pursue graduate study in your field?
Think about: High school courses, teachers, special programs, student organizations, and community or volunteer work.
2. How has your college experience influenced your decision?
Think about: College courses, professors, academic interests, research, special programs, student organizations, and the decision-making process you went through to choose your major.
3. How has your work experience influenced your decision?
Think about: Internships, externships, part-time jobs, summer jobs, and volunteer or community work.
4. Who has had the most influence on your decision to pursue graduate study? In what ways?
Think about: Parents, relatives, teachers, professors, clergy, friends of the family, college friends, parents of friends, local merchants, supervisors, coaches, doctors, dentists, lawyers, etc.
5. What situation has had the most influence on your decision?
Think about: Family, academic, work or athletic situations. Think about happy, sad, traumatic, moving, or memorable situations.
6. What personally motivates you to pursue graduate study in this field?
Think about: Your personal skills, interests, and values.

STEP 2: Writing Your Personal Statement

Actions:

Incorporate your responses to the above questions. Begin writing your first draft:

1. Develop an outline of your statement prior to writing. It doesn't have to be detailed. It can be three or four main points in the order you want to make them.
2. Accentuate your strengths and what makes you unique.
3. Explain your weaknesses in positive ways. For example, refer to them not as weaknesses but as areas for improvement or growth.
4. Paint pictures and tell stories about what makes you special. In this way the admissions readers will remember you. The story can be happy or sad. The more feeling you can inject into your statement, the more you will stand out.
5. Find out the specific orientation and philosophy of the graduate program. Adapt and refine your statement to fit. This will make you stand out from other applicants who recycle the same personal statement with each application.

Suggested Outline

Your personal statement will likely range from 250-1200 words or 1-6 pages. The typical personal statement should be 2-3 double-spaced pages or 500-700 words. Here is a suggested outline. You should adjust the main point of each paragraph and number of paragraphs depending on the desired length of your personal statement and the areas in your background that you choose to emphasize.

- | | |
|-------------|--|
| Paragraph 1 | A personal human-interest story |
| Paragraph 2 | Your academic interests and achievements |
| Paragraph 3 | Your relevant work and/or research experiences |
| Paragraph 4 | Your career interests |
| Paragraph 5 | Why you are interested in this particular school |
| Paragraph 6 | The qualities you will bring to this school |

References

Write for Success: Preparing a Successful Professional School Application, Third Edition, October 2005 by Evelyn W. Jackson, PhD and Harold R. Bardo, PhD. NAAHP, National Association of Advisors for the Health Professions, Inc.

"Perfect Personal Statements" by Mark Alan Stewart. *Peterson's Guide 2004*

Personal Statement Critiques

Contact your campus career office and make an appointment with a career counselor to have your personal statement critiqued. Ask a professor if they would review it as well. Having feedback from professionals with different points of view can only make for a stronger personal statement overall.

Adapted with permission from the University Career Services department at Rutgers University, New Brunswick Campus.



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