At Lutron, we’ve been designing and manufacturing energy-saving light control solutions since 1961. Our success depends on your success. Join one of Lutron’s leadership development programs and you'll develop the skills and knowledge needed for a leadership role within the company.

Key opportunities include:
- Leadership development programs include innovation, sales, and field service
- Receive formal mentor support
- Collaborate regularly with business unit managers and directors
- Acquire real-world experience through field assignments
- Foster relationships with Lutron’s global customers

**Alejandra Leon** (Business Admin. Major)
Marketing Project Leader

---

**GETTING STARTED**
- Career Decision-Making Process
- Four-Year Career Plan
- Programs & Services
- What Is The President’s Promise?
- All About Internships
- Qualities Desired in New College Graduates

**RESUMES & CORRESPONDENCE**
- Preparing Your Resume
- Action Verbs
- Top 10 Pitfalls in Resume Writing
- Samples of Work Experience
- Articulating Experiences for Resumes & Interviews
- Transferable Skills
- Sample Resumes
- Your Resume Critiquing Guide
- Sample Cover Letters
- Sample Correspondence
- Email Correspondence

**JOB SEARCH STRATEGIES**
- Get the Job: Go Online, Go Offline
- LinkedIn Profile Basics
- Search Strategies: Jobs & Internships
- Informational Interviews
- 30-Second Commercial
- Getting the Most Out of the Career Fair
- Top 10 Personal Branding Tips
- Career/Tips Tip Sheet

**INTERVIEWING**
- Dressing for the Interview
- Professional Etiquette
- What Happens During the Interview?
- Questions Employers Ask
- Questions to Ask Employers
- Are You Ready for a Behavioral Interview?
- How to Prepare for Video Interviews

**JOB OFFERS AND BUDGETING**
- The Art of Negotiating
- Company Benefits
- Cost of Living Index
- Budget Worksheet

**ADDITIONAL JOB SEARCH CONSIDERATIONS**
- Marketing Your Liberal Arts Degree
- Federal Employment
- Sample Resumes for Federal Employment
- Working for a Nonprofit Organization
- International Students & the Job Hunt
- Students with Disabilities: Acing the Interview
- Resources for LGBT Students & Alumni

**GRADUATE SCHOOL**
- Is Graduate School Right for You?
- Personal Statement Guidelines
- Advertiser Index

---

To learn more about how you can be a part of our future visit www.lutron.com/careers
UNIVERSITY CAREER CENTER
Make meaning of your academic and co-curricular educational experiences and prepare for competitive and prestigious career opportunities.
Voice: 301.314.7225 | Fax: 301.314.9114
www.Careers.umd.edu

HOURS OF OPERATION
University of Maryland
3100 Hornbake Library, South Wing | College Park, MD 20742
Main Office: M-F | 8:30 a.m.-5 p.m.
Career Assistance: Walk-in and by appointment | Resource Room: Check website or call for hours

FOLLOW US!
@UMDCareerCenter

THE PRESIDENT’S PROMISE
Each student has the chance to engage in a special experience and the opportunity for extraordinary personal growth.
Voice: 301.314.7888
www.PresidentsPromise.umd.edu

CITADEL
Where high-tech meets high-finance.
Picture yourself as part of a leading global financial institution built on a culture of rapid innovation, technology and entrepreneurship. We’re looking for big, brave thinkers who want to have a real, immediate impact on our firm, the financial markets and the global economy.

MEET CITADEL
Resume Submission Deadline: September 15th
Opportunities are available for our Quantitative Research Role
To apply, please submit resumes through UMaryland’s Careers4Terps system
CITADEL.COM

CAREERS AT THE NATIONAL SECURITY AGENCY
Rise Above the Ordinary
A career at NSA is no ordinary job. It’s a profession dedicated to identifying and defending against threats to our nation. It’s a dynamic career filled with challenging and highly rewarding work that you can’t do anywhere else but NSA.
You, too, can rise above the ordinary. Whether it’s producing valuable foreign intelligence or preventing foreign adversaries from accessing sensitive or classified national security information, you can help protect the nation by putting your intelligence to work.
NSA offers a variety of career fields, paid internships, co-op and scholarship opportunities.
Learn more about NSA and how your career can make a difference for us all.

KNOWING MATTERS:

Excellent Career Opportunities in the Following Fields:
- Computer/Electrical Engineering
- Computer Science
- Cybersecurity
- Information Assurance
- Mathematics
- Foreign Language
- Intelligence Analysis
- Cryptanalysis
- Signals Analysis
- Business Management
- Finance & Accounting
- Paid Internships
- Scholarships and Co-op

WHERE INTELLIGENCE GOES TO WORK*

U.S. citizenship is required. NSA is an Equal Opportunity Employer. All applicants for employment are considered without regard to race, color, religion, sex, national origin, age, marital status, disability, sexual orientation, or status as a parent.
**Career Process**

1. **Assess Yourself**
   - Identify your interests, skills, values and personality. A good grasp of these attributes allows you to consider appropriate majors, investigate potential career fields, prepare a competitive resume and effectively explain qualifications to employers. Unsure of how to approach this? Start with us!

2. **Explore Your Career Options**
   - Learn all you can about occupations and career fields that might be a good fit with your interests, natural abilities, personal values and overall personality characteristics. Our Center has several ways of making this easier in our Resource Room.

3. **Gain Experience**
   - This is critical. Internships and well-chosen part-time jobs help apply theoretical classroom learning to real-life, test career goals, gain on-the-job experience and build a network. The President’s Promise provides opportunities for integrated learning experiences through internships, research, study abroad, living-learning programs, leadership and service-learning, designed to complement academic majors.

4. **Consider Graduate/Professional School**
   - Graduate school involves personal and financial commitment. Research areas of interest and possible programs to find good fits for you. Applying involves entrance exams, personal essays, letters of recommendation and more depending on the program. Whether you’re just starting to consider graduate school or you’re well into the application process, take advantage of our helpful Center resources.

5. **Search for a Job**
   - Your Terp Guide emphasizes important considerations for a knowledgeable, organized and successful search. First, create and polish your resume and cover letter. Utilize multiple top search strategies including networking, events, connecting with employers and social media.

**University Career Center & The President’s Promise**

Share your story at www.terp.succeStory

If we use yours, you get a SUCCESS tank and a mounted version of your ad!
**FIRST YEAR: AWARENESS**
- Visit the Center in person and follow us online.
- Complete a personality/career assessment, such as FOCUS 2, to see how your interests relate to your career path.
- Register for CAREERS4Terps and take advantage of internships, part-time, summer and/or volunteer opportunities in your areas of interest.
- Begin planning for The President’s Promise opportunities such as research, study abroad, student leadership or volunteerism.

**SECOND YEAR: EXPLORATION**
- Discuss career goals with Center staff.
- Build your resume by pursuing career and major-related opportunities.
- Research various career fields and professions of interest online, in our Resource Room and by conducting informational interviews.
- Establish and maintain your professional media presence through such networks as LinkedIn, Twitter and Blogger.

**THIRD YEAR: EXPERIENCE**
- Assess your progress and check in with Center staff as needed.
- Gain practical experience through internships, study abroad, research, student activities and volunteer work.
- Conduct a virtual mock interview to see how you do and practice your 30-second “elevator pitch.”
- Interview employers seeking interns through the On-Campus Interviewing (OCI) Program.
- Network with employers at information sessions, events and fairs.
- Update and create Search Agents in CAREERS4Terps.

**FOURTH YEAR: TRANSITION**
- Strategicize your upcoming job search with Center staff.
- Register for EDCP108J: Job Search Strategies to learn additional strategies for landing internships or full-time employment.
- Attend Center events to strengthen job search skills such as resume writing, interviewing and networking.
- Develop targeted resumes and cover letters to support job search activities and have them critiqued at the Center.
- Utilize Search Agents in CAREERS4Terps to receive alerts and apply for employment.

**CENTER STAFF CAN HELP YOU:**
- Address educational and career decisions
- Identify useful resources
- Pursue internship, full-time, part-time and summer opportunities
- Tailor resumes and cover letters
- Sharpen job search skills and strategies
- Plan for graduate and professional school

**THE PRESIDENT’S PROMISE**
The President’s Promise offers undergraduates an integrated learning experience to enhance career readiness. Opportunities include living and learning programs, research experiences, public and private sector internships, international experiences, service-learning initiatives and leadership experiences.

**CAREERS4TERPS**
Register at Careers.umd.edu for free access to a variety of career tools and employment opportunities from recruiters looking for Terps! Participate in On-Campus Interviewing, make your resume available to employers, receive our weekly e-newsletter and set up search agents to receive job or internship notifications related to your specific interests. See C4T “Tip Sheet” in this Guide!

Gain access to the following virtual resources:
- Candid Career: Career-related informational videos by UMD alumni
- FOCUS 2: Career testing/self-assessment
- InterviewStream: Practice interviewing 24/7/365
- GoinGlobal: Work abroad, visas, international student resources
- Resume Builder: Build your first resume

**NETWORKING EVENTS & WORKSHOPS**
Connect with alumni and employers during the academic year.

**CAREER SHUTTLES**
Center-sponsored field trips to employer sites from various industries. Shuttle seats are limited. Students should RSVP early.

**CAREER COURSES**
- EDCP108J: Job Search Strategies • 1-credit Strategies for landing internships or full-time employment and charting a successful career. Requires junior/senior standing.
- UNIV099: Internship Seminar • 0-credit Complements supervised work experiences and assures that experiences are noted on your transcript.

**CAREER LINKS**
Check out the Center’s Career Links for additional online career planning and job hunting sites.

**SOCIAL MEDIA**
Follow @UMDCareerCenter to access career-related news wherever you are, whenever you’re ready.

If you follow us anywhere, follow us on Facebook and Twitter. Receive event updates, daily tips and giveaway opportunities!

What your fellow Terps think you should know about the Center, jobs and internships.

Infographics, articles and videos to help with professional dress, interviewing and the world of work.

3100 Hornbake Library, South Wing • 301.314.7225 • Schedule an appointment online! • www.Careers.umd.edu • www.PresidentsPromise.umd.edu
All About Internships

Internships offer you on-the-job experience—the number one factor employers consider when hiring employees. Internships can be full- or part-time, short- or long-term, paid or unpaid, for or not for credit, or any combination of the above. Above all, an internship needs to be a supervised work experience that enhances a student’s academic and/or career skills.

INTERNSHIP FAQs

What important steps should I take before seeking an internship?
Self-assess. What skills and strengths do you have to offer an organization? What career field is most of interest to you? Are you open to a part-time fall or spring semester internship? Where geographically do you want to intern and do you have connections in that location?

When should I begin searching for an internship?
Now! It is best to start searching at least one semester in advance to allow time to research internships, prepare application materials, and practice interviewing skills.

Do I get paid for my internship?
Many internships are unpaid, however, some pay regular hourly wages or offer a small stipend. Some organizations require that unpaid interns seek academic credit. Questions regarding credit should be addressed to the internship coordinator in your department.

Do you have to be a junior or a senior to have an internship?
While many internships are advertised for juniors and seniors, opportunities exist for students of all academic levels.

What are the guidelines for an internship for academic credit?
You need to arrange credit with your department or internship coordinator, or contact University Career Center staff for assistance.

HELPFUL INTERNSHIP WEBSITES

Careers4Terps: Careers.umd.edu
Federal Government Internships: usa.gov
Non-profit internships: idealist.org
All industries: Indeed.com & internships.com

BRIGHT FUTURES: UNPAID SUMMER INTERNSHIP SCHOLARSHIP

Each spring, our Center accepts scholarship applications for unpaid summer internships. For more information on this undergraduate opportunity, visit www.Careers.umd.edu/Scholarships

www.PresidentsPromise.umd.edu
KNOWLEDGE OF COMPUTERS

Established word processing, spreadsheet, database and presentation software skills
Excellent computer literacy

ADAPTS TEXTBOOK LEARNING TO THE WORKING WORLD

Quick learner
Asks questions
Analytical; independent thinker
Willing to continue education and growth
Open-minded, willing to try new things

COMMUNICATIONS SKILLS

Good writing skills
Excellent oral communication skills
Listens well; compassionate and empathetic
Excellent problem-solving and analytical skills
Creative and innovative

LEADERSHIP SKILLS

Organizational skills and attention to detail
Accepts and handles responsibility
Action-oriented and results-driven
Loyal to employers
Customer-focused
Team-spirited; understand group dynamics
Always willing to help others
Mature, poised and personable
Diversity aware; treats others with respect and dignity

EXPERIENCE, DRIVE, ENTHUSIASM & INITIATIVE

Hard-working, disciplined and dependable
Eager, professional and positive attitude
Strong self-motivation and high self-esteem
Confident and assertive, yet diplomatic and flexible
Sincere and preserves integrity
Ambitious and takes risks
Uses common sense

Oriented to Growth

Acceptance of entry-level position; doesn’t view tasks as “menial”
Academic excellence in field of study
See organization’s full picture, not just area of specialization
Willing to accomplish more than required

SUGGESTED CONTENT

Contact Information:
Name (do not use nicknames), Permanent Address and Phone Number, School Address and Phone Number, your customized LinkedIn URL and Email Address. Be sure your voicemail message is a neutral greeting, and that you use an email address that is professional.

Objective:
A brief statement of the type of position for which you wish to be considered. It should be tailored to each employer you contact. May be stated (1) by job title, (2) by level or type of responsibility, (3) in terms of skills you wish to use or develop, or (4) as a combination of all three. Examples:
• Job title: To obtain a position as a market researcher.
• Level or type of responsibility: To work in a social service agency with responsibility for program planning and implementation.
• Skills: A position in the conservation field using skills in lobbying, fund raising, and grant writing.
• Combination: (1) Sales representative with (2) responsibility for identifying and building a client base (3) employing organizational and interpersonal skills.

Activities:
List activities in or out of school, if not already covered in the experience section. Include activities relevant to the position, or where you have developed significant transferable skills, such as leadership and public speaking.

Skills:
• Computer (hardware and software)
• Foreign language proficiency (literate, fluent)

Honors and Awards:
List any awards and honors you may have received.

Professional Affiliations:
List memberships in professional organizations, offices and dates held.

Other Pertinent Information:
Citizenship, special licenses, certificates, clearances.

References:
Do not list references directly on your resume. Writing “References available upon request” at the bottom of the resume is not necessary. See Guide article on References for more information.

Did you know the average amount of time an employer spends reviewing a resume is 30 seconds?!
Clarity and brevity are important qualities for your resume, but don’t forget to include RELEVANT details about your experiences. Tailoring your resume to the job’s required skills and experiences is a MUST. A well-written resume should include highlights such as relevant coursework, relevant skills and experience.

A good resume = a potential interview!

Preparing Your Resume

Experience:
• List job position title
• Organization/company name
• Location (city, state)
• Dates (month/year)
• ALWAYS start with action verbs, such as a “maintained, managed, and coordinated,” to describe job tasks, activities performed and accomplishments.
• Emphasize what you have learned, such as ability to work independently or in a team.
• Provide specific examples and quantify accomplishments using statistics and numbers to strengthen your resume. For example, “Handed cash receipts of approximately $500 per shift” has more impact than “Worked on tables.”
• Include paid experiences, such as full- and part-time work, internships, summer jobs, volunteer experiences, extended research projects, assistantships, and extracurricular activities. Also, don’t forget unpaid experiences, including volunteer positions, internships or class projects that often lead to the acquisition of valuable new knowledge and skills.
• Always use present tense verbs to describe the job you are in now and past tense to describe previous jobs.

Education:
• Beginning with most recent degree (omit high school).
• Include degree received (Bachelor of Arts, Master of Science, etc.), major (and minor or citations)
• Date degree was granted or is expected
• University name and location
• GPA if it is 3.0 or higher
• You may also include relevant coursework related to the position and any study abroad experiences.

Example: List job/position title
• Organization/company name
• Location (city, state)
• Dates (month/year)
• ALWAYS start with action verbs, such as a “maintained, managed, and coordinated,” to describe job tasks, activities performed and accomplishments.
• Emphasize what you have learned, such as ability to work independently or in a team.
• Provide specific examples and quantify accomplishments using statistics and numbers to strengthen your resume. For example, “Handed cash receipts of approximately $500 per shift” has more impact than “Worked on tables.”
• Include paid experiences, such as full- and part-time work, internships, summer jobs, volunteer experiences, extended research projects, assistantships, and extracurricular activities. Also, don’t forget unpaid experiences, including volunteer positions, internships or class projects that often lead to the acquisition of valuable new knowledge and skills.
• Always use present tense verbs to describe the job you are in now and past tense to describe previous jobs.

Activities:
• List activities in or out of school, if not already covered in the experience section. Include activities relevant to the position, or where you have developed significant transferable skills, such as leadership and public speaking.

Skills:
• Computer (hardware and software)
• Foreign language proficiency (literate, fluent)

Honors and Awards:
List any awards and honors you may have received.

Professional Affiliations:
List memberships in professional organizations, offices and dates held.

Other Pertinent Information:
Citizenship, special licenses, certificates, clearances.

References:
Do not list references directly on your resume. Writing “References available upon request” at the bottom of the resume is not necessary. See Guide article on References for more information.

Preparing Your Resume

Experience:
• List job position title
• Organization/company name
• Location (city, state)
• Dates (month/year)
• ALWAYS start with action verbs, such as a “maintained, managed, and coordinated,” to describe job tasks, activities performed and accomplishments.
• Emphasize what you have learned, such as ability to work independently or in a team.
• Provide specific examples and quantify accomplishments using statistics and numbers to strengthen your resume. For example, “Handed cash receipts of approximately $500 per shift” has more impact than “Worked on tables.”
• Include paid experiences, such as full- and part-time work, internships, summer jobs, volunteer experiences, extended research projects, assistantships, and extracurricular activities. Also, don’t forget unpaid experiences, including volunteer positions, internships or class projects that often lead to the acquisition of valuable new knowledge and skills.
• Always use present tense verbs to describe the job you are in now and past tense to describe previous jobs.

Activities:
• List activities in or out of school, if not already covered in the experience section. Include activities relevant to the position, or where you have developed significant transferable skills, such as leadership and public speaking.

Skills:
• Computer (hardware and software)
• Foreign language proficiency (literate, fluent)

Honors and Awards:
List any awards and honors you may have received.

Professional Affiliations:
List memberships in professional organizations, offices and dates held.

Other Pertinent Information:
Citizenship, special licenses, certificates, clearances.

References:
Do not list references directly on your resume. Writing “References available upon request” at the bottom of the resume is not necessary. See Guide article on References for more information.

Preparing Your Resume

Experience:
• List job position title
• Organization/company name
• Location (city, state)
• Dates (month/year)
• ALWAYS start with action verbs, such as a “maintained, managed, and coordinated,” to describe job tasks, activities performed and accomplishments.
• Emphasize what you have learned, such as ability to work independently or in a team.
• Provide specific examples and quantify accomplishments using statistics and numbers to strengthen your resume. For example, “Handed cash receipts of approximately $500 per shift” has more impact than “Worked on tables.”
• Include paid experiences, such as full- and part-time work, internships, summer jobs, volunteer experiences, extended research projects, assistantships, and extracurricular activities. Also, don’t forget unpaid experiences, including volunteer positions, internships or class projects that often lead to the acquisition of valuable new knowledge and skills.
• Always use present tense verbs to describe the job you are in now and past tense to describe previous jobs.

Activities:
• List activities in or out of school, if not already covered in the experience section. Include activities relevant to the position, or where you have developed significant transferable skills, such as leadership and public speaking.

Skills:
• Computer (hardware and software)
• Foreign language proficiency (literate, fluent)

Honors and Awards:
List any awards and honors you may have received.

Professional Affiliations:
List memberships in professional organizations, offices and dates held.

Other Pertinent Information:
Citizenship, special licenses, certificates, clearances.

References:
Do not list references directly on your resume. Writing “References available upon request” at the bottom of the resume is not necessary. See Guide article on References for more information.

Preparing Your Resume

Experience:
• List job position title
• Organization/company name
• Location (city, state)
• Dates (month/year)
• ALWAYS start with action verbs, such as a “maintained, managed, and coordinated,” to describe job tasks, activities performed and accomplishments.
• Emphasize what you have learned, such as ability to work independently or in a team.
• Provide specific examples and quantify accomplishments using statistics and numbers to strengthen your resume. For example, “Handed cash receipts of approximately $500 per shift” has more impact than “Worked on tables.”
• Include paid experiences, such as full- and part-time work, internships, summer jobs, volunteer experiences, extended research projects, assistantships, and extracurricular activities. Also, don’t forget unpaid experiences, including volunteer positions, internships or class projects that often lead to the acquisition of valuable new knowledge and skills.
• Always use present tense verbs to describe the job you are in now and past tense to describe previous jobs.

Activities:
• List activities in or out of school, if not already covered in the experience section. Include activities relevant to the position, or where you have developed significant transferable skills, such as leadership and public speaking.

Skills:
• Computer (hardware and software)
• Foreign language proficiency (literate, fluent)

Honors and Awards:
List any awards and honors you may have received.

Professional Affiliations:
List memberships in professional organizations, offices and dates held.

Other Pertinent Information:
Citizenship, special licenses, certificates, clearances.

References:
Do not list references directly on your resume. Writing “References available upon request” at the bottom of the resume is not necessary. See Guide article on References for more information.
The resume can only get you the interview; the interview gets you the version of your resume that you submitted to this employer. 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 showcases your qualifications in competition with the other applicants. Put your best foot forward without misrepresentation, falsification or arrogance.

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 qualifications the company generally looks for in its employees. Ask that person for the information, 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 company background, community involvement, special events, and italics should be used only to make the document easier to read, not fancier. Again, ask a professional’s opinion.

Typographical, grammatical or spelling errors. These errors suggest carelessness, poor education and/or lack of intelligence. Have at least two people proofread your resumes. If possible, interview someone who does the position involved 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 qualifications the company generally looks for in its employees. Ask that person for the information, 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 World Wide Web during your job search.

Research the position. The more you know about the position, the better 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 a one-on-one training, whether the employee takes night classes, etc. Ask 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 qualifications the company generally looks for in its employees. Ask that person for the information, 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 World Wide Web during your job search.

Research the position. The more you know about the position, the better 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 a one-on-one training, whether the employee takes night classes, etc. Ask 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 qualifications the company generally looks for in its employees. Ask that person for the information, 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 World Wide Web during your job search.

Research the position. The more you know about the position, the better 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 a one-on-one training, whether the employee takes night classes, etc. Ask 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 qualifications the company generally looks for in its employees. Ask that person for the information, 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 World Wide Web during your job search.

Research the position. The more you know about the position, the better 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 a one-on-one training, whether the employee takes night classes, etc. Ask 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 qualifications the company generally looks for in its employees. Ask that person for the information, and ask for their recommendation for next steps. Thank that person for the information, and ask to whom your resume should be directed.
Samples of Work Experience

TALENT SCOUT AND OFFICE ASSISTANT

- Initiated contact with up and coming artists for possible representation
- Helped promote and distribute artists in both physical and digital markets
- Reviewed and edited proofs of CDs/covers, advertisements, and other marketing projects
- Managed the benefit Youth Concert Series that attracted 200 attendees

UNDERGRADUATE RESEARCH ASSISTANT

- Selected for faculty research project with Undergraduate Director of Government & Politics department
- Assisted with assembling a comprehensive database of U.S. Supreme Court briefs
- Analyzed approximately 1,500 Supreme Court Amicus Curiae Briefs
- Recruited and scheduled over 20 students for research experiments
- Coded and organized primary research results onto spreadsheets

SALES ASSOCIATE/ VISUALS COORDINATOR

- Assisted customers with finding proper sizes, assembling outfits, and finalizing purchases
- Represented the brand through personal presentation and positive interactions
- Designed and constructed visual layouts including bust forms, window displays, floor sets, and lighting

RESEARCH ASSISTANT

- Planned community development programs for 150 residents
- Counseled and responded to the personal needs of residents
- Member of call crisis management rotation for approximately 150 live-in University students
- Served as liaison between University residents and Resident Life administrators
- Logged judiciary, maintenance, and program evaluation paperwork

RESIDENT ASSISTANT

- Directed phone calls and scheduled appointments
- Trained over 10 new student employees
- Communicated with customers to address inquiries, researched accounts, and recorded resolutions

RETAIL SERVICES

- Assured customer satisfaction and diffused stressful situations with customers
- Trained new employees on a touch screen computer program for cashiers
- Presented promotional information and made recommendations based on customers’ needs

TEACHING ASSISTANT

- Facilitated classroom discussion for two sections of 20 students each for Sociology course
- Graded quizzes and reflective journals
- Met with students daily to answer questions and provide feedback on papers and assignments

INTERNSHIP

Marketing Intern
ABC Agency, Washington, DC
May - August 20XX

- Strengthened Microsoft Excel skills by creating more efficient client information database system
- Analyzed company’s young adult marketing campaign and created comprehensive report on findings
- Developed interactive presentation to present market research findings to marketing team
- Based on superior performance, invited to serve on management team’s Intern Advisory Board

Potential Interview Questions:
- How did your technical skills improve while working at this internship?
- Based on this experience, do you see yourself working in the field after graduation? Why? Why not?

STUDY ABROAD

Education:
Accademia Italiana
Florence, Italy
September - December 20XX

Program of study: Italian language and Italian cultural studies

Related Experience:
English Language Teaching Assistant
Scuola Primiera San Pier Martire, Florence, Italy

- Aided in the instruction of the English language to Italian students, ages 7-11
- Discussed aspects of United States culture, including American holidays, sports, and school

Potential Interview Questions:
- How did this position impact your experience when you were studying abroad?
- Have you changed since studying abroad? If so, how?

LIVING & LEARNING COMMUNITIES

Spanish Immersion Program Scholar
May 20XX - Present

- Interact and communicate in Spanish with 4 roommates in a living-learning environment
- Research and discuss Spanish history, culture, literature, art, and ideologies in a cluster of 20 students

Potential Interview Questions:
- How does this living experience help you work with people from other backgrounds?
- How do you handle conflicts that may arise with peers who speak other languages or have customs different from your own?

SERVICE LEARNING

Volunteer Tutor
August 20XX - Present
Prince George’s County Public Schools, MD

- Tutor elementary-aged students once a week in math and reading
- Design customized activities and games for students based on individual needs
- Increase communication skills by discussing students’ progress with teachers and parents
- Develop peer training program for new college-aged tutors
- Awarded Volunteer Tutor of the Year by peers, teachers, and students, May 20XX

Potential Interview Questions:
- What did you learn about your communication skills while working with parents, students, and teachers?
- This job does not work with the local community, so how might you use the skills you learned as a tutor in this new work setting?
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)
- Experience (e.g., the student government representative who develops strong motivation and consensus building skills)

Transferable skills supplement your degree. They provide an expanse of attributes and abilities that you may take for granted.

Remember that it is impossible to complete college without learning new things. Transferable skills can be used in every experience 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

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.

**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.

---

**EASY STEPS TO IDENTIFY YOUR TRANSFERABLE SKILLS**

**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.

---

**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.
Sample Resume

Franny Lucky
www.linkedin.com/in/frannylucky
4 Leaf Clover Road 14050 Hagerstown Hall
Rockville, MD 20745 College Park, MD 20742
301-444-4444  301-314-XXXX

OBJECTIVE:
A sales representative position using communication, organization and marketing skills.

EDUCATION:
Bachelor of Arts, Psychology
University of Maryland, College Park, MD
Exhibit Development and Design internship using research, design, and administrative skills.
GPA in major 3.6

EDUCATION:
B.A. in Art History, B.A. in Economics Anticipated May 20XX
Study Abroad, Italy
December 20XX–January 20XX
University of Maryland, College Park, MD
Program of Study: Economic History, Development and Policy in Italy
Overall GPA: 3.0

COMPANY SKILLS
Related Courses
• Actively participate in three semesters worth of discussion classes which focus on Latin American cultures and histories
• Excel in three supporting classes including American Studies, Art and Archeology of Freddie Mac,
• Traveled to Puerto Rico during winter to experience culture
• Conducted secondary research analysis using various resources, including Lexis-Nexis
• Performed primary research through the writing and designing of 6 questionnaires

ADDITIONAL EXPERIENCE
Resident Assistant
Primannum Honor Society
University of Maryland, College Park, MD
• Counseled and responsible for 60 residents on academic, transition and social issues

ADDITIONAL EXPERIENCE
University Greeter
February 20XX - present
• Designed and presented two sessions on financial wellness and career preparation
• Advised hall council on group development, advertising, programming and financial
• Answer inquiries about university and surrounding areas in person and by phone
• Direct visitors to appropriate locations

ADDITIONAL EXPERIENCE
Server
Annapolis, MD
• Assured customer satisfaction and diffused stressful situations with customers
• Collaborate to market large scale, highly visible events to student body of 25,000
• Trained new staff and handled weekend scheduling

ADDITIONAL EXPERIENCE
American Marketing Association
Maryland Sailing Team
• Treasurer January 20XX–Present
• American Association of University Women Selected Professions Fellowship
• Pi Tau Sigma: Secretary (3 semesters), Treasurer (1 semester)
• Built non-vibrating 1.5-ton aluminum platform for NMR management.
• Tau Beta Pi Member since 20XX
• Consulted with professor on construction of super-conducting NMR spectrometer.
• Designed and manufactured integrated circuits in lab.

ADDITIONAL EXPERIENCE
American Marketing Association
Maryland Sailing Team
• Treasurer January 20XX–Present
• American Association of University Women Selected Professions Fellowship
• Pi Tau Sigma: Secretary (3 semesters), Treasurer (1 semester)
• Built non-vibrating 1.5-ton aluminum platform for NMR management.
• Tau Beta Pi Member since 20XX
• Consulted with professor on construction of super-conducting NMR spectrometer.
• Designed and manufactured integrated circuits in lab.

ADDITIONAL EXPERIENCE
American Marketing Association
Maryland Sailing Team
• Treasurer January 20XX–Present
• American Association of University Women Selected Professions Fellowship
• Pi Tau Sigma: Secretary (3 semesters), Treasurer (1 semester)
• Built non-vibrating 1.5-ton aluminum platform for NMR management.
• Tau Beta Pi Member since 20XX
• Consulted with professor on construction of super-conducting NMR spectrometer.
• Designed and manufactured integrated circuits in lab.
Sample Resume

GRADUATE

APRIL SUMMER
2222-22 Rhode Island Avenue, NE
Washington, DC 20002

English Instructor  September 20XX - May 20XX
Pre-College Programs, University of Maryland, College Park, MD
• Instructed and assessed entering freshman and rising high school seniors in contemporary American fiction, poetry, and non-fiction

RELATED WORK EXPERIENCE

PROFESSIONAL SUMMARY

• Extensive experience writing within multiple genres, including literary criticism and creative fiction.
• Excellent research skills, including training in archival research methods.
• Strong background in African American history, culture, and literature including over 8 courses dedicated to African American and minority discourse.

EDUCATION

Master of Arts, English Language and Literature  Expected May 20XX
University of Maryland, College Park, MD

ADDITIONAL WORK EXPERIENCE

Marketing Analyst February 20XX - August 20XX
Source Interlink, New York, NY
• Maintained current publisher accounts including sales analysis, solicitations, new distribution, distribution changes, in store expansions, and receiving problems.
• Served as liaison between distribution centers, publishers and printers to ensure timely production of all weekly and monthly magazines.

MAKE YOUR BOTTOM LINE

Looking for ways to improve your resume? Our guide covers everything you need to know about spelling, sentence structure, wording, or punctuation? Have you used short, concise statements, and avoided using examples? Have you avoided generalities and focused on specific projects, included (in terms of its relevance)? Have you presented the material as Length/Relevance: Can you provide a rationale for each piece of information included? (in terms of its relevance)? Have you presented the material as concisely as you feel is possible?

Sequencing of Information: Have you ranked in order the different sections (after your heading and objective) from most to least important? While still maintaining chronological order, did you begin with what you see as most relevant, most impressive about you (education, work, skills, etc.).

Layout/Appearance: Is your resume visually appealing to you or others to whom you’ve shown it? Does it look professional, i.e., well typed and printed? Is your resume scannable? Have you used “white space” (margins, spacing and capital letters) effectively?

Writing Style: Does your text convey all of your important qualifications through key words/skills summary paragraph, action verbs and use of appropriate examples? Have you avoided generalities and focused on specific projects, products, etc.? Have you used short, concise statements, and avoided using personal pronouns (I, me, my)?

Grammar, Spelling, Syntax: Have you double-checked any uncertainties regarding spelling, sentence structure, wording, or punctuation?

Bottom Line: Overall, are you proud of the way your resume looks and reads? Also, if you were an employer, would you want to interview the person represented by this resume? Why or Why not?
GUIDE FOR COVER LETTERS

Sample Letter of Acceptance

Your Address
City, State ZIP Code
Date

Name
Title
Employer
Street Address
City, State ZIP Code

Dear __________________:

Dear Ms. Thomas:

First Paragraph:
Be enthusiastic and indicate your reason for writing (i.e.,
referred by someone—professor, relative, former employer, etc.—it’s a good
idea to mention that person’s name and that s/he suggested you write.) State
reason(s) for your interest in the position and/or the organization.

Second Paragraph:
If you recently graduated, explain how your academic
background makes you qualified for the position. If you have related
experience, point out specific achievements or unique qualifications. DO NOT
REPEAT THE SAME INFORMATION FOUND IN THE RESUME. This is a good
place to mention ADDITIONAL information not stated in your resume. Tell
them why you are particularly interested in their organization. Say something
about their website or something you have seen in a publication by the
organization.

Third Paragraph (may be combined with second paragraph):
Refer to the enclosed resume, which summarizes your qualifications, training and
experience.

Final Paragraph:
Indicate your desire for a personal interview to further
discuss your background and interests fit the needs of the organization.
Remember that the reader will be receiving more than just your resume, assume the responsibility for the next step—“I will call your office next week
to see if a mutually convenient time can be arranged.” (And then do it!) In the
interim, restate your contact information (telephone number(s) and email
address(es)) and your accessibility to provide any further supportive
information (e.g., references, portfolio, writing samples, etc.). Thank the
reader for their time and consideration of your qualifications.

Sincerely,

(Sign your name)

Your Name (Typed)

Email and/or phone number

Enclosure

Sample Thank-You Letter

Ms. Sarah Jones
Director of Marketing
United Widget Corporation
000 Maple Ave.
Orlando, FL 32821

Dear Ms. Jones,

I am happy to accept your offer to join the United Widget Corporation’s new product development department at a starting
salary of $38,000 per year.

Thank you for taking the time to meet with me yesterday regarding
the Youth Services vacancy at your organization. The interview
strengthened my enthusiasm for the position and interest in working
for your growing organization.

As I had mentioned, my part-time work and internship experiences
in scheduling activities and organizing programs would seem a good
background for the position. In addition, I believe my energy and
rapport in working with youth would aid in the success of the
program.

As requested, I will keep receipts for reimbursement
purposes.

I will report to your office on February 7, 20XX, eager to contribute to
the new product development department and UWC.

Sincerely,

Linda Smith
LindaSmith228@umd.edu

Sample Letter of Acceptance

Ms. Sarah Jones
Director of Marketing
United Widget Corporation
000 Maple Ave.
Orlando, FL 32821

Dear Ms. Jones,

I am happy to accept your offer to join the United Widget Corporation’s new product development department at a starting
salary of $34,000 per year.

Thank you for your assistance with my relocation to central Florida; your
help will certainly make my transition to southern living quite
smooth. As requested, I will keep receipts for reimbursement
purposes.

I will report to your office on February 7, 20XX, eager to contribute to
the new product development department and UWC.

Sincerely,

Linda Smith
LindaSmith228@umd.edu
Email is a powerful tool in the hands of a knowledgeable job-seeker. Use it wisely and you will shine. Use it improperly and you’ll brand yourself as immature and unprofessional.

Email is often the preferred method of communication between job-seeker and employer. There are general guidelines that should be followed when emailing cover letters, thank-you notes and replies to various requests for information.

**New Message**

To: John Doe <jdoe@xyzcorp.net>
From: Jane Smith <smith_jane@terpmail.umd.edu>
Subject: Thank you!

Dear Mrs. Jones:

I just wanted to send a quick note to thank you for yesterday’s interview. The position we discussed is exactly what I’ve been looking for, and I feel that I will be able to make a positive contribution to your organization. I appreciate the opportunity to be considered for employment at XYZ Corporation. Please don’t hesitate to contact me if you need further information.

Sincerely,

Jane Smith

**EMAIL SUBJECT**

Use a meaningful subject header—one that is appropriate to the topic.

**TITLES**

Address the recipient as Mr., Ms., or Mrs. and always verify the correct spelling of the recipient’s name.

If the person uses initials such as J.A. Smith and you are not certain of the individual’s gender, then begin the email: “Dear J.A. Smith.”

**CONTENT**

- Be brief. Don’t overload the employer with lots of questions in your email.
- Save the emoji for the friends and family.
- Do not use strange fonts, wallpapers or multicolored backgrounds. Stick to standards like Times New Roman, 12-point or Helvetica, 10 point.
- Avoid using slang.

**LAST CHANCE**

ALWAYS proofread and spell-check before sending. Your emails say far more about you than you might realize. If you are sloppy and careless, a seemingly trivial communication will stick out like a sore thumb.

**THANK-YOU NOTES**

If you’ve had an interview with a prospective employer, a thank-you note is a good way to express your appreciation. The note can be emailed a day or two after your interview and only needs to be a few sentences long. See the above example.

**SIGNATURE**

Sign using your full name. Make sure any social networks mentioned in your (optional) signature block have been reviewed, deemed safe for work and useful to your professional brand. Also remove all irrelevant quotes, links and images.
CONTROL YOUR IMAGE
Review your online representation before promoting yourself online. How do you present yourself on Facebook? YouTube? Blog? Remove anything questionable that could damage your reputation. Sites like Reppler are a great way to automate the process and receive alerts if anything new pops up.

USE TWITTER
Employers connect with potential employees and post job opportunities on Twitter. See if your ideal employers have Twitter handles to follow. Engage them via Twitter to learn more. You're checking for good fits as much as recruiters are. Search for handles dedicated to widespread job postings such as @USA_Internship and @NYFashionJobs.

RESEARCH INDUSTRIES & SEARCH JOB POSTINGS
Remember to check the large job databases, but also industry-specific boards that cater to your demographic. Once you've found something promising, research the company. Companies engage with potential hires through social media. Let your friends and family know the type of job you're looking for and you might just get a hit. Six degrees of separation is a real thing, especially in the digital age. Just avoid bombarding feeds with your job search woes.

MAINTAIN ONLINE ETIQUETTE
Your online interactions are a demonstration of your communication skills. Remember to maintain professional language when connecting with employers online. Avoid too many follow up contacts—this can be perceived as creepy or needy. When tweeting, don't try fitting so much into a one post that you must resort to netspeak.

ATTEND JOB FAIRS, CONFERENCES AND CLASSES
Go where groups of people in your field assemble. Everyone has a common interest and often their intention is to make connections—conversations flow naturally. Job fairs catering to your major and career interests are best, but you can also attend events that might intersect with your field, such as a medical clinical job fair if you want a staff accountant job.

SET UP INFORMATIONAL INTERVIEWS
Spend 20 minutes with someone in the field to research a position, industry, or company you've targeted and add contacts to your network. They'll be more likely to want to help you and possibly put in a good word on your behalf or hand-deliver your resume. Tap your network by asking, "Do you know anyone who works in ___?" and confirming it's okay to contact them. At the end of the interview, ask for more leads so you can meet others.

MASTER STORYTELLING & CASUAL CONVERSATION
Learn how to slip in bits about your job search while discussing general topics of interest. Later, practice relaying more detailed, career-related information about yourself. Share specific skills and talents. In interviews, you'll deliver memorable examples Mentrastry and in the gym or coffee shop, you'll engage innumerable eyes and ears to help your job search.

GET INVOLVED
Now is a great time to volunteer for a nonprofit or industry group. You'll get out of the house, feel a sense of accomplishment, and pick up some new skills. While helping out, you could make some valuable new industry contacts that you might never meet otherwise.

NETWORK FROM WITHIN
Taking a job that isn't exactly a perfect fit at your dream company is a great way to gain footing for the position you really want. If you want to work in marketing for Sony Records but you're offered a quality control position, take it. In a few years you may be right where you want to be. Experience within a company you fit well with increases your chance of inside mobility.

NURTURE YOUR NETWORK
Even after you're hired, don't stop adding to your network and nurturing your contacts. 80% of jobs go to someone with a connection to the company. Be that someone. Put forth a positive attitude and memorable conversation, engage new people, and be the total package that Terps are known to be.
We make the world safer through nuclear materials management. Come join our team.

Savannah River Nuclear Solutions

Savannah River Nuclear Solutions manages and operates the Savannah River Site, a 310-square-mile facility owned by the U.S. Department of Energy near Aiken, S.C. We’re also home to the Savannah River National Laboratory. We operate diverse nuclear and research facilities, and manages infrastructure and support systems akin to those of a small city.

Savannah River Nuclear Solutions offers full-time employment positions including disciplines such as engineering, science, business, information technology and other technical fields.

We also offer an extensive internship program in the same disciplines for uniquely skilled students who want to enhance their education with hands-on experience.

www.savannahrivernuclearsolutions.com
Follow us on Facebook, Twitter, YouTube and Flickr.

U.S. Citizenship Required
Since its creation in May 2003, LinkedIn has changed the shape of recruiting. 92% of recruiters reported successfully hiring someone on LinkedIn in 2013.

LinkedIn search results come from scanning the user’s 1st, 2nd and 3rd degree connections for the search query. Recruiters often use trending, industry-specific keywords and phrases in their queries. Incorporating industry-specific keywords and phrases into your profile can increase your visibility. This is called Search Engine Optimization (SEO).

As you build your LinkedIn presence, remember that SEO is a major contributor to LinkedIn success.

Check out even more helpful tips at www.University.LinkedIn.com.

---

**Recommendations**

Tap into your network for powerful testimonials.

Ask for recommendations from those who really know you—such as supervisors, professors, teammates or those you’ve led—who can highlight what working with you is like and how you contributed to the organization or experience. Requests should be personalized, polite and gracious. Include a few words outlining accomplishments or qualities they might mention about you and ALWAYS send a thank-you afterward.

How to Ask for an Introduction

Send an InMail to the person that will introduce you and clarify why you’re asking for an introduction. The person you want to be introduced to might see this message if the InMail is forwarded on.

**Experience, Projects, etc.**

Format experience and project sections the same way that you present them on your hardcopy resume. Include portfolios, photos and/or videos if you feel they enhance the viewer’s understanding.

**Connections**

Active memberships in relevant groups shows your serious interest in the field. 

Groups

Build your professional network.

To start, you can sync your email contacts with LinkedIn to create a list of “Suggested” connections. Only connect with those you’re comfortable associating with professionally. Some great additional friends would be friends and coworkers of your parents, those you’ve worked with, classmates and professors.

**Etiquette**

When requesting a connection, do NOT send the generic LinkedIn message. It leaves the requestee with little to no context and may cause them to think you’re just fishing for superficial connections.

If someone hasn’t accepted after a few weeks, it’s okay to send an email to say you’ve reached out and would like to connect. If that doesn’t work, move on to more interested, responsive LinkedIn users.

**Recommendations**

Tap into your network for powerful testimonials.

Ask for recommendations from those who really know you—such as supervisors, professors, teammates or those you’ve led—who can highlight what working with you is like and how you contributed to the organization or experience. Requests should be personalized, polite and gracious. Include a few words outlining accomplishments or qualities they might mention about you and ALWAYS send a thank-you afterward.

How to Ask for an Introduction

Send an InMail to the person that will introduce you and clarify why you’re asking for an introduction. The person you want to be introduced to might see this message if the InMail is forwarded on.

**Experience, Projects, etc.**

Format experience and project sections the same way that you present them on your hardcopy resume. Include portfolios, photos and/or videos if you feel they enhance the viewer’s understanding.

**Connections**

Active memberships in relevant groups shows your serious interest in the field. 

Groups

Build your professional network.

To start, you can sync your email contacts with LinkedIn to create a list of “Suggested” connections. Only connect with those you’re comfortable associating with professionally. Some great additional friends would be friends and coworkers of your parents, those you’ve worked with, classmates and professors.

**Etiquette**

When requesting a connection, do NOT send the generic LinkedIn message. It leaves the requestee with little to no context and may cause them to think you’re just fishing for superficial connections.

If someone hasn’t accepted after a few weeks, it’s okay to send an email to say you’ve reached out and would like to connect. If that doesn’t work, move on to more interested, responsive LinkedIn users.
The search strategies outlined below are most common and useful strategies to implement during a job or internship search. Using multiple strategies will increase your chances of securing an interview.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Getting Started</th>
<th>Tools/Resources</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Networking</td>
<td>Tap into the hidden job market by gathering industry-specific information and employment leads through personal, academic, professional, and social contacts.</td>
<td>• Faculty and advisors within major &lt;br&gt; • Alumni/classmates &lt;br&gt; • Friends, neighbors, or relatives &lt;br&gt; • Co-workers and employers &lt;br&gt; • Internship supervisors</td>
<td>Develop an ongoing, give-and-take relationship with your connections.</td>
</tr>
<tr>
<td>Targeted Search</td>
<td>Identify a target based on your values (i.e., specific location, industry, existing contact, organizations ranked within an industry, or diverse workforces).</td>
<td>• Online/print directories &lt;br&gt; • Chamber of Commerce &lt;br&gt; • Newspaper &lt;br&gt; • Career Insider: Employer Guides &lt;br&gt; • Career Terps: Employer Database</td>
<td>Many positions are never advertised, so you must network or implement a targeted job search to locate them! This is a commonly used strategy and especially useful for small organizations.</td>
</tr>
<tr>
<td>On-Campus Recruiting</td>
<td>Employers recruit on campus by advertising positions in Career4Terps, attending campus fairs, and leading information sessions. Employers also conduct on-campus interviews for positions.</td>
<td>• Visit the Center's Career4Terps database and complete your profile. Review upcoming recruiting events by clicking &quot;Events.&quot; Complete a quick interview search on the home page of Career4Terps by clicking &quot;Campus Interviews I Qualify For&quot; to research upcoming interviews. &lt;br&gt; Career4Terps &lt;br&gt; Post your resume &lt;br&gt; RSVP for employer events &lt;br&gt; Apply for on-campus interviews &lt;br&gt; Schedule a &quot;Research Agent&quot; to receive positions matching your interests.</td>
<td>Completely fill out your Career4Terps profile and receive targeted emails of networking opportunities related to your career interest. UMD students/alumni have a competitive edge with employers who post on Career4Terps.</td>
</tr>
<tr>
<td>Posted Positions</td>
<td>Search and locate advertised openings and follow the instructions to apply for positions.</td>
<td>• Develop a list of keywords or job functions that are of interest. A thorough list will assist you in filtering through 1,000’s of advertised positions. Establish search alerts, sign up for email alerts, or follow RSS feeds based on your keywords whenever possible. &lt;br&gt; • Aggregate job boards &lt;br&gt; • Niche job boards &lt;br&gt; • Newspaper &lt;br&gt; • Employer’s website &lt;br&gt; • Professional associations</td>
<td>Utilize aggregate job boards (i.e., Indeed.com, SimplyHired.com) to search many websites at once. Niche job boards will yield field-specific opportunities.</td>
</tr>
<tr>
<td>Social Media</td>
<td>Utilize any online socially based platforms to connect with others, locate opportunities, research organizations, or create self-branding.</td>
<td>• LinkedIn &lt;br&gt; • Twitter &lt;br&gt; • Facebook &lt;br&gt; • Blogging Platforms (Wordpress, Tumblr) &lt;br&gt; • Google+</td>
<td>Remember that social media is primarily for networking and researching. To get a position you will have to take a connection offline, so utilize information gained online as a conversation facilitator.</td>
</tr>
<tr>
<td>Employment Agencies</td>
<td>Agencies work for employers to locate job seekers with specific skills to fill short term positions.</td>
<td>• Identify your skill set and industry references. Also consider your geographical work preferences and contact an agency in that area. &lt;br&gt; • Utilize the Center's free online career assessment tool to identify your skills. Locate an agency in your area using yellopages.com.</td>
<td>The initial interview may include tests to assess your skills. Prepare for this interview as you would a traditional interview.</td>
</tr>
<tr>
<td>Informational INTERVIEWS</td>
<td>Informational interviewing is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals.</td>
<td>• How do you set up informational interviews?</td>
<td>If someone from your high school reached out to you for advice on attending the University of Maryland, you would most likely be more than willing to answer questions and give advice. Most people enjoy sharing information about themselves and their jobs and, particularly, love giving advice. Some may simply believe in encouraging newcomers to their profession and others may be scouting open prospects for anticipated vacancies. It is common for professionals to exchange favors and information, so don’t hesitate to call upon people.</td>
</tr>
</tbody>
</table>

**Informational Interviews**

- **Can you tell me about your career path and how you got where you are?**
- **What do you do on a typical day?**
- **What is the salary range at the entry-level and higher levels?**
- **What is the future of the field in terms of new and expanding opportunities?**
- **What related fields are available for people with backgrounds such as yours?**
- **What do you say to someone to ask for an informational interview?**
- **What do you suggest I use?**
- **What courses might be helpful for me to enhance my chances for employment in the field?**
- **What are the different entry-level jobs in this career field?**
- **What would you suggest I use?**
- **What aspects of this career field do you like/dislike?**
- **What is the typical career progression in the field?**
- **What would you recommend I do?**

---

**JOB MARKET QUESTIONS**

If you are preparing to enter the job market, you may wish to ask questions such as:

1. What experiences would make an entry-level job seeker competitive?
2. What are the major challenges/problems that your organization is facing and would like solutions for?
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 exposions held at major convention centers.

Most career fairs consist of booths and/or tables staffed 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 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 and it disappears into the crowd. Have 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 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 and it gets in the way of others.

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.

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 an internship or full-time job? Then focus your questions on the application and interview process, and ask for specific information about that employer.

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.

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 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 bland 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.
Top 10 Personal Branding Tips

1. BE AUTHENTIC.

Who are you and what do you want? What have you accomplished so far? What are you passionate about? What are your goals? Ask friends or relatives to describe your best qualities and greatest achievements or take a self-assessment test online or through your college career center.

2. LEARN HOW TO INTRODUCE YOURSELF.

Once you know who you are, the next step is being able to communicate that to others. “Tell me about yourself” is a much harder assignment than it seems, especially in professional situations. Learn how to introduce yourself confidently, say your name, your recent history and your goals, then practice, practice, practice until you’re comfortable telling your own story.

3. SHOW YOUR CONFIDENCE.

While it’s never a good idea to project arrogance, many students err on the side of self-deprecation. Even if you feel inexperienced or awkward in professional situations, never make fun of yourself or put yourself down. If you project confidence and comfort with yourself, others will be comfortable with you.

4. DEVELOP THE TOOLS OF THE TRADE.

Just as a company or product needs marketing materials, you need various items to “market” yourself to recruiters, networking contacts, grad school admissions committees and others. These materials include your resume, cover letters, email address, voicemail message, online profiles and website or blog. Every representation helps to reinforce the brand you want to present, so be professional and consistent across each medium.

5. SHOW YOUR CARDS.

Business cards are a great way to show your professionalism and desire to keep in touch with the people you meet, and they are increasingly popular among career-minded students. Don’t worry if you don’t have a title or company; just print simple, professional-looking cards with your name, phone number and email address and, if you’d like, your college and major. VistaPrint is a good resource for free or inexpensive business cards.

6. DRESS FOR SUCCESS.

Make sure your personal appearance matches the image you want to project. Find out what kind of clothes are appropriate for your desired industry and invest in the best you can reasonably afford. When in doubt, err on the side of formality.

7. BUILD A PROFESSIONAL ONLINE IMAGE.

Everyone is Googling everyone else these days, so be vigilant about your online identity. Even if your social network settings are tight, take down any photos of partying, drinking or “unprofessional” behavior just in case. Then, enhance your brand online by creating a strong profile and becoming active on LinkedIn, the professional social network.

8. TAKE A WRITING CLASS.

Guess why the “1 Judge You When You Use Poor Grammar” group on Facebook has over 400,000 members? Even in the days of IM, texting and Twitter, writing and speaking skills still matter. Use proper grammar, capitalization and spelling in all professional communications (that means no LOLs, BRBs or ROTFLs!).

9. ASK FOR FEEDBACK.

Find a professional you trust—a friend, relative, professor, etc.—who will be candid with you and ask this person to tell you if there are any areas where you’re getting in your own way. For instance, do you say “like” or “you know” too much? Do you come across as hyper, entitled or uninform ed? If necessary, take a class or get some coaching in any area where you could use some polish.

10. REASSESS YOUR PERSONAL BRAND REGULARLY.

Your experience, ideas and ambitions are going to evolve as your career develops, so make sure your personal brand is keeping up. Just as you should regularly update your resume, remember to regularly revisit your self-introduction, wardrobe, online profiles and other elements of your personal brand every few months. Be flexible.

CAREERS4TERPS

Tip Sheet

Setting up a Search Agent will allow you to receive notifications whenever a new position is posted, as long as it matches your search query.

1. Login to Careers4Terps at www.Careers.umd.edu and select Careers4Terps Jobs from the Job Postings menu.

2. Click Advanced Search and select attributes (major, position type, etc.) and submit.

3. Title the current search under Saved Searches. Schedule it to run as a search agent. There is no limit to the number of saved searches or search agents.

4. Return to Saved Searches when you want to edit the settings for any Search Agent.

SET UP A SEARCH AGENT

SIGN UP FOR ON-CAMPUS INTERVIEWS

Connect with employers in our Center!


2. Make sure your profile is up-to-date and your current resume is uploaded.

3. To the right under Quicklinks, select “Campus Interviews I Qualify For.”

4. Review the listings. Apply for the positions you are interested in. Note: You may want to tailor your resume and upload different versions.

5. Typically employers have a week after a position’s application deadline to review applications and select candidates they wish to interview. Review your status at any time via Interviews tab under “Interview Requests,” under the Interviews Tab.

If you are selected: You’ll receive an email. Login as soon as possible to select an interview time.

If none of the available interview times work with your schedule, contact our Center or the employer directly to see if other arrangements can be made.

If you are selected as an alternate: You are not guaranteed an interview, but can sign up for any available slots after invited students have had a chance to sign up. You will receive an email in advance of the alternate sign-up date to inform you of when to check for available slots.

If you are no longer interested: Decline as soon as possible so employers can select an additional candidate.

If you need to cancel: Check if you can cancel via the Interviews tab under “Scheduled Interviews.” If the cancellation deadline has passed, contact our Center as soon as possible to cancel.
Dressing for the Interview

Depending upon your fashion style, whether you follow the latest trends for the club scene or prefer college senior casual, a job interview may be cause for some drastic wardrobe augmentation.

For your interviews, some of your individualism might have to be shelved in order to present the most appropriate professional impression. In most business and technical job interviews, when it comes to your appearance, conservatism and conformity are in order.

While many organizations have adopted the “office casual” dress code, don’t try to set new standards in the interview. When in doubt, it is better to be too conservative than to be too flashy. A suit is the best bet. Here are some guidelines:

- A two-piece suit will suffice in most instances with pants or a knee-length skirt
- Solid colors and tighter-woven fabrics are safer than bold prints or patterns
- Wear a tailored, collared shirt or blouse under your suit jacket
- Ties, if worn, should have a simple pattern
- Wear polished, closed toe shoes
- Wear makeup and jewelry only in moderation (avoid strong perfume or cologne)

STAYING WITHIN A BUDGET

For recent graduates just entering professional life, additions to wardrobes or complete overhauls, are likely needed. Limited funds, however, can be an obstacle. Image consultant Christine Lazzarini suggests “capsule wardrobe.” For example, by mixing and matching, she says, an eight-piece capsule wardrobe can generate up to 28 ensembles.

Before shopping, Lazzarini advises establishing a budget, 50% of which should be targeted for accessories. For example, “even a brightly colored jacket could be considered an accessory when it makes an outfit you already have look entirely different.”

The safest fashion rule for new employees to follow is to dress about the same as your most conservatively attired co-worker. As a new hire, don’t try to “push the boundaries” of casual attire.

Fashion Arrests

- Never wear denim jeans or shorts unless the vast majority of others do
- Don’t dress too provocatively—you’re at work, not a dance club
- “Casual” doesn’t mean “sloppy”—your clothes should always be free of stains and holes
- Workout wear belongs at the gym

Play it Safe

- Khaki or black pants are usually a safe bet
- As for formal business attire, buy the best that your budget will allow
- If you will be seeing clients, dress appropriately for their workplace, not yours
- Go to the mall—most department and specialty stores have sections devoted to this style of office attire
- When in doubt, stick with “neutral” colors, such as navy, khaki, dark navy, or grey
- Avoid visible body piercings or tattoos until you learn about what the organization’s formal (or informal) policies may be.

And, of course, your appearance is only as good as your grooming. Create a final checklist to review before you go on an interview:

- Neatly trimmed hair (consider pulling back long hair)
- Conservative makeup
- No runs in stockings
- Shoes polished and in good condition (some suggest wearing your sneakers on the way to an interview and changing before you enter the interview site)
- No excessive jewelry
- No missing buttons, crooked ties or lint
- If suit is new, make sure to remove any tags or labels (sometimes found on the suit’s sleeves)

For your interviews, some of your individualism might have to be shelved in order to present the most appropriate professional impression. In most business and technical job interviews, when it comes to your appearance, conservatism and conformity are in order.

While many organizations have adopted the “office casual” dress code, don’t try to set new standards in the interview. When in doubt, it is better to be too conservative than to be too flashy. A suit is the best bet. Here are some guidelines:

- A two-piece suit will suffice in most instances with pants or a knee-length skirt
- Solid colors and tighter-woven fabrics are safer than bold prints or patterns
- Wear a tailored, collared shirt or blouse under your suit jacket
- Ties, if worn, should have a simple pattern
- Wear polished, closed toe shoes
- Wear makeup and jewelry only in moderation (avoid strong perfume or cologne)

STAYING WITHIN A BUDGET

For recent graduates just entering professional life, additions to wardrobes or complete overhauls, are likely needed. Limited funds, however, can be an obstacle. Image consultant Christine Lazzarini suggests “capsule wardrobe.” For example, by mixing and matching, she says, an eight-piece capsule wardrobe can generate up to 28 ensembles.

Before shopping, Lazzarini advises establishing a budget, 50% of which should be targeted for accessories. For example, “even a brightly colored jacket could be considered an accessory when it makes an outfit you already have look entirely different.”

The safest fashion rule for new employees to follow is to dress about the same as your most conservatively attired co-worker. As a new hire, don’t try to “push the boundaries” of casual attire.

Fashion Arrests

- Never wear denim jeans or shorts unless the vast majority of others do
- Don’t dress too provocatively—you’re at work, not a dance club
- “Casual” doesn’t mean “sloppy”—your clothes should always be free of stains and holes
- Workout wear belongs at the gym

Play it Safe

- Khaki or black pants are usually a safe bet
- As for formal business attire, buy the best that your budget will allow
- If you will be seeing clients, dress appropriately for their workplace, not yours
- Go to the mall—most department and specialty stores have sections devoted to this style of office attire
- When in doubt, stick with “neutral” colors, such as navy, khaki, dark navy, or grey
- Avoid visible body piercings or tattoos until you learn about what the organization’s formal (or informal) policies may be.

And, of course, your appearance is only as good as your grooming. Create a final checklist to review before you go on an interview:

- Neatly trimmed hair (consider pulling back long hair)
- Conservative makeup
- No runs in stockings
- Shoes polished and in good condition (some suggest wearing your sneakers on the way to an interview and changing before you enter the interview site)
- No excessive jewelry
- No missing buttons, crooked ties or lint
- If suit is new, make sure to remove any tags or labels (sometimes found on the suit’s sleeves)

For your interviews, some of your individualism might have to be shelved in order to present the most appropriate professional impression. In most business and technical job interviews, when it comes to your appearance, conservatism and conformity are in order.

While many organizations have adopted the “office casual” dress code, don’t try to set new standards in the interview. When in doubt, it is better to be too conservative than to be too flashy. A suit is the best bet. Here are some guidelines:

- A two-piece suit will suffice in most instances with pants or a knee-length skirt
- Solid colors and tighter-woven fabrics are safer than bold prints or patterns
- Wear a tailored, collared shirt or blouse under your suit jacket
- Ties, if worn, should have a simple pattern
- Wear polished, closed toe shoes
- Wear makeup and jewelry only in moderation (avoid strong perfume or cologne)

STAYING WITHIN A BUDGET

For recent graduates just entering professional life, additions to wardrobes or complete overhauls, are likely needed. Limited funds, however, can be an obstacle. Image consultant Christine Lazzarini suggests “capsule wardrobe.” For example, by mixing and matching, she says, an eight-piece capsule wardrobe can generate up to 28 ensembles.

Before shopping, Lazzarini advises establishing a budget, 50% of which should be targeted for accessories. For example, “even a brightly colored jacket could be considered an accessory when it makes an outfit you already have look entirely different.”

The safest fashion rule for new employees to follow is to dress about the same as your most conservatively attired co-worker. As a new hire, don’t try to “push the boundaries” of casual attire.

Fashion Arrests

- Never wear denim jeans or shorts unless the vast majority of others do
- Don’t dress too provocatively—you’re at work, not a dance club
- “Casual” doesn’t mean “sloppy”—your clothes should always be free of stains and holes
- Workout wear belongs at the gym

Play it Safe

- Khaki or black pants are usually a safe bet
- As for formal business attire, buy the best that your budget will allow
- If you will be seeing clients, dress appropriately for their workplace, not yours
- Go to the mall—most department and specialty stores have sections devoted to this style of office attire
- When in doubt, stick with “neutral” colors, such as navy, khaki, dark navy, or grey
- Avoid visible body piercings or tattoos until you learn about what the organization’s formal (or informal) policies may be.

And, of course, your appearance is only as good as your grooming. Create a final checklist to review before you go on an interview:

- Neatly trimmed hair (consider pulling back long hair)
- Conservative makeup
- No runs in stockings
- Shoes polished and in good condition (some suggest wearing your sneakers on the way to an interview and changing before you enter the interview site)
- No excessive jewelry
- No missing buttons, crooked ties or lint
- If suit is new, make sure to remove any tags or labels (sometimes found on the suit’s sleeves)

For your interviews, some of your individualism might have to be shelved in order to present the most appropriate professional impression. In most business and technical job interviews, when it comes to your appearance, conservatism and conformity are in order.

While many organizations have adopted the “office casual” dress code, don’t try to set new standards in the interview. When in doubt, it is better to be too conservative than to be too flashy. A suit is the best bet. Here are some guidelines:

- A two-piece suit will suffice in most instances with pants or a knee-length skirt
- Solid colors and tighter-woven fabrics are safer than bold prints or patterns
- Wear a tailored, collared shirt or blouse under your suit jacket
- Ties, if worn, should have a simple pattern
- Wear polished, closed toe shoes
- Wear makeup and jewelry only in moderation (avoid strong perfume or cologne)
It starts before you even say hello

Arrive 15-20 minutes early and prepare to meet people who are not part of your formal agenda. Be courteous to everyone regardless of his or her position; you never know who might be watching you and your actions once you arrive in town.

Typical interviews start before you enter the interview room. The recruiter begins evaluating you the minute you are identified. Shake the recruiter’s hand upon being introduced. Don’t be afraid to extend your hand first. This shows assertiveness.

The recruiter has the floor

The main part of the interview starts when the recruiter discusses the organization. Ask questions if the recruiter uses vague generalities about the position and you want more specific information. Have a clear understanding of the job and the company.

As the interview turns to talk about your qualifications, be prepared to deal with aspects of your background that could be construed as negative, i.e., low grade point average, no participation in outside activities, no related work experience. Convince the recruiter that although these points appear negative, positive attributes can be found in them. A low GPA could stem from having to fully support yourself through college; you might have had no related work experience, but plenty of experience that shows you to be a loyal and valued employee or that you possess related transferable skills.

The site visit/interview

After an on-campus interview, strong candidates may be invited to visit the employer’s facility. An invitation to an on-site interview is NOT a guarantee of a job offer, but a chance to examine whether or not you will be a good match for the job and organization. If invited, respond promptly if you are sincerely interested. Decide whether to accept if you are not. Never go on an on-site interview for the sake of the trip.

When the recruiter asks, “Now do you have any questions?” it is important to have a few ready. Questions should bring out your interest in and knowledge of the organization. Don’t ask questions with answers easily found online.

By asking intelligent, well-thought-out questions, you show the employer you are serious about the organization, want more information and indication of the homework. Prepare some questions ahead of time, but feel free to ask any questions that come up during the interview as well.

The close counts, too

The interview isn’t over until you walk out the door. During the conclusion the recruiter is assessing your overall performance to be sure that not only can you do the job, but you want to do the job and would fit in with their organization’s office culture.

Remain enthusiastic and courteous. Shake the recruiter’s hand and thank him or her for considering you. Being forthcoming is a quality that most employers will respect. Let the employer know you are still interested in the position and why.

Just as any good salesperson would never leave a customer without attempting to close the sale, never leave an interview without some sort of closure. Although the employer has the final power to offer a job, your demeanor during the entire interview process gives you a great deal of power, too.

The unexpected

During the interview, you may be asked some unusual questions. Don’t be too surprised. Many times questions are asked simply to gauge your reaction. For example, a recruiter may ask, “Tell me a joke” or “What time period would you like to have lived in?” While these questions are not always used, they are intended to force you to react under some stress and pressure. The best advice is to think and give a natural response.

Types of interviews

| Phone Conference | Behavioral |
| Video Conference (Skype) | Technical |
| Group | Site Visit/Interview |

Questions employers ask

Personal
1. Tell me about yourself.
2. What are your hobbies?
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. What are areas of growth for you?
8. Have you ever had any failures? What did you learn from them?
9. Of which three accomplishments are you most proud?
10. Who are your role models? Why?
11. How does your college education or work experience relate to this job?
12. What motivates you most in a job?
13. Have you had difficulty getting along with a former professor/supervisor/co-worker and how did you handle it?
14. Have you ever spoken to a group of people? How large?
15. Why should we hire you rather than another candidate?
16. What do you know about our organization (products or services)?
17. Where do you want to be in five years? Ten years?
18. Do you plan to return to school for further education?

Education
19. Why did you choose your major?
20. Why did you choose to attend your college or university?
21. Do you think you received a good education? In what ways?
22. In which campus activities did you participate?
23. Which classes in your major did you like best? Least?
24. How do you feel about working in a structured environment?
25. Which elective classes did you like best? Least? Why?
26. Would you be successful working with a team?
27. What kind of boss do you prefer?
28. How do you feel about travel?
29. What can you offer us?
30. Did you work while going to school? In what positions?
31. Did you work after graduation?
32. Did you ever do any volunteer work? What kind?
33. Do you think you would make a good supervisor?
34. How do you feel toward volunteers?
35. Have you ever done any volunteer work? What kind?
36. Do you know a thing or two about computers?
37. Do you know a thing or two about computers?
38. Do you plan to attend school in the fall?
39. Do you plan to attend school in the fall?
40. Would you be successful working with a team?
41. Are you a part of any clubs or organizations?
42. Do you like to work with people?
43. What kind of job did you have?
44. How do you feel about working overtime?
45. How do you feel about working overtime?
46. Do you plan to return to school for further education?
47. Do you have any questions for the admissions officer?
48. Do you have any questions for the admissions officer?

Experience
29. What job-related skills have you developed?
30. Did you work while going to school? In what positions?
31. Did you work after graduation?
32. Did you enjoy most about your last employment?
33. Have you ever quit a job? Why?
34. Give an example of a time in which you provided a solution to an employer.

Career goals
35. What are your future goals?
36. Do you plan to return to school in the fall?
37. What do you hope to accomplish in the next five years?
38. What kind of job would you like to have?
39. Do you plan to attend school in the fall?
40. Would you be successful working with a team?
41. Are you a part of any clubs or organizations?
42. Do you like to work with people?
43. What kind of job did you have?
44. How do you feel about working overtime?
45. How do you feel about working overtime?
46. Do you plan to return to school for further education?
47. Do you have any questions for the admissions officer?
48. Do you have any questions for the admissions officer?

What happens during the interview?

Youth educated from a community that fosters their personal and professional potential, its the advance mentorship in leadership, the professional environment that empowers them to achieve academic and professional excellence.

What do employers ask and how do you respond?

By asking intelligent, well-thought-out questions, you show the employer you are serious about the organization, want more information and indication of the homework. Prepare some questions ahead of time, but feel free to ask any questions that come up during the interview as well.

The interview isn’t over until you walk out the door. During the conclusion the recruiter is assessing your overall performance to be sure that not only can you do the job, but you want to do the job and would fit in with their organization’s office culture.

Remain enthusiastic and courteous. Shake the recruiter’s hand and thank him or her for considering you. Being forthcoming is a quality that most employers will respect. Let the employer know you are still interested in the position and why.

Just as any good salesperson would never leave a customer without attempting to close the sale, never leave an interview without some sort of closure. Although the employer has the final power to offer a job, your demeanor during the entire interview process gives you a great deal of power, too.

Expect the unexpected

During the interview, you may be asked some unusual questions. Don’t be too surprised. Many times questions are asked simply to gauge your reaction. For example, a recruiter may ask, “Tell me a joke” or “What time period would you like to have lived in?” While these questions are not always used, they are intended to force you to react under some stress and pressure. The best advice is to think and give a natural response.

Types of interviews

| Phone Conference | Behavioral |
| Video Conference (Skype) | Technical |
| Group | Site Visit/Interview |

The site visit/interview

After an on-campus interview, strong candidates may be invited to visit the employer’s facility. An invitation to an on-site interview is NOT a guarantee of a job offer, but a chance to examine whether or not you will be a good match for the job and organization. If invited, respond promptly if you are sincerely interested. Decide whether to accept if you are not. Never go on an on-site interview for the sake of the trip.

Document the name and phone number of the person coordinating your trip in case your plans change unexpectedly. Verify who will be handling trip expenses. Most medium- and large-scale companies (as well as many smaller ones) will pay your expenses, but some will not.

Bring extra copies of your resume and any paperwork you may have forwarded to the employer: names, addresses, phone numbers and email addresses of your references; an updated college transcript; a copy of your best paper as a writing sample; a notebook; a black and/or blue pen for taking notes; and names and addresses of past employers. Bring extra money and a change of clothes. Anything can happen and you need to be ready for emergencies.

Soon after the site visit, review the business cards of those you met or write the information in your notebook before leaving the facility. A thank-you letter should be written to the person(s) who will be making the hiring decision. Stay in touch with the employer if you want to pursue a career with them.

An interview is a two-way street. You are there to evaluate the employer and determine if your expectations are met for job content, company culture and values, organizational structure, and lifestyles (both at work and leisure). Take note of how the employees interact, and also assess the physical work environment.

Partially adapted from Roseanne R. Bensley, Career Services, New Mexico State University.
Are You Ready for a Behavioral Interview?

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.

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. Don’t embellish or omit any part of the story. 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.

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?

Practice your responses with InterviewSteam conducted using the webcam on your computer. Go to www.Careers.umd.edu for more info.

Simpson Gumpertz & Heger Inc. (SGH) is a national engineering firm that designs, investigates, and rehabilitates structures and building enclosures. Our award-winning work encompasses building, nuclear, transportation, water/wastewater, and science/defense projects throughout the United States and in more than 30 other countries.
How to Prepare for Video Interviews

- **KNOW THE PROGRAM**
  - Ovoo, Skype, iChat, Yугma. The list goes on and on. Before your interview, make sure you’ve played around with the program enough to know how it works.

- **AMBIENCE**
  - Dress professionally, silence distractions (e.g., 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.

- **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 interviewee’s phone number, just in case!

SMART

**SCIENCE, MATHEMATICS & RESEARCH FOR TRANSFORMATION**

**PART OF THE NATIONAL DEFENSE EDUCATION PROGRAM**

- Scholarships, graduate and doctoral students pursuing degrees in Science, Technology, Engineering, & Mathematics (STEM) fields
- SMART Scholars receive:
  - Full tuition and educational fees
  - Generous cash stipend
  - Employment with Department of Defense facilities after graduation
  - Summer internships, health insurance, & book allowance

For more information and to apply, visit [HTTP://SMART.ASEE.ORG](HTTP://SMART.ASEE.ORG)

The Art of Negotiating

**NEGOTIATING A JOB OFFER**

An area of the job search that receives too little attention is negotiating. Once you have been offered a job you have an opportunity to discuss the terms of employment. Negotiating doesn’t have to be an uncomfortable experience. Rather than a win-lose proposition, negotiating is about each party understanding what’s most important to the other and finding common ground.

**WHAT’S NEGOTIABLE**

For an entry-level position there are limits on what’s negotiable. Benefits packages are usually fixed according to a position’s classification level. That includes health care and other insurance options, retirement plans, the number of days allotted for vacation and the rate of accrual. The terms aren’t usually negotiable. Advancement opportunities may also be structured so that employees must first complete trainings, rotational programs, or a series of benchmarks before being considered for the next level. But the following items may be open for discussion.

- **Start date.** This is usually the most negotiable issue with the exception of training program requirements. Employers understand that you are transitioning into a new life stage and need time to wrap up commitments. Even if there is a mandatory start date for training, it may be possible to arrange unpaid leave time after training concludes.
- **Support for professional development.** This is sometimes included in the hiring package. But if it’s not, inquire about it. Membership in professional associations, conference attendance, and certifications related to the job are perquisites an employer may be willing to cover, especially if it’s clear how it will enhance performance.
- **Signing bonus.** A signing bonus is one-time money paid to a recent hire to help offset moving expenses, wardrobe, transportation, or other necessities of a new job. Not all employers award them, but it doesn’t hurt to ask.
- **Base salary.** This is the most difficult item to negotiate over and the most important for the candidate. Raises are calculated on base salaries, so small increments add up significantly over time.

**HOW TO NEGOTIATE**

Negotiating requires a deliberate process and a strategy. Each step needs to be executed with sensitivity to how the employer may respond. The best advice: Don’t negotiate without taking to someone. Call the career center and ask for an individual appointment. If they know you’re on a tight timeframe they will often slot you in quickly.

1. **Buy time.** After receiving an offer ask how soon the employer will need a response. Hopefully you will have more than a few days. This will give you a chance to fully evaluate the job and decide if you want to negotiate.
2. **Find out if it’s possible to negotiate.** It’s a good idea to allow a day to pass before posing this question back to the employer. Why? You’ll want the employer to know you’ve thoroughly reviewed the offer before taking this step. Otherwise it may seem like you’re just haggling to get as much as you can. If the employer is open to negotiating, explain that you will respond quickly with some thoughts.
4. **Determine a strategy.** Under what terms would you accept the offer? As stated, which means you would still accept if the employer doesn’t budge (and suggests you might not want to negotiate at all)? With some incremental increase (which might be less than you actually ask for)? Know where you stand for every possible response.
5. **Compose a thoughtful counter offer.** In an email, spell out your thinking on why you are asking for a higher salary or other allowance. Share the calculations for how you arrived at the figure and the sources for your reasoning. “Bookend” the note with affirmations of the opportunity; that is, begin the note with words that express how excited you were to get the offer and finish with how great it’s going to be joining the team. Frame the negotiation as the only item you need to resolve in order to say “yes.” IMPORTANT: send the email before the deadline you were originally given.
6. **Follow up with a phone call.** A few hours later or the next morning. Negotiations are personal and need to be done with lots of sensitivity. Your emailed counter offer gave the employer a chance to understand your priorities and concerns before a conversation occurs. But you will talk through the negotiation.
7. **Conclude with poise and tact.** If the employer agrees to your terms, express excitement and gratitude. If the employer meets you halfway—and that’s enough for you to say yes—express excitement and gratitude. If the employer doesn’t move through or says no, express gratitude and indicate that you still need some time to consider the offer. Follow up the next day with a phone call and politely decline. Again, express gratitude for the offer. (You never know when your paths will cross again.)
Company Benefits

The benefits that accompany a full-time job salary may represent a substantial portion of the overall offer. Benefits that cover key costs that would otherwise be big out-of-pocket expenses can differentiate a good offer from a great one.

What kinds of benefits can you expect at your first job out of college? That depends. Not all benefits programs are created equal, and most have certain rules, limitations and exclusions, particularly in regard to health plans. The benefits described below will give you a general overview of what many companies offer employees:

GENERAL OVERVIEW OF BENEFITS
COMPANIES MAY OFFER

- Medical insurance. The most basic and important benefit you can receive.Limits an employee’s financial liability in the event of illness or injury and often covers routine physicals.

- Disability insurance. Provides income in the event of a long-term disability.

- Life insurance. Provides benefit payment to family members in the event of the employee’s death.

- Dental insurance. Basic dental coverage usually includes cleanings, scalings and x-rays.

- Prescription drug plan. Typically allows employees to pay a fixed co-payment for each prescription.

- Vision. Covers the cost of eye exams and corrective lenses.

- Retirement plans. The most common are employee-funded 401(k) plans supplemented by matching funds from the employer. In some companies there is a specified waiting period before new employees can participate.

- Flexible spending accounts. Allow employees to set aside untaxed dollars for dependent care and other health-related expenses.

- Tuition reimbursement. Covers the cost of continuing education as long as classes pertain to the job and certain grade levels are maintained.

- Vacation. A set number of days off with full pay. Longevity with the company may increase the number of vacation days awarded.

- Sick time. Paid leave in the event of illness.

There are also soft benefits that aren’t monetary but may make an offer more attractive. Flextime, for example, allows employees to partially determine the start or end time of a work day as long as core hours—typically between 10:00 AM and 3:00 PM—are respected. Similarly, telecommuting (working virtually from home) may be allowed under certain circumstances. Depending on the industry or professional field, there may be a flexible dress code. Or, if it’s a formal environment, there may be “dress down Fridays” that allow employees to wear business casual.

Understanding all the components of a benefits package takes time. It can be helpful to consult with a human resource or experienced professional familiar with benefits.

Adapted from John Martalo, a freelance writer based in San Diego.

The following is a selection of cities where many graduating students accept offers. The cost of living index is based on the composite price of groceries, housing, utilities, transportation, health care, clothing and entertainment in each city listed. Use the calculation to compare salaries in different cities. For further information about the data below, refer to www.bestplaces.net/cost-of-living.

To compare information from other sources, refer to these websites:

- www.salary.com

The cost of living index is based on the composite price of groceries, housing, utilities, transportation, health care, clothing and entertainment in each city listed. Use the calculation to compare salaries in different cities. For further information about the data below, refer to www.bestplaces.net/cost-of-living.

To learn more, visit Loyola.edu/graduate

Office of Graduate Admission
graduate@loyola.edu
410-617-5020
800-221-9107 ext. 5020
**Marketing Your Liberal Arts Degree**

As liberal arts graduates enter the job market, their direction may not be as obvious as that of their technically trained counterparts. For the most part, engineering or computer science majors know exactly where to target their efforts. Liberal arts majors are less fortunate in that regard—such a heading cannot be found in the want ads. Yet if they learn to target their aptitudes, they have as good a chance as anyone to find meaningful work.

What you need to do, explains one career advisor, is to find out what you really want to do—regardless of your major. Students often ask, “What can I do with a major in philosophy?” That’s the wrong question. The real questions are, “What fascinates me? How can I connect my interests with a job? What do I really want to be doing in 20 years?”

Once you have answered those questions, look at possibilities for matching your interests with a job. There are more options than you might think. Don’t get stuck on titles. As a liberal arts major, you have to do much more work in terms of researching different job markets and finding out where there is a demand. Conduct in-depth research on any companies that appeal to you, and try to match their needs to your wants. You must be specific, however. It is possible to be too general, too open and too flexible.

To be successful, you should combine your long-term vision with short-term specificity. Present yourself to your potential employer as someone who both understands the broad goals of the company and has the ability to grow and contribute in the long run. But most importantly, show how you can excel in that specific job. As you will see below, many of the top skills employers seek can be found in your liberal arts major. Once you’ve taken the time to determine your real interests and have set some long-term goals, map out a plan—long- and short-term—on how to get there.

Your liberal arts education has equipped you to take a broad topic and research it. Use those skills to make the connection between what you want and what companies need. Once you find job descriptions that match your long-term interests, set about shaping your resume and, if need be, getting the additional specific skills, training or certification to get that first job.

Your first job may not match your long-term goal. But it’s the first step. And that, at this point, is the all-important one.
Federal Employment

The Largest Employer in the U.S.

Federal agencies hire thousands of new employees each month. With the University of Maryland’s close proximity to Washington D.C., it is an employment option UMD graduates frequently use. Visit Careers.umd.edu/CareerLinks for useful federal job hunting links.

Getting a Job with the Feds

Each agency manages its own hiring. The U.S. Office of Personnel Management (OPM) simplified the federal job search by developing USAJOBS (USAJOBS.gov). The site lists most, but not all, federal jobs.

It is very important to have in hand or save online the full vacancy announcement, the appropriate forms, the closings/deadline dates for applications, specific duties of the position, whether a written test is required, educational requirements, etc. Then follow the application instructions. Most Federal jobs can be applied for by submitting a federal-style resume using the Resume Builder at USAJOBS. Some applications require special forms available at the agency’s website or at OPM.gov/forms or additional steps. Read the vacancy announcement.

How do I locate agencies of interest?

Use the resources below to research and identify agencies of interest based on their mission statement, mission-critical hiring needs, areas of work, populations they serve, etc. Create an agency target list by writing down all federal agencies that spark your interest.

- The Partnership for Public Services oversees a survey of the Best Places to Work in the Federal Government.
- The Partnership also offers information on the mission-critical positions in current demand in their publication Where the Jobs Are: Data wherethegojobsare.gov/ via home.
- Even the smaller organizations hire for a variety of positions. You may even have less competition. Review a list of all federal agencies and departments: USA.gov/directory/federal-agencies.

How can I network with the Feds?

Networking and information gathering are also important for a federal job. Learn about career positions by contacting federal employees and taking in job fairs and other official sources. Many agencies attend the University Career Center’s annual job fairs or participate in the Center’s panels and programs. Do not forget to consider internship (fall/spring) and summer programs.

When can I apply?

Applicants may apply for government jobs up to nine months before graduating. Appropriate documentation must be submitted (e.g., an official copy of your college transcript) at the time of application.

What are the Salaries Like?

Commonly, a federal position is ranked according to the level of responsibility and difficulty and assigned a grade based on the General Schedule (GS) classification. The grades range from GS-1 through GS-15, which correspond to salary ranges. Applicants with a bachelor’s degree enter at the GS-5 to GS-7 level. Special pay rates exist for high-cost cities and areas, such as the Washington D.C. metropolitan area, and certain occupations.

For more information visit OPM.gov/policy-data-oversight/pay-leavesalaries-wages/
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.

Additional information about the employment process and related topics can be found through the Center’s website at www.Careers.umd.edu and elsewhere on the Internet.

WORKING FOR A NONPROFIT ORGANIZATION

Are you looking for more from your future career than just a steady income? Do you find the traditional employment track unappealing? Do you want to impact your community or the world? Then a career in the nonprofit sector may be the answer.

WHAT IS A NONPROFIT?

Nonprofits (also known as not-for-profits) are organizations that promote a cause or provide a public service and are granted tax-exempt status by the Internal Revenue Service under section 501 of the Federal Tax Code. Nonprofits are often at the forefront of advocacy, social issues and scientific research. Some manage and promote the arts, culture or even history in communities across the nation. Political and labor groups are nonprofit organizations, as are professional and trade organizations. The broad category of nonprofits also includes non-governmental organizations (NGOs) that provide essential services to areas affected by war or natural disasters. Some promote environmental issues on an international scale.

IS A NONPROFIT RIGHT FOR YOU?

Most nonprofit employees are not motivated by money or a prestigious title. They find fulfillment in a career that contributes to the welfare of others or advances a particular cause and often work with people with shared idealism and passion. Unlike the private sector or government, there are usually endless entry-level opportunities where related experience is not required. But working for a nonprofit is not all bliss and passion, nor is it an escape from work-related stress. Nonprofit employees may not have to meet sales goals or make money for their shareholders, but they are still held accountable for their decisions by their funding sources and constituents. Some organizations are highly politicized. Resources tend to be limited for staff development, bonuses or the latest equipment. Nonprofit workers learn to work effectively with a broad range of people, including clients, elected officials, volunteers, donors and local civic leaders.

OPPORTUNITIES

Reviewing the current job openings in the nonprofit sector, you will see a broad range of jobs. Positions with arts organizations can include curators, writers, performing artists and event planners. Health agencies often hire counselors, researchers and lobbyists. All nonprofit companies require the services of grant writers, fundraisers (also known as development officers), accountants, information technology workers and office managers. While idealism and passion may be the fuel to energize an organization, solid administrative skills including writing, strong interpersonal skills, multiple business and political contacts, and good business acumen are highly valued and required to ensure the stability and longevity of an organization.

Will I earn enough?

The wide variety of agencies in staff size, organization budget and scope of services makes providing a salary range difficult. The salary of the executive director of the Red Cross could be six figures, while the executive director of a two-person local organization may be in the low 30s. The Chronicle of Philanthropy (Philanthropy.com) periodically publishes the salaries of top executives in nonprofits. In general, the larger an organization and the wider its scope, the greater the salary—though it may still be below the national average. Career advancement is also more likely within a larger organization.

HOW TO FIND NONPROFIT POSITIONS

Talk to others in the field to help decide if the nonprofit sector is for you. Schedule appointments with three or four directors and program administrators to learn the differences (and similarities) between agencies. Ask about the traits of people typically hired and job types available. Learn what makes the field satisfying—no matter frustrating. Ask about pay, advancement and how they’ve sought skills. Read about different agencies, and volunteer with an agency of interest to become acquainted with the staff and services. Volunteer positions sometimes become paid positions or provide solid leads and the “inside track” to paid positions.

SEARCH RESOURCES

- Idealist (Idealist.org): Comprehensive job, internship and volunteer listings
- Career/Emp (Careers.umd.edu): Set up an industry search for the “nonprofit sector”
- National Scholarships Office (Scholarships.umd.edu): Detailed listing of Washington, DC internships with nonprofits, think thanks and embassies
- Americorps (NationalService.gov): Federal program offering extensive service opportunities, typically (though not always) completed after graduation from college

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 your network, reading industry publications and attending professional meetings and regional conferences.

BUILD YOUR NETWORK

Communicate with the 5 Fs:
- Family
- Friends
- Faculty
- Fellow Students
- Foundations/Associations (AMA, APA, ABA)

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 candidates, 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”)
- Professional social networking sites

TIPS FOR FINDING A JOB

- Begin internship search early
- Target multinational firms
- Apply to firms with a good reputation for hiring international students
- Be knowledgeable about the visa paperwork and process to obtain an internship

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 fair and company information sessions to inquire about employment opportunities and to practice your networking skills.

STRENGTH 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.
- Self-promote.

Positively promote yourself and talk with confidence about your education, relevant skills and related experiences. But, it can be especially difficult for individuals from cultures where talking about yourself is considered inappropriate.
- 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.
- Lookout for nonverbal clues, such as follow-up questions that don’t match your responses or sudden disinterest on the part of the interviewer.
- Make sure you express proper nonverbal communication; always look directly at the employer in order to portray confidence and honesty.

Written by Rosita Smith.
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 little prior experience with persons with disabilities and you actually read with discomfort or even shock to the appearance of a wheelchair, cane or unusual physical trait. This scenario robs you of the opportunity to present your credentials and could prevent the employer from identifying a suitable, qualified candidate for employment.

Interviewing is not a passive process where the interviewer asks all the questions and you respond with 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. You may have to inform the employer of potential, reasonable accommodations that you will need to perform the job tasks.

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 employment 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 prepare carefully. If you will say before making initial contact, 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.

TO DISCLOSE OR NOT TO DISCLOSE

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. 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 to disclose your health or disability on an employment application and the truth is unknown 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 for the job interview. Take the time to prepare carefully. If you will say before making initial contact, 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 Guide.

During the Interview

1. Address any visible disability (if you have not done so already).
2. Maintain 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.
Is Graduate School Right for You?

At some point in your college career, you must decide whether or not to attend graduate school. Here are some pointers to help you make an enlightened decision.

1. SHOULD I CONSIDER GOING TO GRADUATE SCHOOL?

Going 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 maximize future earning potential and career advancement.
• are deeply interested in a particular subject or field, and wish to study it in-depth — AND have the time and financial resources to devote to further education.

Going 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 able to devote 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 want 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 can’t afford graduate school now, and haven’t applied for any scholarships, grants, fellowships or assistantships, which could pay for a great deal of your education.

Go 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 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.
• you worry whether you’ll have the discipline (or motivation) to write papers and study for exams in a few years.

3. I’M BROKE. HOW WILL I PAY FOR TUITION, BOOKS 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 pay for you to continue your education? The catch is they usually expect you to continue working for them after you complete your degree to 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’re able to complete your degree sooner.
• you can totally commit your intellectual, physical and emotional responsibilities and real bills.
• 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.
• employers may pay for part (or all) of your degree.

5. ASSUMING I WANT TO GO TO GRADUATE SCHOOL IN THE NEAR FUTURE, WHAT SHOULD I DO NOW?

a. Identify your true strengths, interests and values to discover what is right for YOU — not friends or parents.

b. Keep your grades up and sign up (and prepare) to take the required standardized tests.

c. Talk to faculty, friends and family who have gone to graduate school to get their perspective about the differences between undergraduate and graduate life.

d. 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.

e. Investigate creative ways to finance your education — by planning ahead you may reduce your debt.

f. Research graduate schools to help you find a good match.

g. Investigate the admissions process and the current student body profile of your targeted schools to evaluate your probability for admission.

h. Have faith and APPLY! You can’t get in unless you apply.

Written by Roslyn J. Bradford.

PERSONAL STATEMENT GUIDELINES

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? When you choose the college you want to attend?

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, clerical staff, friends in 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 a positive way. 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 spe-

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.


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 Office of Career Services at Rutgers University, New Brunswick Campus.
COMING OUT OF YOUR SHELL...

...and check out the graduate programs at Marymount University.

(WE'RE JUST ACROSS THE RIVER!)

- Business
- Counseling
- Cybersecurity
- Education
- English and the Humanities
- Forensic and Legal Psychology
- Health Care Management
- Health Education & Promotion
- Human Resources
- Information Technology
- Interior Design
- Nursing
- Physical Therapy

As a University of Maryland grad, you know the rich cultural and social opportunities our region offers. Marymount allows you to continue your studies in a truly capital location.

You’ll always proudly be a Terp, but we encourage you to take advantage of world-class graduate studies options and be a Saint.

Marymount University

grad.admissions@marymount.edu
(703) 284-5901  •  www.marymount.edu

We Have Over 11,000 Success Stories.
Yours Should Be Next.

At St. George’s University School of Medicine, it’s all about success. The University’s strong curriculum and award-winning academic support services are focused on your success from day one—and the proof is in our results:

- **98% Exceptional USMLE Scores**
  A 98 percent pass rate for first-time test takers of the USMLE Step 1 in 2013.¹

- **#1 Consistently Successful Residency Placement Rates**
  SGU is the number one provider of doctors into first-year US residencies for the last three years combined.²

- **770+ Competitive Residency Specializations**
  More than 770 graduates obtained residencies in the US and Canada in 2014, many in highly competitive residency programs, with graduates specializing in everything from neurology and diagnostic radiology to surgery and pathology.³

**Scholarship Opportunities**

We don’t just encourage excellence—we reward it.

Last year, St. George’s University awarded more than $4 million to incoming students through an array of academic scholarships.

SGU is authorized by the US Department of Education to administer student loans for qualified US students—one of few international schools permitted to do so.

**Apply Now at www.sgu.edu/apply**

**Exceptional USMLE Scores**

A 98 percent pass rate for first-time test takers of the USMLE Step 1 in 2013.¹

**Consistently Successful Residency Placement Rates**

SGU is the number one provider of doctors into first-year US residencies for the last three years combined.²

**Competitive Residency Specializations**

More than 770 graduates obtained residencies in the US and Canada in 2014, many in highly competitive residency programs, with graduates specializing in everything from neurology and diagnostic radiology to surgery and pathology.³

**Speak to a newly matched graduate to learn more**

PATRICK SMITH, MD ’14
Family Medicine
MedStar Franklin Square Medical Center
Baltimore, MD

“At St. George’s, not only was I set up to excel on my board exams and stand out during clinical rotations, but I was able to learn great bedside manners. During my clinical rotations, it was clear that building relationships with patients is as important as strong clinical knowledge, and St. George’s helped me foster both so that I will be ready to provide great care to my patients when I get to Baltimore.”

1 Data as of March 2014
2 According to published information as of April 2014
3 Data as of May 2014
LAUNCH YOUR CAREER WITH THE MAKERS OF MATLAB AND SIMULINK

MathWorks is the company that develops MATLAB® and Simulink® – the software that transforms the way engineers and scientists think and work. We hire smart people who want to make a difference.

Find opportunities in:
Computer Science  •  Mechanical Engineering  •  Electrical Engineering

Apply today: mathworks.com/jobs/grads