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: Drop-in and by appointment | Resource Room: Check website or call for hours

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THE PRESIDENT’S PROMISE
Each student has the chance to engage in a special experience and the opportunity for extraordinary personal growth.
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SMART
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PART OF THE NATIONAL DEFENSE EDUCATION PROGRAM

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- Systematic modules for job seeking and career development
- 1832 professional mentors with 8 years of experience in average
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Scan the QR Code and comment (UMD) to get FREE services listed above and learn more about.Resource Revision. Mock Interview. Global Referral. VIP Coaching etc.

A Leading E-Learning Career Development Platform -
Future Focused

Lawyers need to contend not only with what has happened but what will happen. Kline Law students hit the workforce with hundreds of hours of hands-on training, through our signature Co-op externships, clinics, and pro bono opportunities. What better way to learn how to prosecute a case, or close a deal, than to... prosecute a case or close a deal? What happens in our classrooms is only half the story. We don’t just train lawyers. We prepare lawyers for future careers.

Drexel University Thomas R. Kline School of Law
drexel.edu/la-career-guide

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 for you.

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 success story at ter.ps/UCCStory. If we use your testimonial, you’ll get a free CAREER the Turtle Tee!
**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 career area(s) of interest.
- Begin planning for The President’s Promise opportunities such as research, study abroad, student leadership or volunteerism.
- Explore your interests through work-related experiences, job shadowing and speaking with professionals in a variety of occupations.
- Develop targeted resume(s) and cover letter(s) and have them critiqued at the Center.
- Register for PSYC123: The Psychology of Getting Hired to learn what influences the hiring process and how to develop your competitive edge.
- Attend Center fairs, career panels, workshops and networking events.

**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, use Terrapins Connect for career and job search advice and conduct informational interviews.
- Establish and maintain your professional media presence through such networks as LinkedIn, Twitter and Blogger.
- Update your Careers4Terps account.
- Attend career and internship fairs, networking events and employer site visits to learn about professional opportunities.
- Maintain a good academic record. Employers see grades as an objective measure of your abilities and time management skills.
- Bring in updated targeted resume(s) and cover letter(s) for critiques at the Center.
- Register for PSYC123: The Psychology of Getting Hired to learn what influences the hiring process and how to develop your competitive edge.
- For students looking for that first internship Register for EDCP108: Academic Transitions to Internships to engage in the full experience of searching for an internship.

**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 well you do and practice your 30-second “commercial/elevator pitch.”
- Interview with 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.
- Continue building your professional brand via social media.
- Update your targeted resume(s) and cover letter(s), and have them critiqued at the Center.
- Develop relationships with professionals who could serve as references.
- For Potential Graduate Students Familiarize yourself with graduate or professional school admissions procedures.

**FOURTH YEAR: TRANSITION**
- Strategize your upcoming job search with Center staff.
- 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.
- Research prospective employers thoroughly before interviews.
- Present your qualifications to employers attending Career & Internship Fairs.
- Take advantage of the On-Campus Interviewing (OCI) Program for full-time jobs.
- Continue to network and conduct informational interviews with employers of interest.
- For Potential Grad Students Have your personal statement critiqued for graduate or professional school applications.

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

**NETWORKING EVENTS**
Connect with alumni and employers during the academic year.
- Opportunities include:
  - resume and mock interview clinics
  - career and employment panels and industry meetups
  - job shadowing and informational interviews
  - career and internship fairs
  - employer networking sessions

**INTERN FOR A DAY**
Visit host sites for one day internship/shadowing experiences.
You may attend meetings, participate in informational interviews with other staff members or work on small projects.

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

**CAREER COURSES**
- PSYC123: The Psychology of Getting Hired • 1-credit (online) Looks at what’s behind the hiring process, applies psychological principles and strategies for landing internships or other jobs. Freshman/Sophomore standing.
- EDCP108: Academic Transitions to Internships • 1-credit (online) Engages you in the full experience of searching for an internship. For students looking for that first internship!
- UNIV099: Internship Seminar • 0-credit Complements supervised work experiences and assures that experiences are noted on your transcript.

**TERRAPINS CONNECT**
Connects students with alumni and webinars for career and job search advice. https://terrapinsconnect.umd.edu
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 these. 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 of most 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. This timeline can be changed depending on the field you are pursuing, so do your research!

Do I get paid for my internship?
Some internships are unpaid; however, some pay regular hourly wages or offer a small stipend. Be aware of the U.S. Department of Labor’s Fair Labor Standards Act which helps determine whether interns must be paid the minimum wage for the services that they provide to “for-profit” private sector employees.

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

How do I receive academic credit for an internship?
You need to arrange credit with your department or contact University Career Center staff for assistance.

HELPFUL INTERNSHIP WEBSITES

Careers4Terps: Careers.umd.edu/careers4terps
Federal Government internships: usa.gov
Non-profit internships: idealist.org
All industries: indeed.com, internships.com and industry-specific websites.

BRIGHT FUTURES: INTERNSHIP SCHOLARSHIP

Our Center accepts scholarship applications for unpaid internships with nonprofit or government agencies. For more information on this undergraduate opportunity, visit: go.umd.edu/brightfutures

www.PresidentsPromise.umd.edu

The internship search can feel overwhelming. This checklist breaks down your search into smaller, more manageable steps. Start checking off as many of these activities as you can and you will be on your way to landing an internship!

INTERNSHIP SEARCH TIMETABLE & CHECKLIST

The internship search can feel overwhelming. This checklist breaks down your search into smaller, more manageable steps. Start checking off as many of these activities as you can and you will be on your way to landing an internship!

WWW.PresidentsPromise.umd.edu
Qualities Desired in—College Graduates

**ENERGY, 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

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

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

**Adapts Textbook Learning to the Working World**

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

**Knowledge of Computers**

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

**Communication 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; understands group dynamics
- Always willing to help others
- Mature, poised and personable
- Diversity aware; treats others with respect and dignity

**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

**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 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.
Preparing Your Resume

Did you know the average amount of time an employer spends reviewing a resume is 30 seconds? This means that you have to put in the work to make it stand out.

How do you accomplish this? For starters, clarity and brevity are important qualities for your resume, but the information you provide must also be RELEVANT. 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.

SUGGESTED CONTENT

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

Objective:
A brief statement of the type of position for which you wish to be considered. May be stated (1) by job title, (2) by level or type, (3) in terms of the skills you wish to use or develop, or (4) as a combination of all three.
• 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 academic, organizational and interpersonal skills.
Don’t forget to tailor your objective for each employer that you contact.

Education:
• Begin with most recent degree (omit high school).
• Include degree received or anticipated (Bachelor of Arts, Master of Science, etc.) major (concentration), minor and last institution/organization.
• GPA if it is 3.0 or higher.
• Academic honors, scholarships and awards (Dean’s List)
You may also include a subsection that lists relevant coursework related to the position
• Study abroad experience

Experience:
• List job/position title
• Organization/company name
• Location (city, state) Dates (month/year)
• Always start with action verbs, such as “collaborated, wrote, designed and implemented,” to describe job tasks, activities performed and accomplishments.
• Emphasize what you have learned, such as ability to work independently or on a team.
• Provide specific examples and quantify accomplishments using statistics and numbers to strengthen your resume.
• Include paid experiences, such as full- and part-time work, internships, summer jobs and assistantships.
• Don’t forget unpaid experiences, including volunteer positions, internships, extended research projects, extra-curricular activities, coursework, or class projects that often lead to the acquisition of valuable 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)

Non-Academic 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 or use the phrase “References available upon request.”

INSIDER INFORMATION (THE LEGAL KIND)

Gain an edge in your job search by conducting preliminary research on the organizations where you want to work. Investigating an organization’s mission, goals, values and needs is a process necessary in identifying which organizations to focus on and those that are going to be a good fit for you.

UMD Resources for Research
• Careers4Terps: In addition to giving you access to full-time, part-time and internship positions, Careers4Terps provides information about employers and their UMD contacts. These employers want to hire UMD students!
• Vault: Log in through C4T for employer/industry insights, rankings and reviews.
• Terrapins Connect: Set up an appointment to meet virtually with an alumnus for a career conversation, resume tips or mock interview. Free for students/alumni.
https://terrapinsconnect.umd.edu
• Career Fairs: The University Career Center & The President’s Promise hosts a variety of Career & Internship Fairs every year that offer an abundance of opportunities to discuss your qualifications with employer representatives, many of which are UMD alumni.
• Special Events & Employer Information Sessions: Check the calendar at careers.umd.edu for updates on Career Center events as well as Employer Information Sessions that can not only help you with job search skills, but also give you insider information on what organizations are looking for in new hires.
• Bottom Line: Employers expect you to exhibit knowledge of their organization in your cover letter and during interviews. Finding out as much as you can about an organization will give you a competitive edge and convey your interest in working for them.

Other Online Resources
• Organization Web Sites: Most organizations maintain extensive sites that include information regarding their organization’s history, mission statement, community involvement, special events, executive bios or even past annual reports. This information can be found under Careers, About Us, or Contact Us sections.
• Social Media: Many organizations maintain a social media presence on sites such as Twitter, Facebook and LinkedIn. Through these feeds/pages, they provide important news and occasionally job postings. LinkedIn can be helpful to see if any employees are UMD alumni or what positions they held before their current one. Before connecting with organizations on these sites, make sure that your own social media presence is a professional one.
• Industry Specific Publications/Journals: Subscribing to online or print publications in your career field can keep you updated on new practices in your industry.
• Search Engines: Just google it! A simple search through an online search engine can lead you quickly to helpful information or bring up news articles involving the organization.

1. Too long. Most new graduates should restrict their resumes to one page, if you have trouble condensing, get help from a career services professional.
2. Typographical, grammatical or spelling errors. These errors suggest carelessness. Have at least two people proofread your resumes. Don’t rely on your computer’s spell-checkers or grammar-checkers.
3. Hard to read. A poorly typed or copied resume looks unprofessional. Use a plain typewriter, no smaller than a 12-point font. Asterisks, bullets, underlining, boldface type and italics should be used only to make the document easier to read, not fancier. Again, ask a professional’s opinion.
4. Too verbose. Do not use complete sentences or paragraphs. Say as much as possible with as few words as possible. “A,” “an” and “the” can almost always be left out. Your resume should include appropriate industry keywords, but be careful in your use of jargon and avoid slang.
5. Too sparse. Give more than the bare essentials, especially when describing related work experience, skills, accomplishments, activities, interests and club memberships that will give employers important information.
6. Irrelevant information. Customize each resume to each position you seek (when possible). Emphasize only RELEVANT experience, skills, accomplishments and activities. Do not include information that would be illegal or inappropriate if asked about in an interview. This includes: marital status, age, gender, religion, etc.
7. Obviously generic. Too many resumes scream, “I need a job—any job!” The employer needs to feel that you are interested in a particular position and want to work for their specific organization.
8. Too snazzy. Of course, use good quality bond paper, but avoid exotic fonts, colored paper, photography, binders and graphics. The exceptions for this rule are artistic positions, such as graphic designers.
9. Boring. Make your resume as dynamic as possible. Begin every statement with action verbs, using them to describe what you have accomplished in past jobs. Don’t forget to also include language specific to the field in which you are applying. Also, avoid repeating words by using an online thesaurus.
10. Too modest. The resume showcases your qualifications in competition with other applicants. Put your best foot forward without misrepresentation, falsification or arrogance.
Using action verbs to describe your experiences will infuse your resume with energy. Whenever possible, use verbs that represent functions of the job you are seeking. The categories that follow are an ample representation of the roles and skills that students utilize and employers seek. Remember to use present tense verbs for current activities and past tense verbs for completed activities. Also, try not to use the same verb twice: the thesaurus in your word processing software should provide more than enough possibilities.

**EXPERIENCE SECTION(S)**
- Does each experience include position title, organization name, location and date/duration? Student, class and university included if the experience was a course project?
- Do your bullet points start with strong action verbs?
- Do your bullet points identify the knowledge, skills and abilities utilized in that position?
- Do your bullet points effectively describe what you did, how you accomplished it, why the task was important, and/or what impact your performance had within the organization?
- Are your experiences described in ways that support your objective and do you use career field specific language?
- Have you included keywords that are found in the job description?

**ADDITIONAL EXPERIENCE & SKILLS**
- Are relevant non-work experiences, extracurricular activities, volunteer work, leadership roles, etc. included in an additional section?
- Is your “Skills” section limited to technical and language skills relevant to the position that you are seeking?

**REFERENCES**
- Does your resume exclude names of references or the phrase: “References available upon request”?

**BOTTOM LINE**
- Overall, are you proud of the way your resume looks and reads? Have you made the key information easy to find and understand? Can you provide a rationale for each piece of information included (in terms of relevance)?
- Lastly, the purpose of a resume is to obtain an interview. If you were an employer, would you want to interview the person represented by this resume?
Samples of Work Experience

**Sports Staff**
- Planned comprehensive sports curriculum for 100 campers
- Provided instruction in sporting techniques through effective verbal communication and physical enactment
- Designed innovative approaches to ensure equal participation of all involved campers

**Camp Counselor**
- Supervised a special-needs camper’s engagement in daily camp activities
- Developed a specialized agenda and facilitated group activities
- Received “Staff Member of the Session” award three times

**Sales Associate/Visuals Coordinator**
- Assisted customers in 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

**Undergraduate Research Assistant**
- Selected for faculty research project with Undergraduate Director of Government & Politics department
- Coordinated research in the Interpersonal Relationships Lab, translating basic science principles into therapeutic interventions
- Oversee lab’s daily activities and 14 other undergraduate assistants, and standardized all psychological measures used within the lab
- Surveyed participants in an attachment study and coded data
- Interviewed Research Assistant (RA) applicants for the next semester, evaluated applications, and chose new RAs

**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?

**Talent Scout 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 social media, advertisements and other marketing materials
- Managed the benefit Youth Concert Series that attracted 200 attendees

**Internship**
- Marketing Intern
  - ABC Agency, Washington, DC
  - 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 you measure your level of success while tutoring and after graduation? How? Why?
- What made you interested in working in a research lab?
- What skills have you gained from this research experience that you plan on using if you are offered a job here?

**Resident Assistant**
- Planned three community development programs per semester for 150 residents
- Referenced residents to campus services and programs
- Assisted students in finding proper sizes, assembling outfits and finalizing purchases
- Gained crisis management and conflict mediation skills
- Served as liaison between University residents and Resident Life administrators
- Managed the benefit Youth Concert Series that attracted 200 attendees
- Selected by management to train new servers on operations and customer service
- Provided quality customer service in a fast-paced environment (at least five tables per hour)

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

**Student Office Assistant**
- Provided administrative and programmatic support to office events
- Designed print and electronic promotional materials for direct distribution and Twitter posts
- Coordinated AV and room set up for workshops and panels
- Greeted program attendees and processed event registrations
- Researched and communicated feedback on papers and assignments
- Planned comprehensive sports curriculum for 100 campers
- Provided instruction in sporting techniques through effective verbal communication and physical enactment
- Designed innovative approaches to ensure equal participation of all involved campers

**TALENT SCOUT ASSISTANT**
- Initiated contact with up and coming artists for possible representation
- Helped promote and distribute artists in both physical and digital markets
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- Surveyed participants in an attachment study and coded data
- Interviewed Research Assistant (RA) applicants for the next semester, evaluated applications, and chose new RAs

**Potential Interview Questions:**
- How did you measure your level of success while tutoring and after graduation? Why? Why not?
- What made you interested in working in a research lab?
- What skills have you gained from this research experience that you plan on using if you are offered a job here?

**Customer Service Representative**
- 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 customer needs

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

**LEADERSHIP**
- President
  - TerpThon, College Park, MD
  - Coordinate Fall new member campaign; increased membership 15%
  - Manage yearly budget of $58,000; prepared proposal for student government funding allocation
  - Enhanced organizational skills by coordinating event logistics such as scheduling volunteers, making room reservations, preparing meeting agendas, and overseeing social media marketing efforts

**Potential Interview Questions:**
- How did you handle personality conflicts with members of your organization?
- How did you assess the success or failure of your events?

**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?
- How did you measure your level of success while tutoring and after tutoring your student(s)?

**Undergraduate Research**
- Research Assistant/Lab Coordinator
  - March - May 20XX
  - Department of Psychology, College Park, MD
  - Conducted research in the Interpersonal Relationships Lab, translating basic science principles into therapeutic interventions
  - Oversee lab’s daily activities and 14 other undergraduate assistants, and standardized all psychological measures used within the lab

**Potential Interview Questions:**
- How did you handle personality conflicts with members of your organization?
- How did you assess the success or failure of your events?

**Articulating Experiences for Resumes & Interviews**
Sample Resume

Undergraduate

Angelo Torp
145 Main Rd, Rodgersville, MD 20579-1004
(301) 555-1234 • info@angelo.com • https://www.linkedin.com/in/angelo-torp

Objective
Research animal practices using computer science, communication, and molecular skills.

Experience
- Senior Dillard Award, presented annually to “The Most Outstanding UMD Graduating Senior in Economics”
- Managed approximately $5,000 worth of capital to ensure revenue for future activities.
- Maintained the financial statements and balance sheets for all of fraternity’s expenses and accounts.

Research Analyst Intern, Decision Tek, LLC, College Park, MD
- Conducted cold calls on behalf of wealth management team with a focus on high-net worth individuals.
- Developed industry-specific research projects, collected data, and wrote weekly reports.

Research Analyst position using forecasting, communication, and statistical skills.

Skills
- Social Media tools, and Emerald, MS Excel, MS Word, MS PowerPoint, Photoshop
- SPSS software, SATA (Data Analysis and Statistical Software), Argo, QuickBooks, Dtools, MATLAB, World Financial Center, New York, NY

Activities
- Member of UMD Undergraduate Student Government
- Volunteer at Boice-Willis Clinic, Rocky Mount, NC
- Staffer at University of Maryland Counseling Center, College Park, MD
- Volunteer at Catholic University of America, Washington DC
- Intern at Boice-Willis Clinic, Rocky Mount, NC

Leadership Experience
- Treasurer, Alpha Delta Delta, College Park, MD
- Managed financial responsibilities on fixed budgets as well as researched and organized activities to raise funds.
- Led a group of five students interviewing doctors from local hospitals.

Education
Bachelor of Science, Community Health May 20XX
University of Maryland, College Park
- Related Coursework: Methods and Materials in Health Education, Health Behavior, Human Anatomy and Physiology
- Expected December 20XX

Research Analyst, Decision Tek, LLC, College Park, MD
- Conducted cold calls on behalf of wealth management team with a focus on high-net worth individuals.
- Developed industry-specific research projects, collected data, and wrote weekly reports.

Position in bioinformatics using knowledge of genetics, lab skills, programming skills and interpersonal analysis.

Sara P. Health
775 Blue Court Hilltop, FL 33310
(850) 555-1234 • sphealth7@gmail.com

Objective
Profile
- Skilled in performing a variety of tasks, from computer work to human interaction.
- Design and develop creative solutions using Adobe Photoshop and Design

Education
Bachelor of Arts in Health Art, Graphic Design Track Expected May 2023
University of Maryland
- Related courses: graphic design, photography, digital media

Experience
- Illustrate and design images to be used in various media, including advertising and promotional materials.
- Assist in the design and layout of publications, websites, and brochures.

Profile
- Skilled in performing a variety of tasks, from computer work to human interaction.
- Design and develop creative solutions using Adobe Photoshop and Design

Education
Bachelor of Arts in Health Art, Graphic Design Track
- Related courses: graphic design, photography, digital media

Experience
- Illustrate and design images to be used in various media, including advertising and promotional materials.
- Assist in the design and layout of publications, websites, and brochures.
Canvassed and operated a phone bank for the campaign office in Prince George’s County.

Member, Cyber Security Club, UMD, August 20XX – Present
Member, Intramural Soccer, UMD, September 20XX – Present

HONORS: Pimannum Honor Society (April 20XX); The National Society of Collegiate Scholars (November 20XX)

Relevant Coursework, Licenses and Certifications:

GPA: 3.4 Bachelor of Arts in Psychology

ORGANIZATIONAL SKILLS:

Supported office. Logged written details related to judiciary, maintenance, and program evaluations into a secure campus support offices. Educated residents on public safety rules and communicated infractions to the appropriate resource referrals to students on an individual basis by analyzing their needs and providing contact information to

COMMUNICATION SKILLS:

Supervised a floor of 40 residents and created programs and activities designed to meet the needs of residents on the floor. Prepared floor-wide mailings and emergency notices.

FEDERAL

10 Berry Mill Road, Fairfax, VA 22030
amy.federal@gmail.com
• 000-000-0000

•  Identify the required skills for each position on
•  The USAJobs Resume Builder only offers a couple
Customize:
•  Some agencies may accept paper resumes at
•  If you are applying outside of USAJobs, follow all
Format:
•  Provide concrete examples of desired skills. Consider
USAJobs, use their “build your resume” feature to get
highlight your skills and experiences on your federal
agency. The intelligence community especially looks
those skills in your “Work Experience” section. Include examples of
USAJobs under the “Qualifications” section as well as
project, honor, or leadership experience.

More information is requested, compared to the
USAJobs “Vacancy Questionnaire”. Include examples of
in the “Vacancy Questionnaire”. Include examples of
your skills, including the tasks required, actions you
took and the results.

•  The STAR method to articulate specific examples
of your skills, including the tasks required, actions you
took and the results.

Sample Resume

Study Abroad  September 20XX - December 20XX
Phi Beta Kappa
US Cultural Criticism Ethnicity and Place in Literature
Literary Theory African American Women’s Fiction
The George Washington University, Washington, DC
Bachelor of Arts, American Studies  May 20XX
• 19th and 20th Century African American Literature
• 19th Century Anacostia organizations and communities for the
museums’ forthcoming “Across the River” exhibit celebrating Anacostia’s local and national

Thesis
“Mapping the Modern in Pauline Hopkins’

“Of One Blood”

and

•  Served as a designated person for information on teaching standards, classroom procedures, and educational mate

ADDITIONAL INFORMATION

Leadership Experience
Librarian and Supported Projects
University of Maryland, College Park, MD, May 20XX

•  Strong background in African American history, culture, and literature including over 8 courses

EDUCATION

•  Crisis Management
•  Financial Management
•  Critical Thinking

•  Performed archival research on 19th Century Anacostia organizations and communities for the

•  Provided personalized interim and end of the summer assessments for students noting their academic

•  Created daily lesson plans for middle schools students focused on increasing literacy and improving

•  Performed archival research on 19th Century Anacostia organizations and communities for the

MUSEUMS

of One Blood

and

•  Dedicated to African American and minority discourse.

African American Literature of the Nadir  19th Century American Literature
Transnational American Literature Caribbean Literature

Thesis
“Of One Blood”

and

• 19th and 20th Century African American Literature

African American Literature of the Nadir  19th Century American Literature
Transnational American Literature Caribbean Literature

“The New "Nubia": Representation of African Americans in Popular Culture”

Recipient Committee
Literatures of the African Diaspora Relationship between racial and gender perceptions and popular culture
19th and 20th Century African American Literature

“Of One Blood”

and

•  Served as a liaison between distribution centers, publishers and printers to ensure timely production of all
distribution changes, in store expansions, and receiving problems.

•  Worked as part of a team that coordinated the national launch of Marvel Comic Books in Barnes and

Marketing Analyst February 20XX - August 20XX
Coordinate UCC Maryland Day involvement—plan activities, coordinate logistics, and supervise team of
staff members and 10 student employees.

Product Manager June 20XX - February 20XX
•  Collaborated with editors on special marketing projects aimed at evaluating performance of cover
titles and series. Collaborated with marketing and sales team in the

Marketing Intern
February 20XX - March 20XX
Co-Op, University of Maryland College Park, MD

•  Content and distribution analytics—review readiness

•  Created SUM’s “Marine” focus group, plan assessments, coordinate logistics, and supervise team of

Marketing Manager
February 20XX - January 20XX
Co-Op, University of Maryland College Park, MD

•  Created and maintained weekly sales reports in addition to marketing communications for over 20

•  Designed and launched weekly sales reports in addition to marketing communications for over 20

Evoking literature in special program material aimed at preparing evolution of a

Friends of the Library
June 20XX - January 20XX

•  Service on Boards or committees dedicated to fundraising, operations, and public events.

•  Organized and coordinated weekly sales reports in addition to marketing communications for over 20

•  Designed and launched weekly sales reports in addition to marketing communications for over 20

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Friends of the Library
June 20XX - January 20XX

•  Service on Boards or committees dedicated to fundraising, operations, and public events.

•  Organized and coordinated weekly sales reports in addition to marketing communications for over 20
Dear [Name]:

I arrived in New York recently, and I hope this letter finds you well. I had the pleasure of meeting with you [date] regarding the [position] opening. I am writing to express my continued interest in the position and to reiterate my qualifications for the role.

As we discussed, I possess a strong [mention specific skills or qualifications relevant to the position]. My experience in [mention relevant experience or projects], along with my [additional skills or qualifications], makes me a strong candidate for the position. Additionally, my [mention any unique or relevant personal characteristics].

I have attached my resume for your review. It provides a comprehensive overview of my background and experience. I am eager to further discuss these qualifications and answer any questions you may have as we move forward.

Thank you for your time and consideration. I look forward to hearing from you regarding further steps in the process.

Sincerely,

[Your Name]

[Email]

[Phone Number]
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.

Send 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.

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.

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.
GET THE JOB

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.

UTILIZE CAREERS4TERPS
As a Terp, you belong to an exclusive career and internship database that only UMD students and alumni can access. Recruiters post to Careers4Terps because they believe in Maryland students. Set up search agents that notify you when positions of interest are posted and post your resume for employers to find.

BE ACTIVE ON LINKEDIN
Each month, 187 million users visit LinkedIn. Create a profile that displays both your personality as well as your qualifications. Join groups in fields of professional interest and join in the discussions. Build your network with quality contacts. Optimize your profile for search engines (SEO) so that recruiters can find you through keywords.

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 @USAInternship and @NYFashionJobs.

PROMOTE YOURSELF
LinkedIn isn’t the only network worth posting on. If you have established social networks already, use them. 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.

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 on Pinterest, YouTube and even infographics to show what it’s like to work with them. Envision yourself there. Do you like it?

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.

GET INVOLVED
Now is a great time to volunteer for a nonprofit or industry group. You’ll get out of it and your resume. Use Terrapins Connect to identify alumni. Engage innumerable eyes and ears to help your job search.

NETWORK FROM WITHIN
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.

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. Use Terrapins Connect to identify alumni. Engage 80% of jobs go to someone with a connection to the company when profiling a candidate. 

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 to work in patient care.

MEET FACE TO FACE
You might have developed virtual friendships with members of industry, special interest, or alumni groups. See if you can take those relationships offline. See if groups are already established and if not, set one up yourself.

RESEARCH INDUSTRIES & SEARCH JOB POSTINGS
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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 on Pinterest, YouTube and even infographics to show what it’s like to work with them. Envision yourself there. Do you like it?

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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.
Kimar Cole  
Bilingual History major & Workers’ rights advocate seeking non-profit opportunities in D.C. | Graduating 2020  
Former Intern at American Federation of Government Employees • University of Maryland College Park  
Washington D.C. Metro Area • 386 &

I am calm in the face of a dozen microphones, and those who disagree. I invest in the group AND the individual. Before a rally, you may hear ‘Eye of the Tiger’ blasting on someone’s speakers. It may be coming from me.

I began college pursuing a degree in history to better understand how our past shapes our current decisions, and those lessons learned culminate with my search for an organization—aiming to give our nation’s workforce a voice—that I can call home. After interviewing workers across the country as an intern with AFGE, I want to change workplace culture for the disenfranchised more than ever.

Specialties: Event planning, policy, social media, grassroots marketing, Spanish.

LinkedIn searches 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/linkedin-for-students
The search strategies outlined below are some of the 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></td>
<td></td>
</tr>
<tr>
<td>Approach</td>
<td>• Faculty and advisors within major</td>
<td>• Informational interviews</td>
<td>Don’t know anyone? Most new people by joining clubs and associations, locate and join online social networking groups, and be open to meeting with others everyday. It’s an ongoing process!</td>
</tr>
<tr>
<td></td>
<td>• Alumni/classmates</td>
<td>• Employee info sessions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Friends, neighbors, or relatives</td>
<td>• Connect with professionals through social media</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Employers and employees</td>
<td>• Attend career fairs and connect with recruiters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internship supervisors</td>
<td>• Intern/volunteer with organizations to create connections</td>
<td></td>
</tr>
<tr>
<td>Targeted Search</td>
<td>Identify what type of organizations are of interest and contact (via mail, email, or in person) the organizations to share your interest and inquire about potential openings, regardless of an advertised position.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify a target based on your values (i.e., specific location, industry, existing contact, organizations ranked within an industry, or diverse workforce).</td>
<td>• Online/print directories</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>
<td></td>
</tr>
<tr>
<td>On-Campus Recruiting</td>
<td>Employers recruit on campus at advertising openings in Careers4Terps, attending career fairs, and leading information sessions. Employers also conduct career fairs for positions.</td>
<td>• Employer’s website</td>
<td></td>
</tr>
<tr>
<td>Visit the Center’s Careers4Terps database and complete your profile. Review upcoming recruiting events by clicking “Events.” Complete a quick interview search on the home page of Careers4Terps by clicking “Campus Interviews I Qualify For” to research upcoming interviews.</td>
<td>• Vault.com: Employer Guides</td>
<td>Completely fill out your Careers4Terps 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 Careers4Terps.</td>
<td></td>
</tr>
<tr>
<td>Posted Positions</td>
<td>Search and locate advertised openings and follow the instructions to apply for positions.</td>
<td>• CareerBuilder</td>
<td></td>
</tr>
<tr>
<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.</td>
<td>• Aggregate job boards</td>
<td>Utilize aggregate job boards (i.e., Indeed.com, Simplyhired.com) to search many websites at once. Notice job boards will yield field-specific opportunities.</td>
<td></td>
</tr>
<tr>
<td>Social Media</td>
<td>Utilize any online socially based platform to connect with others, locate opportunities, research organizations, or create self-branding.</td>
<td>• LinkedIn</td>
<td></td>
</tr>
<tr>
<td>Utilize a social media avenue and thoroughly complete your profile. Post professional and academic achievements and connect with professors, co-workers, alumni, etc. Develop a plan for how often and for what purpose you will utilize social media.</td>
<td>• Twitter</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>
<td></td>
</tr>
<tr>
<td>• Facebook</td>
<td>• Blogging Platforms (Wordpress, Tumblr)</td>
<td></td>
<td></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>• Google+</td>
<td></td>
</tr>
<tr>
<td>Identify your skill set and industry references. Also consider your geographic work preferences and contact an agency in that area.</td>
<td>• LinkedIn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilize the Center's free online career assessment tool to identify your skills. Locate an agency in your area using yellownetpages.com.</td>
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</tr>
</tbody>
</table>

### Informational Interviews

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.

The art of informational interviewing is in knowing how to balance your hidden agenda (to locate a job) with the unique opportunity to learn firsthand about the demands of your field. Never abuse your privilege by asking for a job, but execute your informational interviews skillfully, and a job may follow.

What motivates professionals to grant informational interviews?

Most people enjoy sharing information about themselves and their jobs and, particularly, love giving advice. 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. Some may simply believe in encouraging newcomers to their profession and others may be scooping out prospects for anticipated vacancies. It is common for professionals to exchange favors and information, so don’t hesitate to call upon people.

How do you set up informational interviews?

You can set up an informational interview through email, phone, LinkedIn or Terrapins Connect (see adjacent box).

The best way to obtain an informational interview is by being referred to someone, so make sure to ask your network if they know of anyone in your field of interest and research LinkedIn to find individuals of interest.

### 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?

### Terrapins Connect

A free, online platform that allows alumni to provide career and professional advice to students and alumni in a safe and secure environment.
Also known as an elevator pitch, this is your prepared 30-second introduction. It is used when networking, attending career fairs or during internship/job interviews. Well-thought-out commercials demonstrate that you are well spoken, qualified and prepared.

**NAME**

**MAJOR AND CLASS YEAR**

**SKILLS GAINED FROM EXPERIENCE(S)**

(i.e. work, volunteer, internship, study abroad or on-campus leadership) customized depending on the field the employer/networking contact represents

**CAREER INTEREST(S)**

ENDING QUESTION

to gain more information

“Hi, my name is ____, I'm a (graduate student, junior, etc.) at the University of Maryland majoring in _____. My interest in ____ has developed through ____ (i.e., describe internships, in-class projects, part-time work experiences, etc.).”

Continue by answering the recruiter’s questions. Ex. “What type of job are you seeking?” Do NOT answer “Anything” or “It doesn’t matter.”

End with a question or request: “When do you anticipate accepting applications for your summer internship?” or “May I contact you if I have additional questions?”

Networking Scenario

“Hi! My name is _____, I am a senior Psychology major at the University of Maryland, I’ve completed a broad range of psychology courses, my focus being on interpersonal relationships and cross-cultural psychology. My interests led me to complete a 100-hour internship related to Human Resources, researching discrimination claims, assisting payroll with paperwork and developing questions for employee interviews. The internship strengthened my analytical, problem-solving and communication skills and confirmed that I’m very interested in going into the field post-graduation. Can you tell me more about your Human Resource Department or suggest a colleague I may speak more with?”

Career Fair Scenario

“Hello, I'm Terra Pinn. I'm a junior English major. I'm hoping to work in public relations. I noticed that you posted a PR internship on Careers4Teens. Currently I work as a part-time sales associate at a large department store. I love working in retail. Now I'm hoping to move into the corporate side in a PR role. Would you tell me a little more about your internship?”

Getting the Most Out of the Career Fair

Many employers use career fairs—both on and off campus—to promote their opportunities and to pre-screen applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to giant regional career 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 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.

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.

You’re a Prospector—Start Digging

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 exhibitor 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. Sincerely always wins. Don’t lay it on too thick, but don’t be too blasé either. Virtually all employers are looking for candidates with good communication skills.

4. Don’t just drop your resume on employers’ display tables. Try to get it into a person’s hands and at least say a few words. If the scene is too busy and you can’t get a word in edgeways, 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 have a good idea of what 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 concisely, 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 feel inexperienced or awkward in professional situations, you’ll receive an email in advance of the alternate sign-up deadline. If none of the available interview times work with your schedule, see if other arrangements can be made.

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 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 “I 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 uninformed? 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.

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**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 Search Positions from the Jobs & Internships menu.

   - Home
   - Jobs & Internships
   - > Search Positions
   - > My Applications
   - > Extended Job Search

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.

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**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 Shortcuts, select “Search On-Campus Interviews.”
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 listing is posted to review applications and select candidates they wish to interview. Review your status at any time via Interview Requests, under the On-Campus Interviews (OCI) 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 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.

More info about the OCI process on our website. www.careers.umd.edu/students/interviewing/campus-interviewing
EATING

DINING

MEETING & GREETING

OFFICE CASUAL

FOR THE JOB

FOR THE INTERVIEW

DRESS FOR SUCCESS

Adapted from article by Jennie Hunter, a professor at Western California University

Maintain eye contact.

Provide information when making introductions—you are responsible for keeping the conversation going.

Rise when introducing or being introduced.

Unless given permission, always address someone by his or her title and last name.

Arrive on time, if not early.

Wait to sit until the host/hostess indicates seating arrangement.

JANE

Napkins

• On lap before eating or drinking

• On chair seat if excusing yourself

• Beside plate at meal’s end

This will be a talking business lunch. Order something easy to eat, like boneless chicken or fish and don’t hold the order up with indecision.

Interviewers usually take care of the bill and tip, but bring small bills for your part just in case.

Keep hands in lap unless you are using them to eat.

Eating

• Wait to eat until everyone is served

• Eat at the same pace as everyone else

• Bring food to your mouth, not your head to the plate

Practice proper posture; sit up as straight as you can with your arms close to your body.

Passing

• Salt and pepper together

• Handle toward next person

• Spoon toward next person

• Pass before serving yourself

Don’t chew with your mouth open or blow on your food. Place utensils on plate before speaking.

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What happens During the Interview?

**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.

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 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.

**IT’S YOUR TURN TO ASK QUESTIONS**

When the recruiter asks, “Now do you have any questions?” it’s 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 be found online.

By asking intelligent, well-thought-out questions, you show the employer you are serious about the organization, want more information. Have a clear understanding of the job and the company. 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 forthright 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/METHODS**

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<thead>
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<th>Types</th>
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<tbody>
<tr>
<td>Behavioral</td>
<td>Phone</td>
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<td>Case-style</td>
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<td>On-site</td>
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**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. Decline politely 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-size 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 lifestyle (both at work and leisure). Take note of how the employees interact, and also assess the physical work environment.

**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? How?
22. In which campus activities did you participate?
23. Which classes in your major did you like best? Least?
24. Which elective classes did you like best? Least?
25. If you were to start over, what would you change about your education?
26. Do your grades accurately reflect your ability?
27. Were you financially responsible for any portion of your college education?
28. What has been the most influential aspect of your college experience?

**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?
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?

**EXPERIENCE**

29. What job-related skills have you developed?
30. Did you work while going to school? In what positions?
31. What did you learn from these work experiences?
32. What did you enjoy most about your last employment? Least?
33. Have you ever quit a job? Why?
34. Give an example of a situation in which you provided a solution to an employer.
35. Give an example of a time in which you worked under deadline pressure.
36. Have you ever done any volunteer work? What kind?
37. How do you think a former supervisor would describe your work?
38. Do you prefer to work under supervision or on your own?
39. What kind of boss do you prefer?
40. Would you be successful working with a team?
41. Do you prefer large or small organizations? Why?
42. What other types of positions are you considering?
43. Do you feel you would work in a structured environment?
44. Are you able to work on several assignments at once?
45. How do you feel about working overtime?
46. How do you feel about travel?
47. How do you feel about the possibility of relocating?
48. Are you willing to work flexible?

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

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

Partially adapted from Roseanne R. Bensley, Career Services, New Mexico State University.
Questions to Ask Employers

POSITION
1. Please describe the duties of the position.
2. What kinds of assignments might I expect the first six months on the job?
3. How is feedback on my job performance given? How often?
4. Is this a new position or am I replacing someone?
5. Can you describe the typical work schedule for the position?
6. What qualities are looking for in the candidate who fills this position?
7. What skills are especially important for someone to be effective in this position?
8. How much of the position requires team/project work versus independent work production?
9. What opportunities might there be to work on special projects?
10. Where does this position fit into the organizational structure?
11. What is the growth potential for someone in this position?
12. How much travel, if any, is required in this position?

COMPANY
13. How would you describe the company’s culture?
14. What products (or services) are currently in development?
15. Does the company have plans for expansion?
16. How has the company been impacted by the economy in recent years?
17. Does the company value creativity and individuality?
18. Is the company environmentally conscious? In what ways?
19. In what ways is a career with your company better than one with your competitors?
20. What is the biggest challenge facing the company? The greatest opportunities?
21. What characteristics do the achievers in this company seem to share?
22. Are salary adjustments geared to the cost of living or job performance?
23. Does the company encourage further education?
24. In what ways does the company engage or give back to the local community?
25. Is flextime offered?

How to Prepare 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, 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 account of one event.

ADDITIONAL QUESTIONS
26. What do you like best about your position, the company?
27. What would you describe as the company’s values or top priorities?
28. What are the next steps in the interview process? When should I expect to hear from you or should I contact you?

USING THE STAR TECHNIQUE TO ANSWER BEHAVIORAL QUESTIONS
Think of 4-6 situations you have been faced with in the past. Vary your examples so they are from all areas of your past (including internships, volunteering, class projects, part-time jobs, school activities, etc.). Describe your stories using the following STAR method. Practice telling the story using the STAR method, but do not memorize them word for word.

S – Situation or (T) Task
Describe a specific situation or task (i.e., “Assigned to a team and team member wasn’t pulling their weight.”)

A – Action
What action did you take? (“I met with the team member in private and explained the frustration of the rest of the team asked if there was anything I could do to help.”)

R – Result
What happened as a result? What was the outcome? (“We finished our project on time and got a B on the assignment.”)

Looking for a Law School in Washington, DC?

START YOUR LAW SCHOOL SEARCH AT LAW.EDU

The Catholic University of America Columbus School of Law (CUA Law) is located in the nation’s capital. Enjoy the beauty of our 170-acre parklike campus, the convenience of a metro step on campus, and the excitement of living in a truly global city.

There are Scholarships available to CUA Law for qualified students. Learn more at law.edu or by contacting us at 202-319-5551 or admissions@law.edu.

Practical • Focused • Connected

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

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

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

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

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

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

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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, negotiation 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 leave after training is completed.

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. As with signing bonuses, not all employers are willing to negotiate on starting salaries. Those that do will probably not budge more than 5% from the original offer. But if your own estimates suggest a higher offer, you need to consider negotiating. Once hired you will have significantly less latitude to alter your base salary.

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.

3. Research the offer. Find out more about the entry-level salary norms for your field (multiple sources: www.naceweb.org, www.salary.com, www.glassdoor.com). Also find out the cost of living index (www.money.cnn.com/calculator/pt/cost-of-living). The career center may have salary data pertinent to your interest area. Keep in mind that more substantial benefits packages employees award them, but it doesn’t hurt to ask.

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 increases (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 rationale for 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. “Bookending” 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 a win and a win. 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 far enough or say 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.)

As stated above, don’t tackle the negotiation process on your own. Get advice from a career professional so that you can make informed, objective decisions.

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, please refer to www.bestplaces.net/cost-of-living.

To compare information from other sources, refer to these websites: www.salary.com and www.homefair.com/real-estate/salary-calculator.asp.

HOW TO NEGOTIATE

Written by Kelley Bishop, Director, University Career Center & The President’s Promise, University of Maryland, College Park

The Cost of Living Index

City #1 \times \text{Salary} = \text{City #2}

What is the New York City equivalent of a $50,000 salary in Chicago?

\begin{align*}
\text{City #1} & \times \text{Salary} = \text{City #2} \\
\text{New York City} & \times 81,553 = \text{Chicago}
\end{align*}
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.** Defrays 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 resources or experienced professional familiar with benefits.

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**Company Benefits**

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

WHAT LIBERAL ARTS GRADUATES ARE DOING

A sampling of the wide range of positions filled by liberal arts graduates:

- Accountant
- Administrative assistant
- Advertising account executive
- Air traffic controller
- Auditor
- Bank manager
- Business systems analyst
- Buyer
- Child support enforcement officer
- Claims examiner
- Communications specialist
- Computer specialist
- Copywriter
- Counselor
- Customer service representative
- Editor
- Employee relations specialist
- Engineering planner
- Financial consultant
- Graphic designer
- Hotel manager
- Human resource specialist
- Industrial designer
- Interpreter/translator
- Journalist
- Librarian
- Management consultant
- Marketing representative
- Medical/dental assistant
- Museum coordinator
- Office administrator
- Outpatient therapist
- Paralegal
- Photographer
- Probation officer
- Product specialist
- Psychologist
- Public relations specialist
- Quality engineer
- Recreation administrator
- Research analyst
- Restaurant manager
- Retail manager
- Sales representative
- Social worker
- Speech pathologist
- Stockbroker
- Systems analyst
- Tax consultant
- Teacher
- Technical writer
- Transportation specialist
- Underwriter
- Urban planner
- Writer

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. See gogovernment.org

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.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 application 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.

Some federal agencies are independent from the OPM hiring system. They are not required to post positions in USAJOBS, although some do. Contact these agencies directly through their websites.

Are there special programs for undergraduates and graduate students, and for recent graduates? Yes, Pathways provides talented students and recent graduates with greater access to federal jobs and internships, as well as meaningful training, mentoring and career development opportunities. It is comprised of the Internship Program, Recent Graduates Program, and Presidential Management Fellows Program. Visit USAJOBS.gov/StudentsAndGrads to learn more.

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.
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 critical services to areas affected by war or natural disasters. Some promote environmental issues on an international scale.

WHAT IS A NONPROFIT?

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 altruism 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 easy path. People interested in the nonprofit sector have to meet sales goals or make money for their shareholders, have to juggle priorities, and may have to work with people with shared altruism and passion.

IS A NONPROFIT RIGHT FOR YOU?

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

HOW TO FIND NONPROFIT POSITIONS

TALK to others in the field. ASK about the traits of people typically hired and job types available. LEARN what makes the field satisfying and what skills are highly sought. READ about different agencies. 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.
- Careers4Terror: Search “Employer Profiles” for “non-profit sector: Foundation” or “non-profit/philanthropy”
- 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.
- Local volunteer opportunities: services247umd.edu and dosomething.org

Adapted from an article written by Rosita Smith.

INTERNATIONAL SEARCH

U.S. SEARCH

INTERNATIONAL STUDENTS & THE JOB HUNT

Looking for a job is seldom easy for any student. For an international student, the job search process can require additional research and adjustments. Your experience with multiple countries and cultures will broaden your choices.

1. Follow general suggestions for resume formatting and content. International experience may need additional context if you think that the employer may not be familiar with it. Example: Cipla (top-five pharmaceutical company in India)
2. Do not be afraid to clarify, ask follow-up questions, or correct the employer if they misunderstand you. Example: Actually, I meant... Let me rephrase that:...
3. Focus on your individual contributions to give the employer an accurate picture of your skills and background. If talking about yourself excessively is inappropriate in your culture, remember that you are helping the employer see how you will fit in with their organization. Highlighting the impact of your work on the team or organization may help you overcome a reluctance to self-promote.
4. Do not apologize for who you are. If you are not a native speaker of English, do not list it as your weakness as a candidate. Language skills are just a part of your overall qualifications. Remember that there is considerable variation among native speakers of English in accents and regional varieties.

If asked by the employer, focus on your experience using communication skills in English, rather than proficiency or non-native status. Use examples of class or client presentations, papers, reports.

By Katya Sokolova, University of Maryland, University Career Center & The President’s Promise

CLARIFY YOUR GOALS AND OPTIONS

Being clear about your job search goals does not have to mean limiting your options! However, both the process and the timeline will be different depending on the geographical region, industry and type of organization you are targeting.
Resources for Students of Color

Like other college students seeking employment after graduation, you want to find an opportunity that allows you to contribute and develop your skills in an organization which supports and mentors your career advancement. At the same time you want a workplace environment that recognizes your diversity and values the contribution you can make.

How do you determine if the organization is the right fit and has a welcoming, supportive climate? Research! Research! Research! Begin by determining who works at the organization. Learn what the demographic composition is at all staff levels. Find out if the organization has affinity groups. Check if the organization has received any recognition for diversity-related performance. Know its non-discrimination policies. This information can be acquired through articles, associations and networking with others in the industry or the organization. Attend career-related events targeting diverse students where you can comfortably ask questions.

During the hiring process continue the evaluation. Has the correspondence been informative, supportive and welcoming? If not, observe the workplace. Does it appear to be a comfortable climate? How does the staff interact with each other? Who is in what position? How have they advanced? Ask why they selected the organization and what has caused them to stay. Connect with racially diverse alumni in the organization, professional associations and University of Maryland affinity alumni groups.

Staff members within the University Career Center & The President’s Promise are available to discuss how these and other issues may impact your job search. Go to www.careers.umd.edu for more information and to schedule an appointment or call 301.314.7225. Remember when you transition from college to the workplace, it will be different. At the same time you want your new environment to be equitable and offer the same opportunities for success and advancement as any student entering the workforce.

Some Helpful Websites

- Maryland Diversity (marylanddiversity.com) provides employment information focused towards Maryland’s diverse population.
- IMDiversity (imdiversity.com) provides career and self-development articles and offers an employment database for diverse populations.
- DiversityInc (diversityinc.com) offers articles for job seekers with questions about the job search.
- DiversityJobs (diversityjobs.com) hosts a job search database and provides links to articles related to diversity in the workplace.
- Diversity Employers (diversieemployers.com) provides jobs and information on organizations committed to recruiting diverse talent.
- Black Enterprise (blackenterprise.com/career) offers career advice to explore opportunities and successfully advance.
- AsiaMedia (jobs.asiamedia.com) provides job opportunities with Asian-friendly employers and career resources for Asian Americans.
- Hispanic Alliance for Career Enhancement (haceonline.org) maintains a resume database of Latino professionals in a wide range of disciplines.
- Native American Jobs (employment.nativeameri-canjobs.com/careers) provides employment resources and a job directory of Native American employers and career possibilities.

Written by Pamela Allen, Program Director — Career Foundations with the University Career Center & The President’s Promise

Resources for Students with Accommodations or Disabilities

As a student or alum with a disability or with accommodations, you may have additional questions as you transition to the workplace.

You may even have questions about whether or not you have a disability. If you receive accommodations through campus Accessibility and Disability Services, or had an IEP or a 504 plan in high school, you qualify as a person with a disability under the American with Disabilities Act. But that’s not all! The ADA defines disabilities and requires disclosure of accommodations, or you may feel that your disability is an important part of who you are. Whether you need to disclose, when to disclose and how to disclose can be complicated.

At each stage of the recruitment and hiring process — career preparation, job search, application, interview — you may need to consider how your accommodations or disability will affect your performance. And that just means you got a job. What about succeeding in the job? Will your need for accomodations or disability affect your performance on the job?

Disclosing a disability is an individual decision. You are never required to disclose a disability at any point in the employment process. However, your disability may be visible, or you may want to disclose, in order to receive accommodations, or you may feel that your disability is an important part of who you are. Whether you need to disclose, when to disclose and how to disclose can be complicated.

Some Helpful Resources

- JAN: The DOs And DON'Ts of Disclosure
- VCU Disclosure Decisions to Get the Job

We encourage you to turn accommodations/disability into an asset. You do this by demonstrating that you have the knowledge, know-how and attitudes to partner effectively with the employer to put in place the accommodations or work-arounds that you need to succeed. Demonstrating such mastery shows an employer that you are persistent, resilient, a creative problem-solver, and a good communicator, and that the success of the company is your primary interest.

We encourage students to check out and, where appropriate, register for the following special hiring opportunities for students with accommodations or disabilities.


Resources for LGBT Students

As a lesbian, gay, bisexual or transgender (LGBT) student or alumnus, you may have additional questions as you transition from college to the working world. While most universities provide a vibrant support network for LGBT students, the workplace can be different and you may have to engage in additional career exploration and research to best align your values and goals with a supportive work environment.

In particular, you may have questions about how “out” you want to be on your resume, in your interview, on the job, and in workplace-sponsored social gatherings. You may also have questions about appropriate interview or workplace attire in relation to your gender identity.

As you explore potential workplaces, you may want to research some or all of the following:
- Organizational climate
- Partner benefits
- Employee Resource Groups (ERGs)
- Non-discrimination policies
- Ways to demonstrate how to work with workplace discrimination
- Changing state and national laws and regulations

Staff members within the University Career Center & The President’s Promise are available to discuss how these issues may impact your job search and to help you clarify your personal values and career goals. Call (301) 314-7225 or visit www.careers.umd.edu to schedule an appointment and be in touch so that we can assist you. We offer programs and workshops throughout the year and hope that you will see us there. Check Careers/Terps for events.

By Nancy Forsthe, Career Development Specialist with the University Career Center & The President’s Promise, University of Maryland.

Resources for Students with Accommodations and Disabilities continued

These resources may help:

- JAN: THE DOs AND DON'Ts of Disclosure
- VCU Disclosure Decisions to Get the Job

We encourage you to turn accommodations/disability into an asset. You do this by demonstrating that you have the knowledge, know-how and attitudes to partner effectively with the employer to put in place the accommodations or work-arounds that you need to succeed. Demonstrating such mastery shows an employer that you are persistent, resilient, a creative problem-solver, and a good communicator, and that the success of the company is your primary interest.

We encourage students to check out and, where appropriate, register for the following special hiring opportunities for students with accommodations or disabilities.

- Schedule A — https://www.eeoc.gov/eeoc/initiatives/lead/absb_of_schedule_b.cfm

Resources on Accommodations

- JAN: The DOs And DON Ts of Disclosure
- VCU Disclosure Decisions to Get the Job

We encourage you to turn accommodations/disability into an asset. You do this by demonstrating that you have the knowledge, know-how and attitudes to partner effectively with the employer to put in place the accommodations or work-arounds that you need to succeed. Demonstrating such mastery shows an employer that you are persistent, resilient, a creative problem-solver, and a good communicator, and that the success of the company is your primary interest.

We encourage students to check out and, where appropriate, register for the following special hiring opportunities for students with accommodations or disabilities.

- Schedule A — https://www.eeoc.gov/eeoc/initiatives/lead/absb_of_schedule_b.cfm

The following resources may also serve as helpful tools as you begin your job search:

- www.outworkfor.org (National nonprofit providing career information, job boards, help wanted ads, events, and internship/job board and extensive online library)
- www.outandequal.org (Nonprofit seeking to end employment discrimination of LGBT employees)
- www.hrc.org (Maintains the “Corporate Equality Index,” which is searchable by employer and/or policy)
- www.prideatwork.org (Fosters collaboration between organized labor/unions & the LGBT community)
- www.outandequal.org (Nonprofit seeking to end employment discrimination of LGBT employees)
- www.nlcgc.org (National LGBT Chamber of Commerce)
- www.outprofessionals.org (Offers a network of “out” professionals in various fields)

By Karli Juhl, Program Director with the University Career Center & The President’s Promise, University of Maryland.

The University Career Center & The President’s Promise employs a dedicated staff person to support students with accommodations or disabilities. Whether you’re interested in the recruitment, hiring, onboarding process. Please be in touch so that we can assist you. We offer programs and workshops throughout the year and hope that you will see us there. Check Careers/Terps for events.
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-baccalaureate education.
• wish to develop additional expertise in a particular subject or maximize future earning potential and career advancement.

...and you dread going.

• are deeply interested in a particular subject and wish to study it in-depth —AND have the time and financial resources to devote to further education.

Going 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?

...and make an enlightened decision.

At some point in your college career, you must decide what you want to do after graduation—and that includes whether or not to attend graduate school. Here are some pointers to help you make that decision.

• Student Loans: Even if you’ve taken out loans in the past, another loan may be a sound “investment” in your future, depending on your field of study.
• 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.

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: If you’re fortunate enough to have some left, make an effort to pay them back.
• Grants: Apply for grants and scholarships.
• Tuition Assistance: Many companies offer tuition assistance to their employees.
• 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 care less about your intellectual, physical and emotional energy to your education.
• ideal if you want to make a dramatic career change.

Benefits of attending graduate school part-time:

• work income helps pay for your education.
• you can take a very manageable course load.
• you can juggle family responsibilities while completing your degree.
• allows you to work in the function/industry/career of your choice while continuing your education.
• 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?

...and make an appointment with a career counselor to have your personal statement critiqued. For grammar, writing, or content issues, you might also seek feedback from professionals in your field and/or re-read what you have written.

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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.

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Danny played football for the University of Maryland College Park. At NYLS, he was an Evening Division student, Legal Scholarship Editor of the New York Law School Law Review, and a Racial Justice Fellow. He was also named one of 25 “Law Students of the Year” by The National Law Journal in 2017. He has accepted an offer as an associate at Cherry-Earl & Hamilton, LLP.

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