CAREER GUIDE

*Photo by
Stephanie S.Cordle/
University of Maryland*

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CAREER GUIDE

UNIVERSITY OF MARYLAND

UNIVERSITY CAREER CENTER & THE PRESIDENT'S PROMISE

WWW.CAREERS.UMD.EDU

Handshake

Handshake is your comprehensive career management tool. All currently enrolled students have access to an account. Log in to Handshake with your UID and password and claim your profile at go.umd.edu/handshake

Get expert help.
Get connected.
Get hired.

Use Handshake to:

- Apply for full-time and part-time jobs and internships posted specifically for UMD students and alumni
- Sign up for career development workshops, industry panels, career fairs, employer info sessions and networking receptions
- Explore career paths and research employers and organizations in a variety of industries
- Schedule career advising appointments for support with the search and interview process
- Access online career resources such as Focus2 (self-assessment), Vault (industry guides), Big Interview (virtual interviewing practice), GoingGlobal, & more

Available on the App Store

GET IT ON Google Play

UNIVERSITY CAREER CENTER

VISION
Empower all University of Maryland students to realize their full career potential.

MISSION
Our mission is to equip students with the skills, resources and connections needed to realize their career aspirations. We are dedicated to integrating career readiness and education into the academic and co-curricular fabric of the university. Through innovative career programming and collaborative partnerships with university and external stakeholders, we foster opportunities where every student can confidently explore and thrive in their chosen career paths.

CAREER READINESS
Career readiness encompasses everything that a student needs to learn and execute to proactively pursue their current and evolving career goals. It includes the demonstration of core competencies, such as academic knowledge and transferable skills, attained both in and outside of academic programs. The University Career Center's role in fostering career readiness is to help all University of Maryland students:
- Know how their personality, interests, skills and values relate to a career.
- Navigate career-relevant tools and resources.
- Connect to career-related learning experiences.
- Articulate their ability to contribute to a work setting.
- Engage professionals in their areas of interest, with confidence.

DIVISION OF
STUDENT AFFAIRS
UNIVERSITY CAREER CENTER
& THE PRESIDENT'S PROMISE

University of Maryland
3100 Hornbake Library, South Wing | College Park, MD 20742
Main Office: M-F | 8:30 a.m. - 5 p.m. | 301.314.7225
Schedule a career advising appointment through Handshake
www.careers.umd.edu

FOLLOW US @UMDCareerCenter

Designed by Ruchica Sinha.
All content is developed and curated by the University Career Center & The President's Promise.

PROGRAMS & SERVICES

Handshake & Other Online Resources

Handshake is the Center's online career management system! Claim your profile at **go.umd.edu/handshake** and be able to:
- Apply to 70,000+ internships, part-time jobs, and full-time job postings.
- Schedule career advising appointments and sign up for workshops, panels, and employer programs.
- Access virtual resources: Focus2 (self-assessment), PathwayU (career pathways), Vault (industry guides), What Can I Do with this Major?, Big Interview (virtual interviewing practice), GoingGlobal (national and global job/internship search tools), and more!

Career Courses

One effective way to make time for career development is by taking a class. We offer several courses online.

EDCP108i: Academic Transitions to Internships
1 Credit Online
Explore internship best practices, develop a resume and cover letter, identify potential internship sites, and learn interviewing and networking skills.

PSYC123: The Psychology of Getting Hired
1 Credit | Online
Identify your strengths and goals, develop a professional resume, gain job search confidence, refine interview skills, and create a career plan.

UNIV099: Internship Seminar
0 Credit | Online
Complements internships and assures the experience is noted on a student's transcript.

Career Assistance

Schedule a 30-minute appointment with a career advisor or undergraduate Peer Career Educator through Handshake. Topics may include:
- Choosing a major.
- Exploring career fields & reaching out to professionals.
- Searching for internships, jobs, and grad programs.
- Preparing for interviews & mock interviews.
- Resume/cover letter reviews.

Employer Hiring Events

We offer many hiring events during the fall and spring for UMD students and alumni from all academic backgrounds to connect with employers. Some hiring events include:
- Fall and Spring Career & Internship Fairs serving all majors and industries.
- Industry-specific Career & Internship Fairs.
- Meet-ups: smaller industry-specific informal networking events.
- Individual employer information sessions.

Workshops, Panels & Other Programs

We regularly offer workshops, panels, and other programs to educate students on potential career fields and relevant career development topics. All programs are listed on the UCC Event Calendar on our website (careers.umd.edu)
- **Identity-Based Programs,** including career-related events/programs offered during university-recognized affinity months and more.
- **Industry-Specific Programs,** including internship & job search workshops based on industry, "Careers In.." panels, "Career Chats" with UMD alumni, Career Shuttles to local employers, and more.
- **How to...Workshops** for internship and job search strategies, building your network, preparing for interviews, evaluating job offers, and more.
- **Intern for a Day** to expose students to different careers through one-day job shadowing experiences and virtual informational interviews.
- **Doctoral & Postdoc Programming** is offered by a network of career offices, the University Career Center, and the Graduate School. Learn more: **go.umd.edu/doctoralcareerinfo**

Photo by Stephanie Cordle/University of Maryland

BALTIMORE COUNTY PUBLIC SCHOOLS

WE ARE HIRING TEACHERS

Join Team BCPS!

TEAM BCPS

BCPS is committed to hiring a diverse workforce representative of the students and communities we serve.

Apply today at www.bcps.org/jobs

★ **176 diverse schools**
22nd largest school district in the US
Great benefits ★
Outstanding professional development
★ **Promotional opportunities**
Consulting teacher support ★
Tuition reimbursement

Career Process:

Decision-Making

Individuals can enter this model at different points of their academic career. Whenever you consider a career change, employ these same steps. The specific details will differ, but the process is essentially the same. Learning this process as a student makes this a valuable lifelong tool.

ASSESS YOURSELF

Identify and better understand your interests, skills, values, and personality.

1

EXPLORE YOUR CAREER OPTIONS

Learn all you can about career fields that might be a good fit with your interests, natural abilities, personal values and overall personality characteristics.

2

GAIN EXPERIENCE

This is critical. Apply classroom learning to real life through internships, research, study abroad, living-learning programs, leadership, service learning and part-time jobs.

3

SEARCH FOR A JOB AND/ OR APPLY TO GRADUATE/ PROFESSIONAL SCHOOL

Understand your career field of interest and determine whether continuing education/graduate study is necessary.

4

FOUR-YEAR CAREER PLAN

First Year
Awareness

☐ Complete a personality/career assessment in Handshake, such as FOCUS 2 or PathwayU to see how your interests relate to your career path.
☐ Log into Handshake, develop your profile, and take advantage of internships, part-time, summer, and/or volunteer opportunities in your career area(s) of interest.
☐ Begin planning for opportunities such as research, study abroad, student leadership or volunteerism.
☐ Explore your interests through Intern for a Day (job shadowing), and speaking with professionals in a variety of occupations.
☐ Develop targeted resume(s) and cover letter(s).
☐ Attend career fairs, panels, workshops, and networking events.
☐ Review the NACE (National Association of Colleges and Employers) career readiness competencies by visiting **go.umd. edu/nacecareerready**

Second Year
Exploration

☐ Build your resume by pursuing career and major-related opportunities.
☐ Research various career fields of interest.
☐ Use Terrapins Connect and LinkedIn for career and job search advice, and conduct informational interviews.
☐ Establish and maintain your professional media presence through social media such as LinkedIn.
☐ Update your Handshake profile.
☐ Attend career and internship fairs, networking events, and employer site visits to learn about professional opportunities.
☐ Maintain a strong academic record to maximize available opportunities.
☐ Update targeted resumes and cover letter(s).
☐ 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 EDCP108i: 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.
☐ Clarify your career intentions with PathwayU by considering your unique interests and values
☐ 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."
☐ Network with employers at information sessions, events, and fairs.
☐ Update and create search filters in Handshake.
☐ Continue building your professional media presence.
☐ Update your targeted resume(s) and cover letter(s).
☐ 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 and understand hiring timelines for your career field.
☐ Strengthen job search skills including resume writing, interviewing and networking.
☐ Utilize search filters in Handshake to receive alerts and apply for jobs.
☐ Stay up to date on labor market trends in your career field.
☐ Research prospective employers thoroughly before interviews.
☐ Connect with employers at career fairs and events.
☐ Continue to network and conduct informational interviews with employers of interest.
☐ For Potential Graduate Students: Have your personal statement critiqued for graduate or professional school applications.

USING AI IN CAREER DEVELOPMENT

Generative AI is developing rapidly and constantly evolving. The tips are the most recommended at the time of publication, and you'll need to embrace a continuous learning mindset as you progress through your career, integrating the most up-to-date AI tools and techniques as they develop. For guidance on the safe and ethical use of GenAI tools at UMD, visit *ai.umd.edu/resources/guidelines.*

Effective Uses

AI can be used effectively in many ways: exploring career paths that align with your interests, identifying organizations that hire candidates with your skills, improving your resume and LinkedIn profile, creating mock interview questions, increased speed and efficiency in generating initial drafts for elevator pitches, resumes, and cover letters, that you will then need to edit and make your own.

Limitations

It's equally important to keep in mind the limitations of AI: it can hallucinate and fabricate information, and must be double-checked. Do not directly copy AI information - use it as a launching pad to integrate your own voice and information for resume bullet points, cover letters, emails, and other writing. Employers are seeking to know YOU and your unique skills and abilities. There are implicit and explicit biases built in, due to the material used to train AI. Employers may use AI detection software to spot overly generic cover letters and resumes, so be sure to edit and personalize your AI-assisted work. Some employers do not allow the use of AI in candidate application materials. If you are unsure, ask.

TerpAI

We recommend using the UMD-created TerpAI. Data is protected and not shared or used to train other Large Language Models (LLMs), unlike the public versions. In addition, your daily quota of use is greater with TerpAI compared to other free GenAI chatbots.

AI Bubbles in This Guide:

Note the AI bubbles throughout this guide for specific ways to incorporate GenAI into the various aspects of your career development journey. And remember - the GenAI for Career Development landscape is constantly evolving, and more tools and capabilities will be continually rolled out!

Best Practices for Prompt Engineering

Prompt Engineering is the process of designing smart and clear questions for AI to generate the most useful answers. It is THE KEY to getting the best results from the various GenAI chatbots, including TerpAI. The following tips will guide you in sample prompts for each category of job search tasks.

Use the PACE Framework to create prompts:
- **Problem:** Identify the problem you are trying to fix
- **Action:** What action/task do you want it to complete
- **Context:** What additional info is needed on the situation/audience
- **Expectations:** What kind of solution are you seeking

Layer prompts: Start general and build on the initial response to help refine the AI's output, making it more relevant and comprehensive with each additional prompt in the same chat session.

To mitigate AI fabricating information, include in your prompts phrases such as: *"This resume has to be completely accurate, don't make up anything" or "Don't include information that I didn't give you."*

Give AI a role as context: *"You are a tech recruiter…"*
Clarify the desired output form: *"Present this in the form of .."*
Correct any mistakes it makes, in order to refine the next output. Give it feedback to help it respond in a more helpful way.
Adjust tone: *"Can you make that a little more formal?" "Make that sound more conversational"*
Not sure what you're missing? You can prompt it with *"Tell me what else you need to do this"*

Continuous Learning for the AI-Assisted Workplace:
When you use the tips and prompts in this guide, you are integrating human oversight into AI -driven processes to increase efficiency and innovation. Employers are seeking candidates who are familiar with this process of combining the human touch with available AI tools, including identifying the AI tools' strengths and weaknesses, and making informed decisions about where and how to infuse AI into the process.
- **Artificial Intelligence and Career Empowerment** (UMD Free Certificate)
- **How to Boost Your Productivity with AI Tools** (UMD students have access to LinkedIn Learning through their UMD account.)

All About

Internships

Get Some Experience!

Gain experience and get involved while you are a student. You will develop practical skills, identify your strengths and weaknesses, and stand out to potential future employers. A degree alone will not make you a competitive job applicant.

Part-time jobs, Research, Volunteering, and/or International Experiences are just some of the ways to gain experience.

Internships are particularly important. They 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 may vary depending on the field you are pursuing, so do your research!

Job and Internship Search

Tip: Leverage TerpAI to gain insight into internship hiring timelines and to research companies and their culture. AI can also help you simulate interview questions and refine your responses, boosting your confidence and readiness for the interview process.

How do I find an internship?

An internship search is very similar to a part-time or full-time job search. Opportunities are found in many places: online job boards, company websites, career and internship fairs, networking, family and friends.

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 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.

Helpful Internship Websites

- Handshake: **careers.umd.edu/Handshake**
- Federal Government internships: **usajobs.gov**
- Non-profit internships: **idealist.org**
- All industries: indeed.com, internships.com, Linkedin. com and industry-specific websites

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. *https://go.umd. edu/academiccredit*

BRIGHT FUTURES SCHOLARSHIP

for Unpaid Summer Internships

BRIGHT FUTURES: INTERNSHIP SCHOLARSHIP

Pursuing an Unpaid Internship? Our Center accepts scholarship applications for unpaid summer internships with nonprofit or governmental agencies. For more information on this undergraduate opportunity, visit: **go.umd.edu/bfscholarship**

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, skills, and experience.

Suggested Content

Contact Information:

- Put your full name, geographical region, phone number, and email address at the top of your resume. You can also include your customized LinkedIn URL or your other professional links, such as GitHub or a personal website/portfolio.
- Be sure that your voicemail message is a neutral greeting (since you are including your phone number on your resume) and that you use a professional email address.

Objective or Professional Summary (Optional):

- **Objective (Optional):** A concise, unique statement that highlights your relevant skills, education history, and career goals, tailored to the position you are applying for. Ultimately, this section helps employers quickly understand your motivations and how your aspirations align with their needs.
- **Professional Summary (Optional):** A summary provides a concise overview of a few of your top skills, core strengths, and accomplishments. Typically preferred or suited for mid-level and advanced professionals.
- Before including an objective or professional summary, ask yourself if it is necessary. It is often more beneficial to utilize the space that an Objective or Professional Summary occupies to add another experience or description else-where on your resume.

Education:

- Include the degree received or anticipated (written out, not abbreviated; i.e., Bachelor of Arts in History, not B.A.)
- **Double Major:** list both of your majors together (e.g., Double major: Psychology and Electrical Engineering)
- **Dual Degrees:** list each degree separately (e.g., Bachelor of Science in Psychology and Bachelor of Arts in Studio Art)
- **Miscellaneous:** List minor(s), study abroad experiences, academic honors, GPA if it's above 3.0, scholarships, etc.
- Include relevant coursework that aligns with the position you're applying for (optional)

Experience: (Can also use a descriptive title – e.g. Research Experience)

- Include both paid and unpaid experiences, class projects, internships, volunteer, etc.
- Include position title, company/organization name, city and state, and duration (month/year).
- Use bullet point statements to demonstrate skills and accomplishments. Highlight what you did, how you did it, and list any outcome(s), if applicable. Quantify experience where possible.
- Always start with an action verb to illustrate what you accomplished when summarizing your experience. Try to use a variety of action verbs.
- Always use present tense verbs to describe a current experience and past tense verbs to describe previous experiences.

Skills:

- Include measurable skills like proficiency with languages, technology, laboratory procedures, programming languages, software, etc. Be sure to emphasize any abilities or credentials that are pertinent to the job you're applying for in the descriptions of your previous positions or internships.
- **Certifications:** accomplishments that show you have taken additional steps to make yourself knowledgeable (can be in this section or in education section)
- Spell out acronyms, if applicable.

Optional Sections:

- **Professional Affiliations:** List memberships in professional organizations, offices, and dates held.
- **Honors and Awards:** List any awards and honors you may have received. If you have space, feel free to add an explanation and quantify the amount.
- **Academic Merits:** List your conferences, presentations & publications.
- **Other Pertinent Information:** Citizenship, special licenses, certificates, clearances, projects.

Your Guide:

Resume Checklist

Overall Document Format

☐ Is the formatting consistent, not too much white space, and appropriate margins used (between .5" and 1.25")?
☐ Is the font size between 10-12pt, and used consistently? Is the typeface professional and easy to read?
☐ Is the resume free of grammatical and spelling errors?
☐ Do you use present tense verbs in your bullet points for current positions and past tense verbs for past experiences?
☐ Is the document an appropriate length (one page suggested)?
☐ Are content sections listed in order of what is most relevant, with Objective/Professional Summary (optional) and Education at the top?
☐ Are items within content sections listed in reverse chronological order?
☐ Do you use short, concise statements and avoid using personal pronouns (I, me, my)?
☐ Did you save your resume file as a .pdf or a .docx?

Contact Information

☐ Does the resume contain the necessary contact information? Did you provide your name, location (city, state or metro area), email address, phone number?
☐ Optional: Did you include your LinkedIn URL, portfolio, or github?

Objective or Professional Summary

☐ *(Optional)* Objective: Does the objective clearly describe the position or type of position you are seeking? Does it include what skills you seek to use/develop?
☐ *(Optional)* Professional Summary: Does the professional summary provide a concise overview of your top skills, strengths, and accomplishments?

Education

☐ Does this section begin with University of Maryland academic information? Degree, major/concentration, graduation or anticipated graduation date?
☐ Are honors, academic scholarships and awards listed (if applicable)?
☐ Are relevant courses, study abroad experience and research included?
☐ Is GPA treated appropriately? Included if 3.0 or above, omitted if below 3.0.

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?
☐ Does the resume exclude all outdated experiences? Does it omit high school information if you have already completed your first year at UMD?

☐ 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?

Resume Writing

Tip: Utilize TerpAI to analyze position descriptions and identify key words and phrases that are essential for the role you are applying to. Understanding what employers value will help you to assess and ensure your own resume incorporates the key skills and qualifications being sought.

Photo by Stephanie Cordle/University of Maryland

Additional Experiences & Skills

☐ Are relevant non-work experiences, lab skills, 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?
☐ If Technical Resume: Is your skills section listed below your education section?

Review & Reflect

☐ Take 30 to 60 seconds to review and reflect on the content of your resume. Does it highlight the most relevant and pertinent experience considering the position(s) you're applying for? Is it easily readable?
☐ Did you ensure that your resume is free of spelling/grammatical errors, that you utilize keywords from the position description, and that it is Applicant Tracking System (ATS)-friendly?

ACTION VERBS

- Using strong action verbs to describe your experience will help you to effectively show potential employers what you're capable of.
- Whenever possible, use verbs that represent functions of the job you are seeking.
- Try to use a variety of action verbs to make your descriptions more engaging and dynamic.
- Remember to use present tense verbs for current activities and past tense verbs for completed activities.
- The categories that follow are a sample of qualities that students utilize and employers seek.

Communication
Arbitrate
Arrange
Create
Develop
Direct
Edit
Enlist
Explain
Field
Identify
Influence
Interpret
Lead
Mediate
Merge
Motivate
Negotiate
Obtain
Persuade
Proofread
Read
Reason
Recruit
Resolve
Spell
Write

Creative
Act
Conceptualize
Create
Customize
Design
Develop
Devise
Direct
Fashion
Generate
Illustrate
Integrate
Paint
Perform
Plan
Revitalize
Shape
Synthesize

Visualize
Write

Detail
Arrange
Calculate
Certify
Classify
Collate
Collect
Compare
Compile
Compute
Debug
Dispatch
Enforce
Execute
File
Inspect
Maintain
Organize
Process
Reconcile
Respond
Retrieve
Schedule
Tabulate
Validate

Financial
Administer
Advise
Allocate
Analyze
Appraise
Audit
Budget
Calculate
Compute
Develop
Manage
Monitor
Plan
Prepare
Record
Research
Revise

Solve
Track

Helping
Aid
Assess
Back
Coach
Comfort
Consult
Counsel
Diagnose
Enable
Encourage
Facilitate
Foster
Guide
Interact
Interview
Mentor
Model
Negotiate
Observe
Promote
Refer
Rehabilitate
Represent
Secure
Stabilize
Support
Tailor
Treat
Tutor
Volunteer

Management
Administer
Analyze
Assign
Authorize
Contract
Control
Coordinate
Delegate
Develop
Direct
Discipline

Enlist
Evaluate
Execute
Institute
Orchestrate
Organize
Plan
Prioritize
Produce
Recommend
Review
Schedule
Supervise

Office Support
Arrange
Balance
Chart
Complete
Coordinate
Dispense
Operate
Order
Organize
Prepare
Process
Schedule
Screen

Research
Analyze
Clarify
Collect
Critique
Decide
Define
Diagnose
Evaluate
Examine
Extrapolate
Gather
Interpret
Interview
Investigate
Isolate
Manage
Measure

Monitor
Organize
Review
Survey
Synthesize
Trace
Write

Teaching
Adapt
Advise
Advocate
Brief
Clarify
Coach
Communicate
Coordinate
Counsel
Demonstrate
Develop
Enable
Encourage
Establish
Explain
Facilitate
Influence
Inform
Initiate
Instruct
Invent
Persuade
Resolve
Stimulate
Train

Technical
Analyze
Chart
Compute
Conduct
Design
Devise
Fabricate
Forecast
Generate
Inspect
Install

Integrate
Modify
Operate
Prepare
Restore
Revamp
Upgrade
Write

Other
Achieve
Adapt
Attend
Collaborate
Cooperate
Draft
Enlarge
Formulate
Implement
Improve
Initiate
Lead
Monitor
Preside
Resolve
Secure
Utilize
Reconfigure
Repair
Restore
Revamp
Upgrade
Write

Refer to Articulating Experiences on pages 13-14 to see examples of how you can utilize these action verbs.

TERRAPINS CONNECT

CONNECT with Terps about career development

ELEVATE your mentoring skills by making connections with students and alums

ADVANCE in your professional life with unique resources, events and opportunities

Learn more and sign up today:
TERRAPINSCONNECT.UMD.EDU
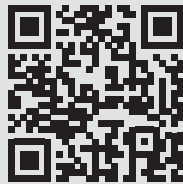
A Welcome Home

The **Samuel Riggs IV Alumni Center** is where Terps come back to play. Celebrate your biggest milestones in our award-winning spaces.

Book an event today at *riggs.umd.edu*.

Become a University of Maryland Alumni Association lifetime member to gain access to exclusive perks and have your name engraved on the Frann G. & Eric S. Francis Lifetime Member Wall for life.

Learn more at *alumni.umd.edu/membership*.

UNIVERSITY OF MARYLAND
ALUMNI ASSOCIATION

Articulating EXPERIENCES

Work Experience

Camp Counselor   **June - August 20XX**
TerpQuest Summer Camp, College Park, MD
- Planned comprehensive sports education activities for 100+ campers
- Modified activities to accommodate special needs of three campers with learning disabilities
- Employed strong communication and conflict resolution skills to maintain the well-being and safety of all campers
- Received "Staff Member of the Session" award three times

Sales Associate   **May 20XX - April 20XX**
Target, Hyattsville, MD
- Successfully assisted an average of 40 customers per day by providing personalized product recommendations and resolving inquiries
- Efficiently managed stock levels and organized merchandise displays, ensuring that all products were attractively presented and readily available

Server   **August - December 20XX**
The Board and Brew, College Park, MD
- 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)

Undergraduate Research Assistant   **Sept - Dec 20XX**
University of Maryland Visual Dev Lab, College Park, MD
- Contributed to the mapping of retinal cell subtypes and connectivity in Zebrafish to better understand the structure and functions of the nervous system
- Collected more than 100 samples on a weekly basis to test retinal cell health in Zebrafish subjects
- Utilized SPSS and Microsoft Excel to analyze and summarize data, identifying key patterns in cell structure
- Presented findings at University of Maryland Undergraduate Research Symposium

Teaching Assistant   **September - December 20XX**
University of Maryland Philosophy Dept, College Park, MD
- Facilitated classroom discussions for two sections of 20 students each for Law, Morality, and War course
- Graded quizzes and reflective journals, providing students with feedback to enhance learning
- Met with students individually and in small groups on a weekly basis

Resident Assistant   **August 20XX - May 20XX**
Somerset Hall, College Park, MD
- Planned three community development programs per semester for 150 residents
- Referred residents to campus services and programs
- Gained crisis management and conflict mediation skills
- Logged judiciary, maintenance and program evaluation paperwork

Student Office Assistant   **May - August 20XX**
University of Maryland Stamp, College Park, MD
- Provided administrative and programmatic support for campus events, successfully coordinating gatherings ranging from 30 to 500 participants, ensuring smooth execution and positive attendee experiences
- Welcomed and assisted program attendees, accurately processing event registrations and contributing to a seamless check-in process
- Handled phone and email inquiries with professionalism, providing detailed information regarding events and services, which enhanced participant engagement and satisfaction

Marketing Intern   **May - August 20XX**
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
- Invited to serve on management team's Intern Advisory Board based on exemplary performance

Study Abroad

Education:
Accademia Italiana   **September - December 20XX**
Florence, Italy
Program of study: Italian language and Italian cultural studies

Related Experience:
English Language Teaching Assistant   **Sept - Dec 20XX**
Scuola Primeria San Pier Martire, Florence Italy
- Instructed English language to 30 Italian students, ages 7-11
- Discussed aspects of United States culture, including American holidays, sports, and school

Special Programs & Activities

College Park Scholar   **May 20XX - Present**
University of Maryland Honors College Program, College Park, MD
- Engage in co-curricular activities and honors courses around real-world application of sciences alongside 100 honors students in living learning environment
- Participate in shadowing experiences with life sciences professionals, including Biological Sciences faculty and physicians
- Complete and present a bioinformatic project in the field of molecular biology at end-of-year showcase

President   **August 20XX - Present**
TerpThon, College Park, MD

- Coordinate Fall new member campaign; increased membership by 15 percent
- Manage yearly budget of $8500; 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

Volunteer Tutor   **August 20XX - Present**
Prince George's County Public Schools Adelphi, MD

- Tutor between two and five 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
- Awarded Volunteer Tutor of the Year by peers, teachers, and students, May 20XX

Projects

Personal Project   **June 20XX – Present**
Exercise App, College Park, MD

- Created a user-friendly computer program that uses information provided by users to make personalized exercise plans
- Develop app in Java using Android Studio IDE and Git for version control to track and store workouts in SQL database

Web Application Dev Course   **Feb - May 20XX**
Food Website Project, UMD, College Park, MD

- Developed an online checkout system for a website using Ruby on Rails and jQuery, making it easy for users to purchase items
- Created a map feature that allows users to add locations, using FireBase and Google Maps tools, to make the map interactive and user-friendly

Photo by John T. Consoli/University of Maryland

Cameron Communication

123-456-7891, email@umd.edu

Baltimore, MD

EDUCATION

University of Maryland, College Park   May 20XX
Bachelor of Arts in Communication (Public Relations Track)
- Intended Minor: Leadership

Baltimore High School, **Baltimore, MD**   June 20XX

> You may include high school through first year at UMD

- Sonya Koveleski Award (May 20XX), an award given to the top math student in the senior class
- GPA: 3.75

RELEVANT PROJECTS

Carillon Communities, University of Maryland, College Park   September 20XX-Present
"Design My Maryland" Plan
- Create "Fearless Mission Statement" through iterative design process to gain vision for "Design My Maryland" Plan
- Utilize online portfolio system to showcase communication and leadership skills developed through creation of "Design My Maryland" Plan

COMM200: Critical Thinking and Speaking, University of Maryland, College Park   September 20XX-Present
Fearless Leadership Presentation
- Present 20-minute speech on communication styles of effective leaders to educate fellow students
- Learn critical concepts in persuasive discourse analysis and composition in age of technology

LEADERSHIP EXPERIENCE

Terp & Eagle Science Club, University of Maryland, College Park   September 20XX-Present
Tutor
- Assist 2-5 elementary students with science homework during weekly hour-long study sessions
- Coordinate with teachers to help provide additional lessons to struggling students
- Learn valuable skills in planning, organizing, and management in elementary education

Women's Varsity Lacrosse, Baltimore High School   January 20XX-May 20XX
Senior Captain
- Led team of 25 scholar-athletes to undefeated senior year by encouraging positive team dynamics
- Collaborated with two coaches to plan effective and fun practices daily
- Dedicated 10 hours of lacrosse practice and games with demanding course load
- Won Baltimore High School's Distinguished Athletic Service Award during senior year

Koala Learning Camps, **Travis, SD**   July 20XX-August 20XX

> Include only relevant experiences from high school, about 1-3 depending on experience at UMD

Counselor
- Taught math to 10 elementary school students at a local summer school on a Native American Reservation
- Created mathematics lesson plans to raise comprehension and performance of struggling students
- Designed interactive games to encourage participation among students resistant to learning math

SKILLS

- Technology: Microsoft Word & PowerPoint, Google Drive
- Social Media: Instagram, Facebook, Χ

Scan to view more sample resumes

Sample Resumes

UNDERGRADUATE

Alina Tech

College Park, MD | (301)555-3141 | ascience@umd.edu

EDUCATION
University of Maryland—College Park, MD   Expected May 20XX
Bachelor of Science, Computer Science

SKILLS
Programming Languages: C#, HTML, CSS, JavaScript, C, Python, Java, OCaml

PROGRAMMING EXPERIENCE

Adele H. Stamp Student Union Technology Services   August 20XX–Present
Student Web Developer   College Park, MD
- Develop and maintain various web applications utilizing C#, HTML, CSS, JavaScript, C and Java for multiple departments throughout a high-volume student union
- Communicate effectively with internal and external customers to execute project objectives, find solutions and maintain functionality of web applications
- Collaborate with team members to effectively staff the department 10 hours per week while balancing a full academic course load

Personal Project   June 20XX–Present
Exercise App   College Park, MD
- Develop app in Java using Android Studio IDE and Git for version control to track workouts and store them in SQL database
- Program GUI using I/O manipulation to create customized exercise plans based on user input

[Name of Class]   Feb–Apr 20XX
Food Website Project   College Park, MD
- Built check-out process for web application using Ruby on Rails and jQuery
- Designed an interactive map feature for users to submit locations, using FireBase and Canvas layer for Google Maps JavaScript API

[Name of Class]   Sep–Dec 20XX
Over-the-sand Vehicle Project   College Park, MD
- Led a team of 3 students to design, build, and test autonomous over-sand vehicle
- Completed designs in 3-D CAD, printed, and constructed the vehicle
- Contributed autonomous code [that did x and y]
- Co-wrote and presented 9-page design report with design drawings

OTHER EXPERIENCE

Managing People and Organizations   May–Jul 20XX
Consulting Case Team Member   College Park, MD

- Completed human resources consulting project with a team of five for a campus department
- Analyzed organizational performance, designed survey and interview protocol
- Analyzed survey results, described numerical and qualitative findings, presented to 12 peers
- Proposed improvements to client in collaboration with team, co-wrote and edited project report

Home Depot   Aug 20XX–Jan 20XX
Shift Manager, Cashier   Hyattsville, MD
- Provided excellent customer service and public relations, worked and communicated with the team to maintain cleanliness and service for customers
- Supervised 5 cashiers per shift and trained 8 new cashiers

**Scan to view more
sample resumes**

Sample Resumes

FEDERAL

Student Name
1234 Street Rd
Annapolis, Maryland 21409 United States
Day Phone: 1234567891
Email: sname12@terpmail.umd.edu

Work Experience:
Biological Science Aid
USDA Agricultural Research Service
1234 Street Rd
Beltsville, MD

5/20XX - 8/20XX
Hours per week: 30
Duties, Accomplishments and Related Skills:
Assisted in experiments to study the effects of cover crops on corn, soybeans, and nutrient management.
Gathered field data for a nationwide experiment to research the impacts of cover crops on problematic weeds.
Frequently collected and processed soil and plant samples to prepare them for further analysis.
Input and organized soil, biomass, and plant population data using Microsoft Excel.
Supervisor: Susan Supervisor (123-456-7891)
Okay to contact this Supervisor: Contact me first

Environmental Scientist Intern
Straughan Environmental
12345 Road St
Annapolis, MD

1/20XX - 8/20XX
Salary: $18.00 USD Per Hour
Hours per week: 20
Duties, Accomplishments and Related Skills:
Performed wetland and forest stand delineations in accordance with standards set by the US Army Corps of
Engineers and Maryland Department of Natural Resources, respectively.
Performed stream water quality and geomorphology assessments.
Utilized ArcGIS to analyze, interpret, and illustrate data collected in the field.
Assisted in the preparation and completion of Joint Permit Applications and Forest Conservation Plans.
Supervisor: Susan Supervisor (213-456-7891)
Okay to contact this Supervisor: Yes

Production Management Crew Lead
Clarice Smith Performing Arts Center
12345 Campus St
College Park, MD

9/20XX - Present
Salary: $15.00 USD Per Hour
Hours per week: 10
Duties, Accomplishments and Related Skills:
Supervise large ensemble concerts and student degree performances at the University of Maryland.
Delegate tasks to other crew members in order to successfully accomplish time sensitive assignments.
Work closely with performers to implement specific requests during rehearsals and performances.
Supervisor: Susan Supervisor (123-456-7891)
Okay to contact this Supervisor: Yes

Education:
University of Maryland College Park, MD United States
Bachelor's degree 5 / 20XX
GPA: 3.6 of a maximum 4.0
Credits Earned: Semester Hours
Major: Environmental Science and Technology, Soil and Watershed Science
Minor: Geographical Information Systems
Relevant Coursework, Licenses and Certifications:
Relevant coursework: Wetland Ecology, Wetland Soils, Soil Morphology, Soil Physics, Environmental
Geochemistry, GIS

Job Related Training:
Technical Skills:
Able to identify hydric soils, hydrophytic plants, upland plants, and indicators of wetland hydrology.
Experience conducting forest stand delineations and specimen tree surveys.
Proficient with ArcGIS and Microsoft Office.
Able to analyze data and write technical reports to summarize field investigations.

Affiliations:
Epsilon Eta, Professional Environmental Science Fraternity - Treasurer
The Wildlife Society - Member

Additional Information:
UMD Environmental Science and Technology Capstone Project Team Member
Department of Environmental Science and Technology, College Park, MD
Worked in a team of six to analyze and interpret data from collaborating Maryland farms to understand how soil
properties and cereal rye cover crops impact nitrate leaching rates.
Utilized ArcGIS to show agricultural areas susceptible to greater soil nitrate concentrations.
Communicated findings through a technical report, and presented general results to the general public and
faculty.

This **federal resume** sample was created using the resume builder tool on USAjobs.gov. For more information on writing federal resumes, including additional samples: *go.umd.edu/ Fedresumewriting*

Key differences for federal resumes:

- **Detailed Information:** Include your full address, hours, pay, and past supervisors.
- **Flexible Length:** Refer to USAJobs.gov and OPM.gov for most up-to-date requirements.
- **Tailored Content:** Customize your resume for each position.
- **Multiple Versions:** Store multiple resumes in your USAJobs account.

Scan to view more sample resumes

Sample Resumes

GRADUATE STUDENT

Terp Student
Washington, DC | www.linkedin.com/in/TStudent
123-456-7891 | tstudent12@umd.edu

Education

University of Maryland, College Park   Expected December 20XX
Master of Science, Environmental Science & Technology
Soil & Watershed Sciences
GPA: 3.768

Bachelor of Science, Environmental Science & Technology   May 20XX
Ecosystem Health
GPA: 3.595

Research Experience

Soil Chemistry & Biogeochemical Interfaces Research Group
Research Advisor: Dr. Faculty Name
Department of Environmental Science & Technology, *University of Maryland, College Park*

Graduate Research Assistant   **Aug 20XX – Present**
- Monitor radial oxygen loss in *Phragmites australis* using analog rhizospheres (rhizoboxes) and optode sensing technologies to better understand plant-mediated redox oscillations.
- Conducted fine-scale soil sampling using the spatiotemporal visualizations of the rhizoboxes to characterize the microbial populations at microsites along the rhizome's oxygenation gradient.
- Assemble and monitor benchtop incubations of wetland soils to conceptualize microbially mediated carbon and oxygen cycling.
- Analyze carbon transformations using Fourier transform ion cyclotron resonance mass spectrometry.

Undergraduate Research Assistant   **Sept 20XX – May 20XX**
- Characterized microbial populations in wetland soils invaded with *Phragmites australis*, common reed, through DNA extraction and sequencing.
- Analyzed data and communicated my results with peers and supervisors using comprehensive presentations and scientific posters.

Kjellerup Biofilms Research Group   **Oct 20XX – May 20XX**
Research Advisor: Dr. Faculty Name
Department of Civil & Environmental Engineering, *University of Maryland, College Park*

Undergraduate Research Assistant
- Detected the presence and concentration of COVID-19 in wastewater effluent collected from autosamplers at various locations on campus and local wastewater treatment facilities to try to locate potential outbreaks in residence halls on campus and residential areas. Assisted a post-doctorate fellow with concentrating samples, RNA extraction and quantification, and RT-qPCR of samples.
- Monitor the effect of a bacterial consortium's dehalogenation capabilities on a trichloroethylene-contaminated bioremediation site. Used gas chromatography, DNA and RNA extraction on soil and water samples, anaerobic incubations, and PCR to monitor the site.
- Analyzed data and communicated my results with peers and supervisors using comprehensive presentations and scientific posters.

Host-Pathogen Interactions Research Lab   **Jan 20XX – Dec 20XX**
Research Advisor: Dr. Faculty Name
FIRE: The First-Year Innovation & Research Experience, *University of Maryland, College Park*

Peer Mentor   **Jan 20XX – Dec 20XX**
- Supervised new undergraduate researchers in the lab, teaching new protocols, techniques, and lab safety regulations.
- Conducted an independent research project to determine the importance of *E. coli* amino acid biosynthesis in bacteriophage replication.

Summer Fellow   **Aug 20XX – Sept 20XX**
- Selected by FIRE faculty to participate in a 10-week immersive research experience, continuing the research conducted in the previous semesters.

Undergraduate Research Assistant   **Jan 20XX – Dec 20XX**
- Investigated the role of host cell glutamine metabolism in *E. coli* bacteriophage replication using traditional microbiology and molecular biology techniques.
- Collaborated with peers to complete a research project on the role of glucose in host-cell bacteriophage production and presented results at an undergraduate research symposium.

Hudson River National Estuarine Research Reserve   **Apr 20XX – July 20XX**
Falls, NY

Student Research Partner
- Sampled American Eels using fyke nets, eel mops, and eel ladders at Hunters Brooke within the Hudson River Watershed, to better understand migratory patterns and populations.
- Collected, entered, and analyzed data in collaboration with peers.

Technical Skills

Laboratory Techniques: Sterile transfer and aseptic culture technique; preparation of culture media and plates; spectrophotometry; bacteriophage preparation, plating, and quantification; RNA and DNA extraction and quantification; reverse-transcription PCR; gel electrophoresis; Gas Chromatography-Mass Spectrometry; soil sampling utilizing augers and cores.

Software: R, CAD, Photoshop, Microsoft Office Products (Word, Excel, and PowerPoint), and Web Soil Survey

Awards & Certifications

- The Dean's Fellowship — *College of Agriculture and Natural Resources 20XX Recipient*
- Outstanding Student — *Environmental Science & Technology's 20XX Undergraduate Recipient*
- First Place UMD Bioscience Research Day — *Biochemistry and Molecular Biology 20XX*
- Peer Innovation Coach — *Certified by the Academy for Innovation and Entrepreneurship*

A Curriculum Vitae (CV) is frequently utilized in the US for positions in academia. **Here are the major differences between an industry resume and a CV:**
- **Length:** CVs are typically more extensive than industry resumes.
- **Content:** CVs often include publications, research projects, presentations, and academic achievements/recognitions.

This sample is the first two pages of a four page CV, scan to view more:

Sample Cover Letters

Date
[Your Name]
[Your Address]
[City, State & ZIP Code]

[Name of Individual]
[Title of Individual]
[Name of Organization you're applying to]
[The Organization's Address]
[The Organization's City, State & ZIP]

> Note: If you are certain of the prefix an individual uses (Dr., Mr., Mrs. etc.) then it is appropriate to use it. If you would need to guess, it is better to avoid using gendered prefixes and use either a professional title (Dr., Officer, etc.) or use their first and last name to prioritize inclusivity and respect.

Dear [Individual's Name OR something like "Hiring Manager" or "Hiring Committee"]:

Introductory Paragraph: Start your cover letter by stating the position you are applying for and expressing your enthusiasm for the role. Mention how you learned about the opening, especially if referred by someone, and explain why you are interested in the position and how your values align with the organization.

Body Paragraph(s): Highlight your most relevant past experience(s) and describe the skills or knowledge you developed that are applicable to the role. Explain why these skills are valuable to the organization, focusing on a couple of key experiences to demonstrate your fit for the position. This is your opportunity to specifically demonstrate how you are qualified and why they should offer you an interview.

If you do not yet have direct work experience in the field, highlight relevant class projects, involvement in student organizations, or other experiences that can showcase transferable skills, such as leadership, teamwork, and problem-solving. Additionally, share experiences that have fueled your interest in this career path, like attending industry-specific career panels or enrolling in courses that sparked your curiosity.

Closing Paragraph: Reiterate your interest in the position and summarize your fit with the organization. Politely express your desire to discuss the opportunity further, provide your contact information, and thank the reader for their time and consideration.

Sincerely,
Your Name

**Scan to view more
sample cover letters**

Professional
Correspondence

Email Subject

Use a meaningful subject header—one that is appropriate to the topic
Examples:
- Thank You for the Opportunity
- Application Submission for [Job Title]
- Follow Up on Recent Discussion
- Meeting Request: [Date]

Titles

- If a contact's prefix is known, address the recipient as Dr., Mr., Ms., or Mrs. and always verify the correct spelling of the recipient's name.
- If their prefix is unknown, remove gendered titles, but keep professional titles (Dr, Officer, etc.) when appropriate
- Use the name they introduce themselves with, including in their email signature

Content

- Make sure the note sounds personal to the experience you had with the person, avoid using particularly generic messaging
- Organize the information thoughtfully, include bullet points or a summary where appropriate
- Be sure to double check your spelling, grammar, and punctuation
- Be genuine and natural in your note, maintain a respectful tone, but let your personality shine through

Signature

Sign using your full name, you can include a preferred name as well. You are welcome to add other relevant information for the employer, as desired, including your degree and major, university name, intended graduation, phone number, LinkedIn profile link, and personal website or portfolio.

Example:
Sincerely,
Jane Student

B.S. Animal Science
University of Maryland, College Park
https://www.linkedin.com/in/janestudent5678

Photo by Stephanie Cordle/University of Maryland

Professional
CORRESPONDENCE EXAMPLES

Thank you letter for an interview:

Dear [Recipient's Name]:

Thank you so much for taking the time to interview me today for the [Position Title] role with [Company Name]. I truly enjoyed learning more about the position, your team, and the exciting projects happening at [Company Name].

Talking with each of you about your experiences with this organization has reaffirmed my interest in the role. I am excited about the potential opportunity to contribute to the team, particularly in [mention how your skills align with a specific project or goal].

Thank you once again for the opportunity to interview. Please feel free to reach out if you need any more information from my side. I look forward to the possibility of working together.

Thank you letter post-career fair:

Dear [Contact's Name]:

I wanted to express my sincere gratitude for taking the time to speak with me at the University of Maryland Fall Career & Internship Fair this past [day], [date]. I found it very interesting to learn more about [Company Name] and the exciting opportunities within the organization.

The insights you shared about [specific topic discussed] were incredibly valuable and have sparked my interest and enthusiasm for pursuing a career in [industry]. I am especially interested in [specific role discussed] and I would love to explore more opportunities in that area.

Thank you again for your time and for being so welcoming. I am looking forward to staying in touch and hopefully working together in the future. As we discussed, I will send a connection request via LinkedIn.

Thank you!

Emails & Acceptance Letter Writing

Tip: After you've written a first draft of a thank you note or acceptance letter, use TerpAI to enhance your writing. Prompt it to refine your language, ensure clarity and tailor your message for the various recipients, based on the context. Remember, the correspondence should reflect your genuine gratitude and interest.

Position acceptance letter:

Dear [Recipient's Name]:

I am writing to formally accept the offer for the Communications Internship position with [Company Name]. After reviewing the terms of the internship, I am excited about the opportunity to join your team and contribute to [specific goal or value of the company].

I appreciate the opportunity and am eager to start on [start date], as discussed. Please let me know if there are any documents or additional information you need from me prior to my start date.

Thank you again for this opportunity, I look forward to working with you and the rest of the team!

Photo by Stephanie Cordle/University of Maryland

Go Online 🌐

CONTROL YOUR IMAGE

Conduct regular audits of your digital footprint. How do you present yourself on social media and other digital platforms? Remove anything questionable that could jeopardize your reputation or professional brand. Come in to the Center for a free professional photo, using our self-guided professional photo booth. *careers.umd.edu/professional-photo-booth*

USE HANDSHAKE

Handshake is the University Career Center's online platform for University of Maryland students, alumni, and employers. Users can search for jobs, schedule career advising appointments, register for events, and access career resources. Handshake is available online and through a mobile app.

BE ACTIVE ON LINKEDIN

Each month, 310 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 TERP AI

TerpAI is a powerful GenAI tool designed by UMD to simplify your interactions with technology and enhance your daily tasks. TerpAI can help you in your career development and growth. TerpAI offers insights that improve decision-making, whether you're brainstorming ideas or analyzing data. TerpAI is secure and reliable, ensuring your data is handled with the highest privacy standards. For guidance on the safe and ethical use of GenAI tools at UMD, visit *ai.umd.edu/resources/guidelines.*

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.

RESEARCH INDUSTRIES & SEARCH JOB POSTINGS

Remember to check the large job databases, but also industry-specific boards that cater to your demographic. *go.umd.edu/uccjobpaths*
Once you've found something promising, research the company. Organizations and employers engage with potential hires on Handshake and LinkedIn. Follow employers and industries that interest you.

MAINTAIN ONLINE ETIQUETTE

Your online interactions are a great way to showcase your communication skills. Just a friendly reminder to use professional language when reaching out to employers. It's also a good idea to keep follow-up messages to a minimum—too many can come off as unprofessional. Good luck!

Go Offline

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.

ATTEND JOB FAIRS, CONFERENCES AND NETWORKING EVENTS

Go where groups of people in your field assemble. In these settings, everyone has a common interest and often their intention is to make connections. Try out an industry-specific networking event or an issue-focused meetup to share ideas, learn from peers and expand your professional circle.

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. Use Terrapins Connect to identify alumni to reach out to. Enroll in the Informational Interviews learning module at *go.umd.edu/Informationalinterview* to learn more.

MASTER STORYTELLING & CASUAL CONVERSATION

Learn to incorporate job search insights into everyday conversations, highlighting your unique skills and talents. In interviews, present engaging stories that create a lasting impact, while in casual settings like RecWell or Stamp, you can connect with a diverse audience to boost your job search efforts.

GET INVOLVED

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

NETWORK FROM WITHIN

Securing a role within your dream organization, even if it is not your ideal position, is a great way to gain footing towards your long term career goals. If you want to work in marketing but you're offered a quality control position, consider taking it if it meets your interests. In a few years you may be right where you want to be. Experience within an organization you fit well with increases your chance of inside mobility.

NURTURE YOUR NETWORK

Even after you're hired, don't stop adding to your network and nurturing your contacts. 80% of jobs go to someone with a connection to the organization. Be that someone. Put forth a positive attitude, engage new people, update your mentors with where you are at in your career, and stay connected.

Job & Internship
SEARCH STRATEGIES

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.

Strategies	Getting Started	Tools/Resources	Tips
Networking	Connect with faculty, advisors, alumni, family and fellow students. Engage with campus organizations and attend networking events.	• **Campus networking events,** such as Career Fairs, employer information sessions, and industry-specific events • **Online networking platforms,** like LinkedIn and Terrapins Connect • **Informational interviews** through Intern for a Day, LinkedIn, and Terrapins Connect	Build relationships with peers and mentors. Participate in student organizations and professional associations to expand your network.
Targeted Search	Identify employers that align with your academic interests and career goals. Leverage connections through professors and campus resources.	• **LinkedIn UMD Alumni Tool** via the University of Maryland, College Park LinkedIn page • **Handshake** • **Industry-specific job boards**	Use the University Career Center and other relevant campus career services offices for targeted searches. Reach out to alumni in your field for insights and opportunities.
On-Campus Recruiting	Utilize Handshake to explore recruiting events and opportunities. Attend info sessions and apply to on-campus interviews.	• *Handshake*	Regularly update your Handshake profile and engage with employers through campus events. Leverage career fairs to gain exposure to potential employers.
Posted Positions	Develop a list of keywords related to your field of study and career interests. Use these to filter through job postings and set alerts.	• **Handshake** • **External Job boards,** such as LinkedIn, Indeed, and industry-specific sites • **Professional associations**	Utilize job boards and university resources to find positions. Set alerts to receive notification of new opportunities that match your criteria.
Social Media	Showcase your academic achievements and skills on social media. Connect with professionals in your field and engage in relevant discussions.	• **Handshake** • **LinkedIn** • **Instagram** • **Portfolio websites**	Ensure your profiles are professional and reflect your academic and career journey. Use social media to network and gain industry insights. Prioritize the platform most used in your field.

Profile Basics: LINKEDIN

Maura Francois • 3rd

Workers' Rights | Bilingual (EN/SP) | UMD '27

#OPENTOWORK

University of Maryland

Worker's Activism

Talks about #workersrights, #fairwage, #marketingdigital

College Park, Maryland, United States • **Contact Info**

500+ connections

12 mutual connections: Hillary Moesh, Ariel La, and 10 others

About

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.

Recommendations

Received (14)   Given (6)

Jaina Cullum
I help small businesses, corporations, and authors share their unique authentic story with the world!

Maura was an amazing intern in our HR department, helping us refine our new worker's policies and presenting the changes to various units. Wish we could hire her full time!

Recruiters often use trending, industry-specific keywords and phrases in their LinkedIn searches. 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

Profile & Cover Photos

Capture who you are professionally. A cover photo is a great opportunity to reinforce your industry and passion, whereas a profile photo is better as a headshot. Avoid group photos, extreme close ups, and selfies. Come in to the Center for a free professional photo, using our self-guided professional photo booth. *careers.umd.edu/professional-photo-booth.* If you're looking for employment, you can opt-in to the #OpentoWork profile photo ring.

Headline

Reinforce yourself with a professional and memorable slogan.

Search Engine Optimization (SEO): Include keywords/phrases describing your skill sets and goals in terms that your industry's recruiters search. Trending topics fluctuate, so research relevant job postings for ideas of terms.

Suggested Formulas: Seeking [industry] position.
ex. "Currently seeking a social media position."

[Major/Level] major seeking opportunities in [location/industry] | Graduating from [University] in [Year].
ex. "Junior English major seeking opportunities in Washington, D.C | Graduating from University of Maryland in 2027"

[Industry] | [Valued Skill] | [University] [Year]
ex. "Filmographer | Video Editing | UMD '28"

Connecting

Build your professional network. To start, sync email contacts to create a list of "Suggested" connections. Connect to those you're comfortable associating with professionally. Great additions include classmates, former colleagues, professors, friends, and family friends.

Etiquette: When requesting to connect, send a customized request. do NOT send the generic message. It offers little to no context and may cause recipients to think you're fishing for superficial connections. If someone hasn't accepted after a few weeks, it's okay to follow up. If that doesn't work, move on to more interested, responsive users.

Groups: Active memberships in relevant groups show your interest in the field, gives you a place to discuss trends, and expand your network.

Asking for an Introduction: Message a contact that can introduce you. Clarify why you're asking in case your contact forwards your message on to the person.

About

Support your headline with a personable and professional look into your experience and goals. Only 218 characters automatically display and the rest is hidden until the viewer clicks "See more." So, arrange your summary to first display attention-getting content.

Who Am I?

This shows in your words and tone. Rather than saying you are passionate, show your passion through word choice and examples of engagement. Are you witty? A huge comic book fan? Have a theme song? Sprinkling in some of your uniqueness offers recruiters a better idea of who they would be working alongside. However, use this sparingly, not at the expense of your professional image.

What Do I Want to Do?

What are your professional goals? How are you reaching for them? Discuss your experience and expertise, then state exactly what you want to do in your future workplace. It's good to know what you want and this helps recruiters determine if they are the right fit for you.

What Do I Bring to the Table?

Experience, personality and skills. Weave them through your summary and reinforce using keywords popular in your field. Remember to incorporate Search Engine Optimization. By the end of your statement, recruiters should have a feel for who you are, your level of experience, your ideal focus and your future goals. Remember to list skills for each job or experience you highlight on LinkedIn.

Recommendations

Tap into your network for powerful testimonials. Ask for recommendations from those who really know you, such as supervisors, professors, teammates or those you've led, who can highlight what working with you is like and how you contributed to the organization or experience. Personalize your requests and be polite and gracious. Include a few words outlining accomplishments or qualities they might mention and ALWAYS send a thank-you afterward.

Experience, Projects, etc.

Format these as you present them on your hardcopy resume. Include portfolios, photos and videos when they enhance understanding. For Honors & Awards, include 1-2 sentences explaining criterion and how/why you were selected. In the Skills & Endorsements section, choose self-descriptive keywords used by professionals in the industry. For example, in PR/Marketing, "event planning," "social media" and "public speaking" are fitting.

Obtaining
PROFESSIONAL REFERENCES

Professional references are essential when applying for jobs and graduate school, as they offer valuable insights into your personality and qualifications.

References:

Individuals who can speak to your skills and character, typically contacted by employers via phone or email. Most jobs require a list of 3 references with contact information, but they usually don't need to write a letter. References are contacted after interviews.

VS

Letters of Recommendation:

Formal documents detailing your qualifications, character, and accomplishments, often required for graduate school applications. Typically, 2-3 faculty members, ideally tenured or tenure-track, provide these letters plus other professionals who can speak highly about your work ethic and background.

Sample Reference Sheet

References

OLIVIA K. SMITH
12345 South Avenue
Philadelphia, PA 19131
215.222.3333
oksmith125@umd.edu

Dr. Alex Cline, Professor, University of Maryland
2130 Skinner Building
College Park, MD 20742
301.314.0000
acline@umd.edu

Ms. Amy Watts, Assistant Director, Orientation Office
University of Maryland
1102 Cole Field House
College Park, MD 20742
301.000.0000
awatts@umd.edu

Mr. Ace Collins, Volunteer Coordinator, Helping Hands
5142 Slate Avenue
College Park, MD 20742
546-000-0000
acecollins@helpinghands.net

Tips for Requesting References or Letters of Recommendation

1. **Choose Wisely:** Select individuals such as supervisors, colleagues, professors, or advisors who can best speak to your skills and background.
2. **Request Politely:** Always ask before listing someone as a reference. For letters, request at least 2 3 weeks in advance to provide enough time to write.
3. **Provide Context:** Share your resume and relevant job or graduate program details to help them tailor their feedback or letters.

What to Provide Your Reference or Recommender:
1. **Updated Resume:** Helps them understand your recent experiences and skills.
2. **Job/Graduate Program Information:** Allows them to customize their feedback or letter to the opportunity.
3. **Talking Points:** Highlight specific skills or achievements to emphasize.
4. **Deadline Information:** Clearly communicate all deadlines and submission instructions for letters of recommendation.

Showing Appreciation

- **Send a Thank You:** A personalized note or email to express gratitude, especially for letters of recommendation, which can be time-consuming.
- **Keep Them Informed:** Update them on your application outcomes and thank them again. Offer to serve as a reference for them in the future, if appropriate.

What's Your Pitch?

An elevator pitch is your prepared 30-second introduction of who you are and what you are interested in doing. It is used when networking, attending career fairs or during internship/job interviews. Well-thought-out pitches demonstrate that you are well spoken, qualified and prepared. The pitch should be brief, clear and interesting.

Networking Scenario

"Hi! My name is Mary Land. I'm 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 and I am a junior English major interested in public relations. I saw your PR internship on Handshake and am excited about the opportunity. Currently, I work as a part-time sales associate at a large department store, where I've really developed my communication and customer service skills. I enjoy engaging with customers and solving problems, which I know are essential skills in PR. Could you tell me more about your internship?"

NAME
MAJOR AND CLASS YEAR
SKILLS GAINED FROM EXPERIENCE(S)
(i.e. work, volunteer, internship, study abroad or on-campus leadership)
CAREER INTEREST(S)
customized depending on the field the employer/networking contact represents
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?"

Remember to keep your pitch conversational and authentic. Aim for a natural flow that showcases your true personality, rather than sounding rehearsed or robotic.

INFORMATIONAL INTERVIEWS

Can you tell me about your career path and how you got where you are?

What are the different entry-level jobs in this career field?

What is the typical career progression in your field?

What courses might be helpful for me to enhance my chances for employement in the field?

What related fields are available for people with backgrounds such as yours?

What other organizations or people in the field would you suggest I talk with, and may I use your name when I contact them?

What do you do on a typical day?

Are there online sources or professional associations that you would suggest I use?

What would you suggest for someone who is just beginning in the field?

What aspects of your career field do you like/ dislike?

What skills or experiences are required or helpful?

What is the future of the field in terms of new and expanding opportunities?

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. Enroll in the Informational Interviews learning module at *go.umd.edu/Informationalinterview* to learn more.

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. Some may simply believe in encouraging newcomers to their profession and others may be scoping 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?

Use email, phone call, **LinkedIn** or **Terrapins Connect** (see adjacent box). The key to obtain an informational interview is through referral so make sure to use your network and research LinkedIn's UMD Alumni tool to find individuals of interest.

What do I say to someone to ask for an informational interview?

Sample message to send through LinkedIn or email: "Dear Andrew, My name is Julie Jones and I received your contact information from Megan Lee in the Career Center. I am currently a senior at the University of Maryland majoring in public relations. I admire your career path in PR and am wondering if you might have time to meet with me or have a quick phone call to answer some questions I have about the field. Thank you in advance!" Julie Jones

Note: Send a thank-you letter to every person who grants you time and to every individual who refers you to someone.

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. *terrapinsconnect.umd.edu*

PRESENT YOURSELF PROFESSIONALLY

Here are suggestions to help you choose outfit options that feel true to you and boost your confidence with your job search.

The Basics

- **First Impressions Matter:** Your outfit should reflect professionalism, confidence, and respect for the opportunity. Aim for a neat and polished appearance.
- **Colors:** Stick to solid colors and simple patterns.
- **Shoes:** Wear closed-toe shoes (1 or 2 in heel height), such as dress shoes, loafers, or flats that are comfortable to walk in. Avoid athletic shoes, sandals and flip-flops.
- **Clean and Pressed:** Ensure your outfit is laundered, tidy and wrinkle-free.
- **Accessories and Grooming:** Choose simple accessories that will not distract from you. Pay attention to grooming details such as personal hygiene, hair and nails.
- **Virtual Interviews:** Dress fully, not just from the waist up. This helps you mentally get into a professional mindset.
- **Identity and Personal Brand:** Prioritize clothing that affirms your identity and reads professional.
- **Traditional Garments:** Wearing traditional attire is acceptable.

Dress for Success

Tip: Consider exploring GenAI for style guidance. Inquire about fashion advice or personalized style combinations and adapt suggestions to meet your unique identity and personal brand.

TerpAI Prompt(s): "I am a college student who is going to my first employer networking event. What are the key elements of business attire for this type of setting, and how can I adapt them to suit my individual style?"
"Can you help me create a business attire look using these pieces that I have in my closet: [insert pieces]"

Industry Variations

- **Corporate/ Finance/ Consulting:** Business formal – Two piece suits, ties, dress shirts, blouses, knee-length skirts, dark colored dress shoes.
- **Nonprofits/ GovernmentPublic Sector/ Education:** Business casual or slightly more formal, depending on role - Collared shirts, blouses, slacks, khakis, skirts, dresses. Blazers and ties are optional.
- **Creative/ Tech/ Startups:** Smart casual - anything business casual, jeans—avoid rips or holes; darker washes are more professional and plain T-shirts. Avoid hoodies or graphic tees.

For the Job

After you ace the interview and accept the job or internship offer, you start your professional career. For students and recent graduates just entering the world of work, additions to wardrobes or complete overhauls are likely needed. Limited funds, however, can be an obstacle. Image consultants suggest "capsule wardrobing". By mixing and matching, an eight-piece capsule wardrobe can generate up to 28 ensembles.

- Establish a professional wardrobe budget that includes appropriate accessories.
- Purchase a suit jacket or blazer that can work with various other pieces.
- Buy professional wardrobe basics that you can build on.
- Don't overlook the importance of a nice bag or leather portfolio.
- New employees should dress similarly to more professionally dressed coworkers.

Final Tips!

- Confidence shows. The best outfit is the one you wear with comfort, pride and poise.
- Try on outfits in advance and get feedback from a mentor, the career center, or friend.
- Have a "go-to" outfit ready for last-minute interviews and career fairs.
- Tailor your attire to the specific industry and role to make a positive first impression.
- It is better to be overdressed than underdressed.

Need more help? Contact the University Career Center for personal styling tips, practice interviews, and industry-specific prep.

BUSINESS FORMAL
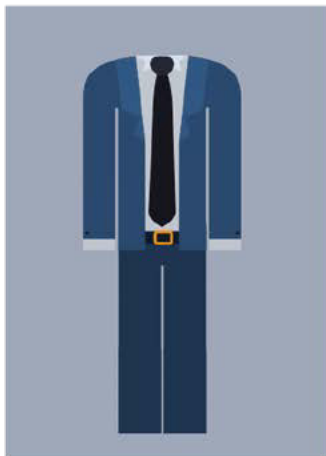
BUSINESS CASUAL
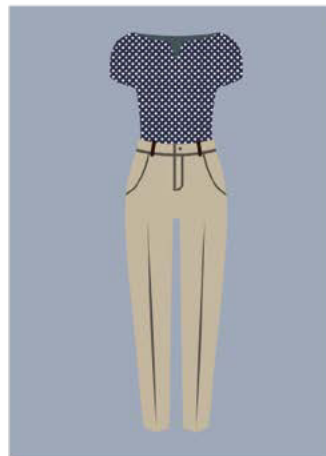
Preparing for

Virtual Interviews

Tech Check

Zoom, Google Meet, Microsoft Teams, and more. Before your interview, test the audio, video, and internet connection of the software you'll use. If possible, practice on the same connection with a friend. Technology can fail, so have the interviewer's phone number handy as a backup.

Environment

Pick a quiet spot with good internet and natural light. Face the light to avoid backlighting and check for glare on your glasses.

Prepare Yourself

Eliminate distractions and stay present. Keep only a glass of water, your resume, and a notepad. Avoid multiple monitors and don't read notes during the interview.

Prepare the Look

Set your camera at eye level for a more personal touch, and place the interviewer's window close to it to mimic eye contact. Choose a simple, distraction-free background and use head-phones with a mic for better audio, avoiding bulky over-the-ear types. Sit up straight, smile, and nod to show you're engaged, and ensure your display name looks professional.

Getting the Most Out of the

Career Fair

Many employers use career fairs, both virtual and in-person, to promote their opportunities and to pre-screen applicants. Career fairs range from small industry-focused events to giant regional career recruitment events held at major convention centers.

Most career fairs consist of booths or tables staffed by recruiters and other representatives from each organization. For on-campus events, some employers send alumni representatives who are familiar with the campus and its academic programs. Employer representatives will decorate a table with brochures and business cards and may use elaborate interactive displays, giveaways, and a team of recruiters to engage students based on interest areas.

For virtual fairs, employers utilize various platforms to host virtual rooms, enabling students to engage in video calls or text chats.

Dressing for the Fair

In most cases, "business casual" is recommended. If you're unsure of the dress code, wear business formal, you'll make a better impression if you appear polished and confident. Plan your day to avoid carrying large backpacks or bags during the fair, when possible.

What to Bring with You

Employers may collect resumes! Be prepared to share your resume as a paper copy, a digital copy, and through online profiles like LinkedIn and Handshake.

- Bring 10-15 copies of your resume
- Be ready to share a pdf copy of your resume with employers during or after the fair and update your Handshake and LinkedIn profiles, prior to the start of the fair.
- Consider having a QR code available to share your resume or professional profile easily with an employer, while you are at the booth.
- Keep track of the recruiters with whom you speak and send follow-up notes to the ones who interest you.

Tips to Succeed at the Fair

- **Do your research,** look at the companies' websites before talking to them at the fair, and think about the questions you want to ask them. Be sure to check out the organization's mission statement, and the type of work they do, positions that may be of interest to you, and note things that stand out to you about them.

- **Create a 30 second elevator pitch** as a way to promote yourself to an employer. Introduce yourself, demonstrate your knowledge of the company, express enthusiasm and interest, and relate your background to the company's needs.
- **Keep an open mind!** Perhaps you will discover an employer you weren't considering, but they have a long line and have caught your attention. Approach them and mention what drew you to their booth to start a conversation.
- **Ask for help if you need it.** There is a UMD Career Center Support Booth at the fair, and you're encouraged to visit it if you need help.

After the Fair

Send thank-you emails to the recruiters you met. Include details from your conversation so they remember you and follow up on any action items (i.e. attach your resume, apply for the position you discussed.)

Career Fair Etiquette

1. **Manage your time wisely and be polite.** There may be lines for certain employers or to enter certain areas of the fair. Be patient, do not attempt to cut the line or behave rudely toward fellow students or UMD staff. You want to appear professional.
2. **If you have an 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. **Connecting with busy employers.** If the employer is too busy , leave a note on your resume such as,"You were so busy that we didn't get a chance to meet. I'm very interested in talking to you." Look for the recruiter's business card and send a follow up note and another copy of your resume.
4. **If you know ahead of time that one of your "dream companies" is a career fair participant, do some prior research** (at minimum, visit their website). A little advance preparation goes a long way and can make you stand out among other attendees.

PERSONAL STATEMENT GUIDELINES

Step **1** **Brainstorming**

Actions:

Devote time to reflect on the following questions.
• Discuss them with friends or family members.
• Jot down notes. In some cases write sentences.

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

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

Step **2** **Writing Your Personal Statement**

Actions:

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

1. Develop an outline of your statement prior to writing. It doesn't have to be detailed. There can be three or four main points in the order you want to make them.
2. Accentuate your strengths and what makes you unique.

3. Explain your weaknesses in positive ways. For example, refer to them not as weaknesses but as areas for improvement or growth.
4. Paint pictures and tell stories about what makes you special. In this way the admissions readers will remember you. The story can be happy or sad. The more feeling you can inject into your statement, the more you will stand out.
5. Find out the specific orientation and philosophy of the graduate program. Adapt and refine your statement to fit. This will make you stand out from other applicants who recycle the same personal statement with each application.

Suggested Outline

The word count or length of your personal statement will vary from school to school, and is typically double-spaced. Here is a suggested outline. You should adjust the main point of each paragraph and number of paragraphs depending on the desired length of your personal statement and the areas in your background that you choose to emphasize.

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

Personal Statement Critiques: Contact the University Career Center & The President's Promise and make an appointment to have your personal statement reviewed. For grammar, writing, or spelling help, contact the Writing Center at www.english.umd.edu/ academics/writing center. Ask a professor if they would review it as well. Having feedback from professionals with different points of view can only make for a stronger personal statement overall.

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

References: Write for Success: Preparing a Successful Professional School Application, Third Edition, October 2005 by Evelyn W. Jackson, PhD and Harold R. Bardo, PhD. NAAHP, National Association of Advisors for the Health Professions, Inc.
"Perfect Personal Statements" by Mark Alan Stewart. Peterson's Guide 2004

Questions
EMPLOYERS ASK

👤 PERSONAL

1. Tell me about yourself.
2. What are your hobbies?
3. Why did you choose to interview with our organization?
4. Describe your ideal job.
5. What can you offer us?
6. What do you consider to be your greatest strengths?
7. What are areas of growth for you?
8. Have you ever had any failures? What did you learn?
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

1. What job-related skills have you developed?
2. Did you work while going to school? In what positions?
3. What did you learn from these work experiences?
4. What did you enjoy most about your last employment? Least?
5. Have you ever quit a job? Why?
6. Give an example of a situation in which you provided a solution to an employer.
7. Give an example of a time in which you worked under deadline pressure.
8. Have you ever done any volunteer work? What kind?
9. How do you think a former supervisor would describe your work?

🎓 EDUCATION

1. Why did you choose your major?
2. Why did you choose to attend your college or university?
3. Do you think you received a good education? How?
4. In which campus activities did you participate?
5. Which classes in your major did you like best? Least?
6. Which elective classes did you like best? Least? Why?
7. If you were to start over, what would you change about your education?
8. Do your grades accurately reflect your ability?
9. Were you financially responsible for any portion of your college education?
10. What has been the most influential aspect of your college experience?

🎯 CAREER GOALS

1. Do you prefer to work under supervision or on your own?
2. What kind of boss do you prefer?
3. Would you be successful working with a team?
4. Do you prefer large or small organizations? Why?
5. What other types of positions are you considering?
6. How do you feel about working in a structured environment?
7. Are you able to work on several assignments at once?
8. How do you feel about working overtime?
9. How do you feel about travel?
10. How do you feel about the possibility of relocating?
11. Are you willing to work flextime?

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

Practice your interview responses with **Big Interview** conducted using the webcam on your computer. Access Big Interview from the resources tab of your Handshake account.

Questions to Ask Employers

About the Employer

1. How would you describe the company's culture?
2. What products (or services) are currently in development?
3. Does the company have plans for expansion?
4. How has the company been impacted by the economy in recent years?
5. Does the company value creativity and individuality?
6. Is the company environmentally conscious? In what ways?
7. In what ways is a career with your company better than one with your competitors?
8. What is the biggest challenge facing the company? The greatest opportunities?
9. What are the characteristics of top performers in this company?
10. Are salary adjustments tied to the cost of living or job performance?
11. Does the company encourage further education?
12. In what ways does the company engage or give back to the local community?
13. Does your organization complete annual compensation equity analysis?
14. Does your organization have any affinity groups or committees to support diverse populations? How do these groups contribute to the culture of the organization?
15. What social causes does your organization support?

About the Position

1. Please describe the duties of the position.
2. What kinds of assignments might I expect in 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 you looking for in the candidate who fills this position?
7. What skills are especially important for someone to be effective in this position?
8. Where does this position fit into the organizational structure?
9. What is the growth potential for someone in this position?
10. Is this position hybrid, remote or in-person?
11. How much travel, if any, is required in this position?

Additional Questions

1. What do you like best about your position, the company?
2. What would you describe as the company's values or top priorities?
3. What are the next steps in the interview process? When should I expect to hear from you or should I contact you?

Don't hesitate to ask questions that genuinely matter to you. Answers to these questions will help you make the most informed decision about the opportunity, while also showing the employer your interest in the role.

Behavioral Interviews

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 accounting of one event.

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.")

THE ART OF NEGOTIATING

Negotiating a Job Offer

Once you have been offered a job, you have an opportunity to review and discuss the terms of employment. Negotiating is about each party understanding what's most important to the other and finding common ground.

Evaluate Your Job Offer

Before accepting a job offer, it's crucial to understand all aspects of the opportunity. Here are key factors to consider:

Salary: Factor in the cost of living and commute. Salary differences are significant between locations like Washington, DC, and Baltimore, MD, where DC has a 46% higher cost of living according to Bankrate.com. Not all employers negotiate salary, and those that will may only adjust offers by about 5%. If your research suggests you deserve a higher salary, consider negotiating.

Start Date: This aspect is usually negotiable. Employers understand you may need time for prior commitments.

Benefits Package: These elements can either cost you money or help you save. Evaluate:
- Health, vision, dental, and prescription drug coverage, including associated costs.
- Retirement plans (401K/403B): Check if the company matches contributions and at what rate.
- Monetary benefits: Consider stock options, signing bonuses, and quarterly/annual bonuses.
- Remote work opportunities: If this is important to you, ensure it's available.
- Professional development: Look for memberships in professional associations, conference attendance, certification, tuition remission for further education.

Organization & Position Fit: Ensure the company aligns with your values and has a strong reputation. Investigate the organization's longevity and recent history, such as layoffs.

How to Negotiate?

Negotiating can be tricky, so having a clear strategy is important. Consider how the employer might respond at each step. Remember to consult someone before you begin or call the career center for an appointment.

1. **Offer Deadline.** After receiving an offer, ask the employer how soon they need a response. 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 wait a day before asking the employer to negotiate. You'll want the employer to know you've thoroughly reviewed the offer before taking this step. 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/pf/cost-of-living).

4. **Determine a strategy.** Establishing a clear strategy before a salary negotiation is essential for success. Determine a realistic salary range based on market research and your qualifications. Prepare to justify your expectations with examples of your contributions, and anticipate objections or counteroffers, focusing on the value you offer to the role and organization.
5. **Compose a thoughtful counteroffer.** Present 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. Frame the negotiation as the only item you need to resolve to say "yes." IMPORTANT: Send the email before the deadline you were originally given.
6. **Follow up with a phone call.** Negotiations should be handled personally and sensitively. Your emailed counteroffer allowed the employer to understand your priorities before the conversation. However, you'll need to discuss the negotiation in person.
7. **Wrap Up.** If the employer agrees to your terms or meets you in a place you are comfortable with, express your appreciation and confirm your acceptance in writing. If, after consideration, you choose to decline the offer, follow-up the next day with a call to politely decline, reiterating your gratitude. No matter what, leave a positive impression.

Reneging: Backing out of a job offer after you have accepted is called reneging. It is extremely unprofessional and has real consequences to your professional reputation. If you are unsure about a job offer, contact the University Career Center before accepting it.

Rescinded/Deferred Job Offer: If an organization rescinds or defers its job offer, notify the University Career Center office immediately.

Photo by Ashna Sandoze/Maryland Terrapins

Worksheet: BUDGET

	Expenses	Monthly Total
Home	Housing (Rent/Mortgage/Taxes)	$
	Utilities (Elec./Gas/Water/Sewage)	$
	Internet/Cable/Streaming Services	$
	Home Repairs/Maintenance	$
	Groceries	$
	Laundry/Cleaning	$
Transport	Public Transportation	$
	Car Loan	$
	Insurance	$
	Parking/Tolls	$
	Car Repair	$
	Gas	$
Bills	Student Loans	$
	Credit Cards	$
	Cell Phone	$
	Subscriptions	$
Health	Doctor Appointments/Co-Pay	$
	Prescriptions	$
	Gym Membership	$
	OTC Medication	$
Entertainment & Personal	Movies/Concerts	$
	Dining Out (coffee, snacks, etc.)	$
	Travel/Vacation	$
	Clothing	$
	Personal Hygeine	$
	Gifts	$
Misc. (charity, pets childcare, church, etc.)		$
		$
		$
		$
	Your Total Monthly Income	$
	- Your Total Monthly Expenses	$
	= Total Savings	$

WHAT'S MY INCOME?

INCOME	Monthly Total
Salary (after taxes/benefits)	$
Other income (after taxes)	$
Totaly monthly income	$

RECOMMENDED BUDGET STRATEGY

Personal Debt (credit card, loan, etc.)	10%-20%
Housing	20%-35%
Food	15%-30%
Transportation	6%-20%
Utilities	4%-7%
Clothing	3%-10%
Miscellaneous (travel, entertainment, etc.)	1%-4%
Personal Care	2%-4%

- **CashCourse.org:** Provides a variety of financial tools for students
- **MyMoney.gov:** Provides financial basics for young adults *www.mymoney.gov/mymoney-five-tools*
- **EveryDollar:** A free budgeting app to create and manage monthly budget
- **Essential Needs Support and Resources:** *studentaffairs.umd.edu/basic-needs-security*

FEDERAL EMPLOYMENT

There are more than

400+

federal departments and agencies

USAJOBS.gov has roughly

thousands

of vacancy announcements open per day.

80%

of federal government jobs are outside of the D.C. area.

The Largest Employer in the U.S.

With the University of Maryland's close proximity to Washington D.C., the Federal government 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 and are not required to post positions in USAJOBS. Consult these agencies directly through their websites.

What are the salaries like?

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

Are there opportunities for undergraduates and graduate students, and for recent graduates?

- Yes. The **Pathways Program** 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 comprises the Internship Program and the Recent Graduates Program. Visit ***USAJOBS.gov/StudentsAndGrads*** to learn more.

- The **Virtual Student Federal Service Internship Program (VSFS)** is an academic year, virtual, federal internship program for post-secondary students. VSFS interns work 10 hours a week and are unpaid, but are eligible for course credit. ***https://careers.state.gov/interns-fellows/virtual-student-federal-service/***

When can I apply?
Applicants may apply for government jobs 9-12+ months before graduating.

How do I locate agencies of interest?

Research and identify agencies based on their mission statement, mission-critical hiring needs, area of work, populations they serve, etc. Create an agency target list by writing down all federal agencies that spark your interest.
- Partnership for Public Service: Best Places to Work in the Federal Government rankings ***bestplacestowork.org***
- Index of federal departments and agencies: ***USA.gov/federal-agencies***

Background Checks & Security Clearances

Federal internships and jobs require a background check and some will require a security clearance. Learn more at ***go.umd.edu/securityclearance***

International Students & The Job Hunt

Navigating the U.S. job market can be challenging and requires additional research, as well as an understanding of the work authorization process. But the University Career Center is here to help! Remember, you have skills and experiences employers are looking for, including language fluency and cross-cultural understanding.

Job Search Strategy

It is important to have multiple backup plans, as work authorization and sponsored employment can be challenging to obtain and are not guaranteed. We encourage a 'multi-pronged' job search strategy, including:

- a U.S. search (if U.S. employment is a goal)
- a home/right-to-work country search (even if employment at home is not a goal)
- a global search (if global employment is a goal)

Use the **LAMP-ING List** to guide, narrow, and organize your multi-pronged job search and identify 25-50 organizations that are a best fit for your skills and interest:

- **List:** list of companies or employers of interest.
- **Alumni:** Are there UMD alumni at these organizations you can reach out to?
- **Motivation:** How strong is your interest in researching and applying?
- **Positions:** Are positions posted now? If not, follow the organization on Handshake and LinkedIn to stay current.
- **International:** Is this an international organization with worldwide locations?
- **National:** Does this organization have locations in your home country or countries where you have the right to work?
- **Global:** Is there a global reach for products & services where you can be a value-add? (language or cross-cultural competencies, etc.)

Adapted with permission from the Office of Career Engagement at the Kogod School of Business, American University.

Other Resources

- **MyVisaJobs:** An employment website for students seeking US-based opportunities. Data is compiled from public websites, job boards, social networks, and government agencies.
- **NCDA Resources for International Students:** A guide with helpful resources, created by the National Career Development Association.
- **Interstride Blog & Interstride Public Webinars & Events:** Interstride provides a wide range of free and publicly available resources and information for international students.

UMD Sponsored Resources

- **Handshake:** Your comprehensive career management tool at UMD. Search for employers who hire OPT/CPT applicants, are willing to sponsor, or offer global opportunities.
- **GoinGlobal:** Access career guides, search for jobs and internships in the U.S. and abroad, and view lists of companies that have sponsored H1B.
- **LockinU:** A platform focused on providing employment and career development support for students interested in opportunities in China, India, Japan, Korea & Malaysia.

Job Search Guidance:

- **EDUCATE YOURSELF.** Meet with the International Student & Scholars Office to understand the requirements of the work authorization process.
- **DOCUMENT.** Ensure proper work authorization for each experience on your resume.
- **ATTEND SESSIONS.** Such as the International Terp Career Development Series
- **ADVOCATE.** Understand the timeline, process & documentation involved in hiring you and articulate this to potential employers.
- **NETWORK.** Complete internships while home for the summer and stay in touch with faculty, colleagues, friends, and family to stay current on industry and job opportunities back home.
- **LEVERAGE DC LOCATION.** Explore embassies & consulates for events, postings & funding. Consider work opportunities with an International Organization in DC.
- **TAILOR** job application materials to the conventions of the country you are applying to.
- **UNDERSTAND.** Some employers are legally prohibited from hiring non-citizens; this has nothing to do with your qualifications.
- **BE AWARE OF SCAMS.** Never work with a company guaranteeing OPT placement or an H1B visa. A reputable staffing agency will never charge for training, placement, or application fees.

Attend Int'l Terp Career Development Series workshops each semester.
go.umd.edu/intlterpcareerdev

Career Support
IDENTITY & BELONGING

Embracing diversity and inclusion involves learning to appreciate, communicate, and collaborate with others while respecting differences and commonalities, as well as valuing your own uniqueness. Understanding the multifaceted aspects that shape your identity allows you to recognize the diversity you represent.

Navigating your career path with an awareness of your uniqueness requires reflection and information gathering. The Center is dedicated to supporting you as you explore opportunities and challenges within this framework.

Learn more by visiting *go.umd.edu/dicareersupport*
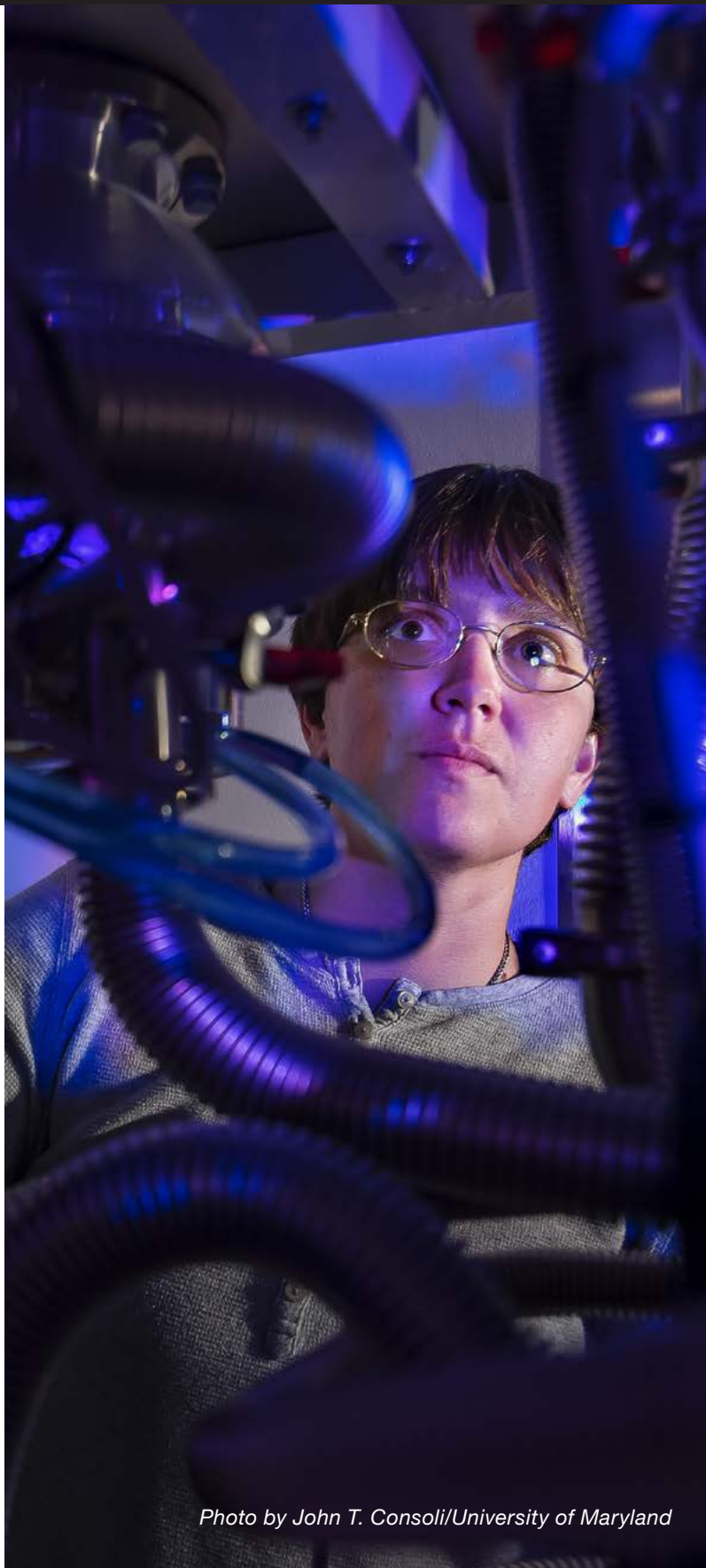
Identity-Based Career Resources

Myriad identities, skills, experiences and perspectives are welcomed by organizations for operational effectiveness and institutional advancement. It is equally important for you to find the environments that support the intersectionality of your identities, while you gain the ability to successfully manage your future career and life goals. Explore these career resources to support your identities. Meet with a member of the UCC to help you with your career journey.

Learn more by visiting *go.umd.edu/ibcareersupport*

Identity-Based Campus Resources

The Center works in collaboration with other campus offices that provide academic support, help you to develop and expand your awareness of your identities, and cultivate communities of belonging.

Learn more by visiting *studentaffairs.umd.edu/diversity/students*

Photo by John T. Consoli/University of Maryland

APPLIED RESEARCH LABORATORY FOR
INTELLIGENCE AND SECURITY

SOCIO-TECHNICAL SOLUTIONS FOR SECURITY AND INTELLIGENCE CHALLENGES

The University of Maryland Applied Research Laboratory for Intelligence and Security serves as a trusted adviser to the government, developing technology, conducting test and evaluation and delivering quality research that can be applied to intelligence and security challenges. Our research teams bring expertise from a range of relevant disciplines and stakeholder perspectives, ensuring the work is both best-in-class and grounded by real mission needs.

COMPUTER SCIENCES
SOCIAL SCIENCES

ARLIS

ENGINEERING
OPERATIONS
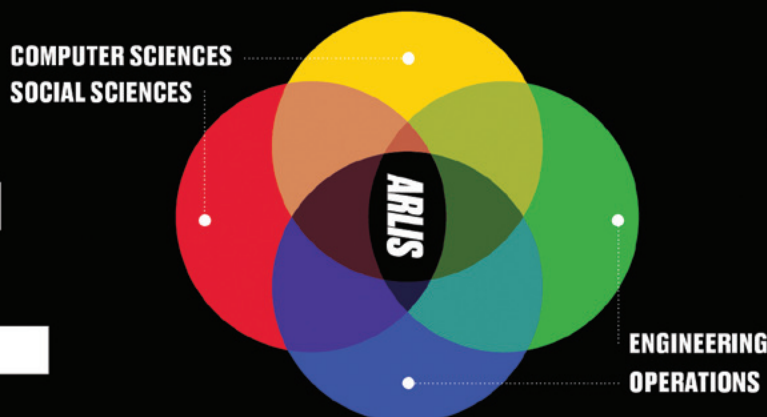
SAMPLING OF POSITIONS AVAILABLE

These positions represent a pipeline to support emerging and future work at ARLIS. Applications will be reviewed on a rolling basis. If you are looking for more immediate employment, please review our other job postings at ARLIS that align to your skills and capabilities and support current needs that we are seeking to fill immediately.

Research Scientist
Our Research Scientists are primarily involved in research with a focus on creating knowledge and carry the title of Assistant, Associate, or Full Research Scientist. The research part of promotion package resembles that of tenure-track faculty in publications, securing funding, etc., albeit at a somewhat reduced scale. Career experience in industry and/or government/military may be an important component in the appointment package.

Research Engineer
Research engineers of all ranks are primarily involved in research with a focus on creating new things, and expected mechanisms of disseminating research success may be primarily in forms other than journal papers (e.g., patents, reports, software, etc.). ARLIS Research Engineers focus on realizing things (hardware, software), although they also produce and disseminate knowledge. Activities include designing, building, testing, analysis, project management, and serving as a technical subject matter expert. Annual publication of scholarly works (journal article, book chapter, conference paper, technical report, standard, etc.) and invention disclosures may be expected, in addition to other means of knowledge dissemination, including software, standards, procedures, technical reports, and publicly available design studies.

Research Specialist
Research specialists manage and support research projects by analyzing data, coordinating multidisciplinary teams, and ensuring project execution. They assess technologies, design systems, and communicate findings to stakeholders. The role requires strong analytical, organizational, and communication skills, along with expertise in research administration and technical program management.

COMPETENCIES

Social Sciences
Cognitive Security
Behavioural Science
Cognitive Psychology
Sociolinguistics
Foreign Language
Culture
Anthropology
Collective Intelligence
Behavioral Modeling

Computer Sciences
Machine Learning
Artificial Intelligence
Autonomous Systems
Computational Linguistics
High-Performance Computing
Natural Language Processing

Engineering
Manufacturing
Systems
Systems Engineering
Digital Manufacturing
Digital Engineering
Software Design Engineering
Mechanical Engineering
Industrial Engineering

Operations
Insider Risk
Supply Chain Risk
Counterintelligence
Information Envir Operations
National Security Policy
Strategic Communications
National Intelligence
Intelligence & Security Policy
International Affairs

Benefits
Tuition Remission
Competitive Health Care Plans
Saving Plans
Leave Of Absence Family Care
Perks@Work
Well-Being

ABOUT ARLIS

WWW.ARLIS.UMD.EDU
INFO@ARLIS.UMD.EDU