CONTENTS

Career Contacts for Students .................................. 2
The Career Planning Process:
   Developing Your Career Goals ................................ 4
Meeting with a Career Counselor .................................. 6
Career Information Center ......................................... 8
Informational Interviewing ........................................... 9
Network Your Way Through College and Beyond .................. 14
Maximize Your Online Job Search with a LinkedIn Profile ............... 19
Managing Your Online Presence ..................................... 20
Gain Experience and Develop Marketable Skills ....................... 22
Resumes ..................................................................... 26
Requesting References .................................................. 36
Correspondence ............................................................. 37
Cover Letters ................................................................ 37
Searching For a Job or Internship ...................................... 45
Job Search Methods ....................................................... 46
Using Online Resources in Your Job Search ......................... 47
Nittany Lion Career Network ......................................... 48
Avoiding Scams while Searching for Jobs and Internships .......... 50
Government Employment ................................................. 52
Job Search Strategies for International Students ................. 54
On-Campus Interviewing .................................................. 56
Making the Most of Career Fairs ...................................... 60
Interviewing .................................................................. 62
Dress for Success .......................................................... 71
Job Offers and Negotiation .............................................. 72
Applying to Graduate or Professional School ....................... 78

Special Section for Graduate Students
Finishing Your Master’s Degree and Planning Your Next Step ........ 85
Curriculum Vitae ............................................................. 88
Finding a Teaching Position in Academe ................................ 92
Finding a Post-Doc .......................................................... 95

PENN STATE CAREER SERVICES STAFF LISTING

Central Administration
Robert Orndorff, Senior Director
Curtis Rhymer, Office Manager
Amanda Nichols, Office Assistant

Recruiting and Outreach Programming
Chris MacGill, Senior Associate Director, Recruiting & Outreach Programming
Matthew Soroka, Assistant Director, College Relations
Leslie Pollard, Recruiting Coordinator
Carmen Lusch Interview Center Coordinator
Robin Charles, Scheduling Assistant
Sherry Rice, Career Fairs Coordinator
Jenna Kyger Lewis, Program Scheduler
Deena Ryan, Credentials Coordinator
Christine Mosich, Career Programming Graduate Assistant
Shannon Hagedorn, Diversity Programming Graduate Assistant

Career Counseling and Planning
Matt Ishler, Associate Director, Career Counseling and Planning
Lesley Jackson, Career Counselor
Erica Kryst, Career Counselor
Rebecca Reitz, Career Counselor
Tierra Caldwell, Graduate Assistant
Saleem Clarke, Graduate Assistant
Kristen Carnevale, Graduate Assistant
Jamie Jaskowak, Front Desk Coordinator
Mary Pental, Scheduling Assistant

Information Management and Strategic Planning
Ashley Citarella, Assistant Director, Information Management & Strategic Planning
Becky Diehl, Career Library Assistant

Career Services at the Commonwealth and World Campuses
Laurie Verost, Associate Director, Career Services at the Commonwealth and World Campuses
Lynn Atanasoff, Career Counselor, World Campus
Susan Chappell, Eastern Region Employer Engagement Coordinator
Western Region Employer Engagement Coordinator
Barbara Holmes, Administrative Support Assistant
For a full directory of campus career offices, please visit: studentaffairs.psu.edu/career/about/campuses.shtml

Alumni Career Services
Cheryl Bonner, Director, Alumni Career Services
Sara Becker, Assistant Director
Amy Thul-Sigler, Assistant Director
Kaitlyn Krasucki, Career Counselor
Jacque Weaver, Staff Assistant
College of Agricultural Sciences
Richard Rateau
101 Ag Admin Building
rrateau@psu.edu | 814-865-7522

College of Arts & Architecture
Curt Marshall
104 Borland Building
cem2@psu.edu | 814-865-9523

Smeal College of Business
Katelyn Long
114 Business Building
smealcareers@smeal.psu.edu | 814-865-6599

Penn State Career Services
Appointments and General Inquiries:
   101 Bank of America Career Services Center
   AskCS@psu.edu | 814-865-2377
Nittany Lion Career Network and
On-Campus Interviewing:
   Carmen Lusch
   2nd Floor, Bank of America Career Services Center
   interviewing@psu.edu | 814-865-4400

College of Communications
Bob Martin
208 Carnegie Building
cms324@psu.edu | 814-865-3066

College of Earth and Mineral Sciences
Sara Peterson
117 Hosler Building
sfp3@psu.edu | 814-863-1707

College of Education
All Majors:
Christine Anthony
228 Chambers
cxb8@psu.edu | 814-865-0488
Curriculum & Instruction Field Experiences:
   Dan Thompson
   170 Chambers
dkt11@psu.edu | 814-865-1734
Early Childhood Education Liaison:
   Kelly Johnson
   170 Chambers
   kac111@psu.edu | 814-865-1734
Elementary Education Coordinator:
   Sonja Brobeck
   170 Chambers
   srb108@psu.edu | 814-865-1734
Secondary Education Coordinator:
   Eve Shellenberger
   170 Chambers
   ecs110@psu.edu | 814-865-1734

College of Engineering
Pamela Koleno
205 Hammond Building
career@engr.psu.edu | 814-863-1032

College of Health & Human Development
Athletic Training:
   Lauren Kramer
   146K Rec Hall
   lco100@psu.edu | 814-863-1758
Biobehavioral Health:
   Frank Ahern
   315 HHD East
   f4a@psu.edu | 814-863-0185
Communication Sciences and Disorders:
   Stacy Dorner
   501C Ford
   sfd10@psu.edu | 814-865-7923
Health Policy and Administration:
   Richard Shurgalla
   604 Ford
   rns12@psu.edu | 814-863-2670
Career Contacts for Students

Hospitality Management:
Rosemarie Hibbler
201 Mateer
rqh7@psu.edu | 814-863-1448

Human Development & Family Studies:
Dawn Taylor
211 S. Henderson
dgt12@psu.edu | 814-863-0310

Kinesiology, Fitness Studies/Movement Science:
Lori Gravish
268F Rec Hall
lag138@psu.edu | 814-865-1326

Kinesiology, Physical/Health Education:
Alison Weimer
268A Rec Hall
axw206@psu.edu | 814-865-5780

Nutritional Science:
Mary Dean Coleman-Kelly
127 Chandlee
mdc15@psu.edu | 814-865-2138

Recreation Park & Tourism Management:
Patty Kleban
804 Ford
plk4@psu.edu | 814-863-2489

School of Nursing
Rae Brown
210 HHD East
rab16@psu.edu | 814-863-2235

Schreyer Honors College
Lisa Kerchinski
10 Schreyer Honors College
shccareerdev@psu.edu | 814-863-2635

Eberly College of Science
Ann Marie Dnaiel
112 Ritenour Building
career@science.psu.edu | 814-865-5000

College of Information Sciences & Technology
Zoe Meyer
104R IST Building
careers@ist.psu.edu | 814-865-4509

Dickinson School of Law
Neil Sirotta
307 Lewis Katz Building
nbs11@psu.edu | 814-863-0078

College of the Liberal Arts
Susan Knell
101 Sparks Building
lanetwork@psu.edu | 814-865-1070

Alumni Career Services
102 Bank of America Career Services Center
alumnicareer@psu.edu | 814-865-5465

All Penn State graduates have access to career development services and programs offered through Alumni Career Services, a partnership between Penn State Career Services within Student Affairs and the Penn State Alumni Association.

Alumni Career Services provides career and life management assistance to more than 631,000 geographically dispersed alumni. Using a variety of tools from individual counseling to webinars to networking events, Alumni Career Services’ counselors help graduates of all ages figure out their career path, their job search plan, and ways to network with other Penn Staters.

For more information on Alumni Career Services, please visit alumni.psu.edu/career.
When students hear about Career Services, they often think of activities related only to the job search process. Career decision making involves increasing self-awareness, exploring career options, and acquiring the knowledge, skills, and experiences that will help you implement your career choices. This process is unique to each individual student and the Career Services staff is here to assist you in developing your career goals and planning steps to reach those goals.

The first step in career decision making is developing self-awareness. Your career decision is yours and is rooted in your own identity consisting of your interests, values, skills, experiences, and goals. You may be certain about all or only a few of these aspects. To increase your self-awareness, career counseling offers an opportunity to discuss your life and career goals. Counseling may include assessment, which is available to help you identify and organize your interests, abilities, and values as they relate to career fields. Career counseling will increase your awareness of career options, reinforce those options you’ve already considered and expose you to ones you haven’t yet considered. Discussing connections between your self-knowledge, experiences, and your vision for your future can lead to identifying career areas to explore.

Exploration can take many forms, all of which require you to be active in gathering information and applying this information to your self-awareness. Reading about careers through printed and online resources in the Career Information Center (see page 8) will help you to expand your knowledge base. While reading provides general information about career fields, talking with a professional who works in a field of interest to you (informational interviewing) can provide more details about the work and its setting, offer additional insight into careers, and answer your specific questions. Career Services can help you identify professionals in fields of interest who may offer information about their work and careers. Your classes will also offer a forum for learning about careers through discussions with faculty, guest lecturers, and alumni.

Beyond gathering information, begin to consider ways to gain exposure and involvement within your identified career options. Career Services can help you learn more about student activities, volunteer opportunities, job shadowing, part-time work, research opportunities, and internships related to your interest areas. As you move closer to selecting your career field of interest, you will learn about the knowledge base, personal qualities, and experiences which are valued by employers. These frequently include: communication skills, honesty and integrity, teamwork, interpersonal skills, motivation, leadership skills, ability to work with people different than you, work experience, and a strong work ethic. Career Services can help you plan to acquire these qualities and experiences. Active involvement in these areas will make you a more appealing candidate for available opportunities.

As you solidify your plans for employment or graduate school, remember to record your accomplishments and achievements for inclusion in your resume and/or portfolio. Your resume, cover letter, and application materials are the first impression you will give to an employer or graduate school. Take the time to represent yourself well in writing so that you get the opportunity to meet face-to-face. As you move into the interviewing process, prepare to present yourself in person in a way that highlights the skills, experiences, and qualities the employer or graduate school is seeking in candidates. Remember to use a variety of resources and strategies in your search, evaluation, and acceptance of offers.

Each student brings individual experiences, interests, and goals to the job search. Career Services can assist you as you reflect on your unique qualities and apply them to your job search or graduate school goals.
Career Planning Steps

Increase Self-Awareness

• Meet with a Career Counselor to identify interests, values, personality and abilities, and to clarify career goals.
• Reflect on past experiences in high school and college to help determine what you liked (interests), what you did well (skills), and what you felt was important (values).
• Explore interests through courses, volunteer work, student activities, and job shadowing.
• Consider taking a career decision-making course.

Explore Career Options

• Research career options of interest using the Career Information Center (see page 8) and online career exploration sites.
• Investigate career alternatives related to various fields of study.
• Conduct an informational interview or job shadow with friends, family, alumni, professors, and/or others in the community.
• Begin sampling careers by pursuing summer jobs and internships related to your interests.
• Attend career fairs, industry panels, and company information sessions.
• Research graduate programs through faculty, graduate and professional school fairs, and online searches.

Acquire Knowledge, Skills, and Experience

• Become active in extracurricular activities and volunteer work to develop teamwork, interpersonal, and leadership skills.
• Obtain relevant work experience by pursuing internships, co-ops, part-time work, and summer jobs.
• Develop a broader appreciation of diversity through study abroad, foreign languages, community service, multicultural courses, and cultural activities on campus.
• Record your activities, accomplishments, and achievements for reference when crafting a resume.

Develop Self-Marketing Skills to Help Implement Your Career Goals

• Participate in resume writing, interviewing, and job search strategies workshops.
• Meet with a counselor to help design a job search or graduate school plan.
• Participate in a mock interview to practice interviewing.
• Consider taking an internship preparation or job search course such as LA 401, CNED 303, AG 100/SCI 101, or B A 420 as available (offerings vary by campus and semester).
• Take advantage of On-Campus Interviewing (see page 56) and career and graduate school fairs.
• Network with alumni through LionLink (see page 14) and gather valuable career advice.
Meeting With a Career Counselor

Meeting with a Career Counselor can be helpful in organizing and planning your future. A counselor can stimulate your thinking, ask important career planning questions to help clarify goals, provide encouragement, teach you strategies for making meaningful career decisions, and help you plan your job search.

Career Counselors and students work together in developing career plans. Counselors can help you to learn more about yourself, understand the decision-making process, and begin to gather information about career opportunities. However, Career Counselors cannot make your decision for you or tell you what to do in planning your career. The responsibility for making career decisions rests with you. While students may seek a specific connection between their major and a specific career, each major can be connected to multiple career paths and possibilities. Through your work with a Career Counselor, you will develop a set of skills and knowledge which can help you define and reach your career goals.

Drop-In Counseling

Career Services offers a drop-in service that enables you to obtain career planning assistance on a first-come, first-serve basis. Last year, more than 5,000 students utilized this service. The consultation with the Drop-In Counselor typically lasts 10-15 minutes and will give you the opportunity to talk about what is on your mind, give information where appropriate, explain other relevant services, and make referrals to other campus and community organizations. Concerns students frequently bring to Drop-In Counseling include:

- choice of major and/or career
- resume or cover letter assistance
- career information
- on-campus interviewing information
- internship and co-op searching
- job search skills
- graduate school selection and application

A Drop-In Counselor is available in the Bank of America Career Services Center between 8:30 a.m. and 4:30 p.m., Monday through Friday. During the fall and spring semesters drop-in is available Tuesdays from 5:00 p.m. to 7:00 p.m. outside of the Freeman Auditorium at the HUB-Robeson Center.

Individual Career Counseling

Individual career counseling is one of the major functions of Career Services. Counselors help students tackle the often difficult process of career and life planning through one-on-one, ongoing, in-depth, and confidential 50-minute meetings (up to 10 per academic year).
Assessment

In conjunction with your individual counseling appointments, you also have access to specialized career assessment instruments that are designed to measure your interests, skills, personality characteristics, and work-related values. If you are interested in the assessment process, you will need to meet with a Drop-In Counselor and be referred to an appointment with a Career Counselor.

Your Career Counselor will determine which assessment is appropriate, administer the assessment to you, and interpret the assessment result(s) with you. These tools can be highly useful resources in helping you get clarity on your career direction and make appropriate decisions. Some of our more commonly used assessments are:

- Self-Directed Search
- Myers-Briggs Type Indicator
- Strong Interest Inventory
- SkillScan Card Sort

You may wish to meet with a Career Counselor to:

- Begin to look at your interests, skills, and values through discussion, assessments, and related activities.
- Learn about the tools and resources essential in gaining information about majors and careers.
- Discuss different opportunities, projects, activities, and ideas that can assist you in making your college education satisfying, fun, and marketable.
- Engage in exercises that can help you to identify the career skills that your academic, extracurricular, internship and part-time job experiences have developed.
- Talk about how to make informed decisions about college major, careers, job offers, and graduate schools.
- Recognize personal strengths and limitations and how they affect career planning. Develop ways to use and/or improve them.
- Learn to research employers and industries.
- Develop strategies to explore your professional network.
- Create and implement a strategic job search or graduate school plan.
- Develop your resume, cover letter, and interview skills.
The Career Information Center (CIC) houses a wealth of print and online information on the following career planning steps and topics:

- Careers for all academic majors
- Occupations and industries
- Employer information
- Summer job and internship directories
- Job hunting and interviewing
- Resume and cover letter samples
- Salary information and negotiation resources
- Graduate schools
- Backpack to briefcase – transitioning from college to the real world

A Career Library Assistant and Peer Career Assistants are available in the Bank of America Career Services Center to help you navigate our library of career-related information. Visit Monday through Friday from 8:00 a.m. to 5:00 p.m. and until 7:00 p.m. on Tuesdays during the fall and spring semesters.

CareerBeam

A comprehensive career management system that offers career assessments, the latest industry research, and access to internships & jobs across the country.

Careers Internet Database

Gives general information on 100s of occupations: education requirements, preferred traits and skills, earnings, potential employers and areas, and supplemental resources. Videos & downloads available.

- Username: 1484w
- Password: future

Career Information Center Handouts

Single topic handouts highlight internal and external print & online resources related to careers, occupations, and majors.

- Click “Salaries, Guides, and Handouts”

Going Global

Gives country-specific job search and cultural advice. Also features job and internship postings as well as H1B visa-sponsoring employer database.

- Login with your Penn State User ID & password

Internships.com

Search for internship and entry-level positions for every major and field across the country. Virtual opportunities also available.

- Sign up for an account with your Penn State email address

Internships-usa.com

Search for internships in non-technical fields such as Liberal Arts, Arts, Political Science, & Human/Social Services

- Username: PennState
- Password: NittanyLions

LibraryWorld

View the Career Library's collection of books using our online catalog.

- Click “Career Services Library Books”
- Login: PSU CAREER SVCS
- Password: (leave blank)

Uniworld

Multinational business contact database to find American firms and their locations in other countries and firms based in other countries with locations in the United States.

- Login with your Penn State userid & password

Vault Career Library

Career, employer, & industry guides covering many fields. Also features salary, interview and company surveys. Download PDF guides.

- Accessed via University Libraries
- Search Databases by Title (A-Z), Vault Online Career Library
- Create an account using your @psu.edu email address

WetFeet

Career, employer, & industry guides covering business, consulting, & communications. Also features guides on getting great internships in specific fields. Download free PDF guides.

- Use your @psu.edu email address to download guides

What Can I Do With This Major?

Connects majors with typical career paths.

- No password or login required

To access these resources, visit studentaffairs.psu.edu/career/cic
Informational Interviewing

What Is an Informational Interview?
An informational interview is one of the best ways to obtain information about an occupation. Ideally, it is a 30- to 60-minute meeting at the workplace of an individual whose job you are interested in learning about. During this meeting, you have the opportunity to ask questions about work tasks, work environment, the person’s background, and how he or she obtained that job. If you are unable to meet in person due to geographic limitations, you can conduct the interview by phone.

What You Will Gain:
• A more in-depth understanding of a career field which may help you decide what type of work and setting you prefer
• More confidence regarding your career goals and an easier time tailoring your resume to your career objective
• Career knowledge that will make you better prepared for future job interviews
• One professional contact who may help you within your current or future job search

Locating a Person to Interview
Ask family members, friends, neighbors, professors, employers, and anyone else you can think of: “Do you know a (computer programmer, journalist, accountant...) I could talk to about their job?” OR “Do you know anyone who works at (specific place) whom I could contact to discuss the (computer programming, journalism, accounting...) field?” Take advantage of as many opportunities as you can to interact with professionals in your field of interest.

Consult the Networking article (see page 14) for ideas on how to connect with professionals in your field of interest!

Setting Up the Interview
Once you have identified someone to contact, it is time to make the call to set up an appointment. Once the person on the other end of the line says “Hello” you need to be ready to communicate who you are, why you are calling, and convince them to take the time to talk to you—all in the span of approximately one minute.

It is best to plan what you are going to say in advance and practice saying what you want before you make the call. To assist you in planning your one-minute introduction, use the following as a guideline:

Hello [insert person’s name], my name is [your name here] and I was given your name by [insert person’s name] who encouraged me to call you. I’m a student at Penn State and have been considering my plans for after graduation and one of the career fields I am interested in [insert career field].

Given your success in [insert career field] at [insert company name], I was wondering if you would be able to meet with me to provide some advice and guidance. I have been researching the field and learned that [insert some key facts to demonstrate your knowledge]. I would appreciate a chance to ask you some questions as I am interested in learning from your personal perspective.

I will be in town during break and was hoping we could get together. Would it be possible to set a meeting at this time? OR Is there a time convenient for you during which we can talk for about 30 minutes by phone?

Of course your individual situation will be unique—simply adjust the outline above to fit and you will be ready to make the call. First, remember it may be helpful to practice—so make the first call to a friend and ask for feedback on how your one-minute introduction sounded.

Since people expect students to be looking for employment, they may assume you are calling to ask about a job. They may indicate that there are no openings at their company or that they are not in charge of hiring. Make sure to stress that you are not asking for a job interview and reiterate your interest in gaining occupational information.
Tips on How to Conduct a Successful Interview

• Prepare ahead of time.
• Write out questions and don’t be afraid to refer to them. Keep the yes/no questions to a minimum; you want to stimulate discussion rather than receive a series of short answers.
• Start the interview centered on the person you’re interviewing, with questions such as “How did you become interested in this line of work?” and “What has been your career path in getting to where you are today?”
• Never start with “Tell me about your job.” This is such a broad question that the person usually doesn’t know where to begin. A more focused question, such as “What do you do during a typical workday?” helps focus the answer.
• Follow-up general responses, such as “I handle personnel disputes,” with requests for examples so you get more specific information and aren’t later left guessing what the person meant.
• Take notes. You’ll be surprised how much you will forget!
• Ask for a tour of the building and examples of the person’s work. Take note of the work environment, ways people communicate, the dress, etc.
• If you have a resume, take it with you as it can be an effective method of showing the person your background. You can get advice on how to improve your resume and what you need to enhance your skills and experiences. Don’t bring it with the intention of getting a job with it.
• Be yourself—conversational and amiable—to make this an enjoyable experience.

After the Interview

Take some time to think about what you learned, your positive and negative impressions, the requirements of the job, and your interests. Remember, work environments and jobs differ tremendously from one place to another so you need to avoid forming an opinion about the entire field based on only one person’s opinion and job description. Continue to seek out people in the field to meet with to expand on what you have gained from this interaction and how the knowledge fits with your career goals.

Remember to send or email a thank-you note. The person will appreciate hearing from you, and you will leave a much better impression of yourself and Penn State. You may want to call them again for more information, so keep the lines of communication open!

Some Suggested Questions

About the person:
• What is your educational background?
• How did you get started in this field?
• How did you get to where you are today? What are your future career plans?
• What jobs did you have previous to this?
• What best prepared you for this job?

About the job itself:
• What do you do during a typical workday?
• What do you like most or find most interesting about your work? What do you like least about your job?
• What kinds of problems do you face? What do you find most difficult?
• What skills or abilities do you find are most important in your work?
• What other career areas do you feel are related to your work?

About the career field:
• What are the basic prerequisites for jobs in the field? May I read job descriptions and specifications for some of the positions in this field?
• What is the typical work environment like for a person in this career area?
• What entry-level jobs qualify one for this field?
• What does the step or position above the one you hold now involve? How long does it usually take to move from one step to the next in this career path?
• Are there other areas of this field to which people in it may be transferred? What are they?
About your career planning and/or job search:

• How suited is my background for this field (education, interests, experiences, personality)?:

• Would you recommend any further courses or extracurricular activities to help prepare me for this field or make me more marketable? Are there professional organizations you would suggest I join?

• Can you name a relevant trade journal or magazine you would recommend I review to learn more about the field?

• Where would I find position announcements in this field? In the newspaper, journals, or websites (which ones)? By word-of-mouth (who spreads the word)? By the personnel office (how and where)?

• Do you have any suggestions of other people doing this kind of work with whom I could talk? May I please mention that you referred me?

• Do you have any other advice or suggestions?

People to contact:

Questions I’d like to ask:
BUILD SOMETHING REAL.

At Manitowoc Cranes, we’re committed to providing the most innovative, advanced and comprehensive range of lifting solutions, with products that have long set the standard for excellence worldwide: Grove mobile telescoping cranes, Manitowoc lattice boom crawler cranes, Potain tower cranes, National Crane boom trucks and Shuttlelift industrial cranes.

Come work for a company that...

> Values what you bring to the table
> Provides an opportunity to succeed at what you do best
> Will challenge your skills and grow your talent
> Gives you the chance to build a real career -- one filled with challenge, passion, pride, and satisfaction

Join the conversation and get connected to Manitowoc on Social Media!

The Manitowoc Company is an equal opportunity employer - females and minorities encouraged to apply.
SCHOLARSHIP FOR SERVICE PROGRAM
Undergraduate, graduate, and doctoral students pursuing degrees in Science, Technology, Engineering, & Mathematics (STEM) fields

SMART Scholars receive:
+ Full tuition and educational fees
  + Generous cash stipend
  + Employment with Department of Defense facilities after graduation
    + Summer internships, health insurance, & book allowance

For more information and to apply, visit HTTP://SMART.ASEE.ORG

In accordance with Federal statutes and regulations, no person on the grounds of race, color, age, sex, national origin or disability shall be excluded from participating in, denied the benefits of, or be subject to discrimination under any program activity receiving financial assistance from the Department of Defense.
Network Your Way Through College and Beyond

What is Networking?
• Developing relationships or contacts
• Building partnerships that support you while you map out your career goals
• Sharing information
• Ongoing and reciprocal in nature

What it Isn’t:
• A process of making cold-calls
• Using people to get jobs

Why Bother?
• Networking is not just about who you know but who knows you; you already have contacts who can become the basis for your network.
• Networking can build your base of contacts for future reference and provide a support network as you explore and pursue career goals.
• A single personal connection can lead to multiple opportunities for professional and personal growth, from job leads to lasting friendships.
• Networking helps you explore new career options and can help you keep up with changes in your field.

How to Network Effectively

Ideally, networking starts long before a job or internship search. Contacts are not only relatives and friends, but also your neighbors, former high school and college classmates, Penn State faculty and staff members, and Penn State alumni. For those of you who have been working or interning, other contacts can include current and former co-workers and supervisors. In essence you are already networking through your daily interactions with others. When looking to expand beyond your existing network, consider these steps:

1. Establish Your Goal
   Before contacting anyone, decide on what kind of information or assistance you would like and can expect from the people you meet. For instance:
   • Information on a career
   • Referrals to specific job openings
   • Advice on the best strategies to break into a career
   • A secondary contact

2. Do Your Research
   Interviewing and networking conversations are less stressful if you are prepared. By doing this, you will feel more confident, you’ll not be at a loss for words, and you will make a positive impression.
   • Make sure you do your homework on a company before you meet with one of its employees.
   • Before you meet with someone make sure you know what questions you’d like to ask (see the Informational Interviewing article on page 9 for ideas).
   • Remember, the more prepared you are, the more productive the networking experience.

3. Make Contact
   When you contact someone, give them some information about you. For example, let them know that you’ll be graduating soon, what your specific skills are, and the type of position/organization that you are seeking. During your conversation you might:
   • Ask for information and advice for someone seeking to enter their field or find employment with their organization.
   • Seek suggestions for other colleagues to talk to who have a connection to the industry or position that you are seeking. Ask them if you may use their name as a referral.
   • Offer to send them a copy of your resume and ask them to keep you in mind if they should hear of any openings.

4. Send a Thank-you Note or Email
   The person that you have spoken with has given you their time, a valuable resource. Express your appreciation for the meeting or interview with a note of thanks and include any actions that you will take as a result of the meeting. This step should not be overlooked; it is one tangible way that you’ll begin to build your network of contacts.

5. Develop a Contacts File
   Using a database or index cards, develop a contacts file (see page 15) in which you maintain all pertinent information about that individual. Record information from your meeting with that person as well as your anticipated next action. Through this step, you are building your relationships with contacts who might be able to help with future career opportunities.
6. Set Goals for Ongoing Networking & Follow-Up

The Penn State Alumni Association offers many opportunities to connect with alumni including LionLink and Nittany Networking Events in key cities. Think about how many people you will try to call in one week, how many meetings you should attempt to schedule, and how many networking events you’ll attend. As part of your goal setting, make sure that you follow up with existing contacts. Be sure to let your initial contacts know of the outcomes of your meetings. In other words, keep your contacts informed about your progress and any success you have had.

7. Always Reciprocate

When you ask others for help, be prepared to return the favor.

**Successful Networkers Are:**

- Open-minded and willing to meet new people
- Prepared and persistent
- Informed and up-to-date on current events (i.e., news, industry, etc.)
- Respectful of everyone they meet and thank their contacts for their time
- Able to set clear, realistic, and achievable goals
- Not afraid to ask for the information they need

**I’m Ready, How Do I Find Contacts?**

- Use LionLink - a database of alumni who have volunteered their time to serve as a networking resource for students and other alumni, ready to answer questions about what they do and where they work, and serve as a career resource. For more information on LionLink, please visit studentaffairs.psu.edu/career/alumni/LionLink.shtml or email lionlink@psu.edu.
- Engage professionals with LinkedIn and/or other social media. Remember to keep your profile and interactions professional. Any information that is posted is fair game for employers and the public at large to view.
- Attend information sessions hosted by various organizations (page 48).
- Watch for events featuring guest speakers within certain fields through your academic department, Career Services or student organizations, etc.

**Sample Contacts File Entry**

Contact Person: __________________________________________________________
Title: __________________________________________________________________
Organization: ____________________________________________________________
Address: __________________________ City: ________________ State: ____ Zip: ______
Preferred Phone Number: __________________________ Email: __________________
Date Contacted: ___/__/___ by phone                   by email                   in person
Date Thank You Sent: ___/__/___
Additional Recommended Contacts: ____________________________________________________________________________________
MDRC was created in 1974 to learn what works to improve the lives of low-income people. The driving force behind MDRC is a conviction that rigorous tests of social and education programs — along with reliable evidence, well communicated — can make an important difference in social policy and support the well-being of low-income Americans.

We conduct quantitative and qualitative research to evaluate, develop, and strengthen programs for low-income populations in five areas:

- Promoting family well-being and children’s development
- Improving public education
- Raising academic achievement and persistence in college
- Supporting low-wage workers and communities
- Enhancing job prospects for people with barriers to employment

To learn more about our work, please check our reports, policy and practitioner briefs, as well as descriptions of our projects which are available on our Web site, www.mdrc.org.

16 East 34th Street
New York, NY 10016
212.532.3200

475 14th Street
Oakland, CA 94612
510.663.6372

Visit us at www.mdrc.org.
Brentwood is a Reading-based company with a passion for its products and its people. We believe in supporting our environment and communities by providing those who protect them with the best equipment. As a solutions provider for diverse global industries, Brentwood’s employment opportunities span a wide range of disciplines. Working alongside industry professionals, your knowledge and strengths will be utilized to develop innovative, market-driven solutions that promote sustainability.

To learn more about career opportunities at Brentwood, please visit our website at www.brentwoodindustries.com/careers/ or call us at 1.610.374.5109.
IN SEARCH OF EXPLORERS

IN SEARCH OF REMARKABLE STUDENTS

To be a true explorer is a remarkable quality. After all, how many people are really prepared to embrace the unknown and to challenge themselves at every turn? At Shell, we’re in search of remarkable people. The ones who are hungry to set out for new frontiers. The pioneers and the gamechangers. The ones who always wonder if there’s a better way. Because remarkable people achieve remarkable things.

Explore the opportunities at www.shell.us/students
Maximize Your Online Job Search with a LinkedIn Profile

Why LinkedIn?

• It can act as a digital resume.
• It is a powerful tool for researching companies, contacting professionals in a specific field, and marketing your skills and goals.
• It is likely the first place an employer will visit to learn about a potential candidate.

Key Profile Components

PHOTO
A plain background with business attire makes you look professional and prepared.

EXPERIENCE
List all work experiences, including part-time, along with what you accomplished during each. If you have them, photos or examples of projects are a great addition.

EDUCATION
Start with the college experience that is most recent. High school should not be listed if you’re a junior or senior seeking a professional position.

VOLUNTEER
Volunteer work is just as important! Make sure to include any time you have dedicated to a cause important to you.

SKILLS & ENDORSEMENTS
Add at least 5 key skills - your connections can endorse you for the things you do best!

RECOMMENDATIONS
Ask managers, professors, or classmates who have worked with you closely to write a recommendation. This adds credibility to your skills and strengths.

SUMMARY
Describe what motivates you, what you’re skilled at, and what’s next.

EDUCATION
Start with the college experience that is most recent. High school should not be listed if you’re a junior or senior seeking a professional position.

ORGANIZATIONS
Make sure to include any leadership positions you may have held and indicate what you’ve done in each organization.

COURSES
List any course you have taken that applies to the type of job that you are seeking.

Start Connecting

• This profile represents you. Check for typos first!
• Only connect to people who are in professional positions that you think may benefit you or whom you can benefit.
• Join groups that interest you based on your career path or other causes you support. Contribute to conversations to establish yourself as an expert in your field.
• Follow companies in which you are interested and stay up to date with the news they share. You will see any jobs posted by companies you follow in your updates.
• The jobs tab gives you the ability to search for jobs based on criteria that you specify.
Managing Your Online Presence

Social networking sites are doing much more these days than connecting people over the internet. According to the Jobvite 2014 Social Recruiting Survey, 93% of recruiters use or plan to use social media in their recruitment efforts. Having a noticeable presence can put you ahead of the rest in your job searches, but can also ruin your chances of getting a job if what they find is damaging to your reputation.

Employers might look at your social networking sites for many different reasons. When they check your profiles, it can be a reminder of all of the positions you’ve held and how qualified you are as long as you create an effective social media presence.

Creating Your Online Presence

Setting Up an Account

The first and easiest step to begin creating your online presence is to create accounts on the social networking sites that you think will be beneficial in showcasing your past experiences and skills. Some of the most popular social media sites, such as Facebook and Twitter, can definitely be valuable, but blogs and professional websites, such as LinkedIn, are where employers really look for you to showcase your abilities.

On any social networking site, when you edit your profile, there is usually an area to describe yourself. In this area, highlight your qualifications for any position with your major, career objectives, a current position you hold, and one of your skills. For example, your bio on Twitter could say, “PR student at Penn State University”, “PR Intern for Penn State Career Services,” or “Enthusiast of all things social media.” Other sites, like Facebook and especially LinkedIn, have sections of users’ profiles specifically designated for past employment.

Online Portfolios

Online portfolios can be beneficial to show potential employers all of the work you’ve done in one place. Many websites make creating an online portfolio very simple. Some websites to check out to create yours for free include:

- Weebly.com (created by a Penn State alumus!)
- Wix.com
- Behance.com

Effectively Using Social Networking Sites

So now that you have all of your social networking accounts set up, what do you do with them? The answer is simple: interact with different groups, and professionals that are in the field you are interested in. The easiest way to do this is to “like” their pages on Facebook or follow their accounts on Twitter or LinkedIn. This is an easy way to stay updated with all of the company’s news.

A lot of companies utilize social media to interact with their consumers. When this happens, take advantage of it! Tweet back your response, post on their wall, or like their updates. If you ever land an interview with the company, you will have plenty to talk about with them.

Joining groups on LinkedIn that pertain to your field of interest is a great way to network online. Professionals in the field will often post updates and job or internship postings to the group. Be sure to join Penn State Career Connection on LinkedIn, too, where you can connect with employers in a meaningful way, and broaden your knowledge of career fields and employment trends.

Protecting your Online Presence

No matter how many social networks you belong to and how much experience you post on your profiles, you will lose many opportunities if the material you post online is inappropriate. Many times, employers will check the social media profiles of potential employees or interns as a way to judge their character. If you’re posting complaints about how much you hate your current job and boss, the recruiter might think...
you’ll do the same once you work for their company, too. Once you do have a solid online presence, it’s important to keep your reputation positive at all times. Some things to think about before your next post:

- If you wouldn’t say it to your grandmother or want her to see it, don’t post it.
- Don’t say anything online you wouldn’t say in an interview or mind if it was brought up in an interview.
- Assume that anything you post will be on the internet forever for everyone to see.

You should also do an online search of your name often to see what comes up. If you don’t like what you find, then start to make the changes necessary on your social media sites. Consider setting up alerts to notify you when anything about you is posted online. Always scan your pictures, posts and conversations that you have with people on every social media platform to make sure the right messages are being sent about your character. If you ever doubt anything, delete it or un-tag yourself. Your friends may like your photos, but a future employer may not.

**Privacy Settings**

The key to protecting your online profiles is to understand how to use each site’s privacy settings. Spend sufficient time on each site learning how to best protect yourself from people outside your immediate circle. Sites are always changing and that includes the privacy settings. Check often to make sure that when you search yourself as a stranger, you like what you see.

---

**Consider all of your social media accounts and complete the following checklist.**

| All of my profile pictures are appropriate: | Yes ☑ No ☐ |
| All of the appropriate privacy settings are turned on: | Yes ☑ No ☐ |
| I would not be embarrassed if a recruiter looked at my profiles: | Yes ☑ No ☐ |
| When I search for my name online, no personal information or inappropriate content is brought up: | Yes ☑ No ☐ |
| My friends do not have any inappropriate pictures of me posted online: | Yes ☑ No ☐ |
| My friends have not posted anything inappropriate on my profiles: | Yes ☑ No ☐ |
Ways to Gain Experience

Take a Class

One easy way to get a feel for a career area is to take an academic course that will give an overview of the field. If you think that you might be interested in a business career, consider taking a course in accounting, finance, marketing, etc. If you think you’d like to do human service work, enroll in some health and human development, psychology, or sociology courses. The more you get involved in the course through individual projects, group work, and research papers, the more you will gain.

Study Abroad

While most students consider study abroad an exciting way to incorporate travel into an academic program, it’s also a great way to gain experience. Think of the skills you may learn: navigating a foreign country complete with new currency and cultural norms, a sense of independence as you explore on your own thousands of miles away from home, an appreciation of diversity as you are challenged to integrate your background and upbringing with those from other cultures, and initiative to plan and execute such a significant event.

Career Planning Courses

Various career development courses are offered across the Penn State system, such as:

- Effective Career Decision-Making (CN ED 100)
- Preparation for Career Management (BA 420)
- Job Search Skills and Strategies for Educators (CN ED 303)
- Job Search Skills and Strategies for Technical Careers (AG 100/SC 101)
- Job Search Skills and Strategies for Non-Technical Careers (LA 401)

Topics include selecting an academic major, determining career goals, identifying potential employers, formulating effective job search strategies, preparing a resume, and improving interview techniques. Please consult the Schedule of Courses at schedule.psu.edu for availability by campus and semester.

Participate in Extracurricular Activities

The activities you engage in outside of your academic coursework can be more than just fun. They are an excellent way to explore your career-related interests and develop many skills you will be able to transfer later to any job. If you think you may be interested in working with children, the elderly, a housing authority, etc., check out the volunteer options available in your community. If newspaper writing is a possible career choice, consider joining the staff of your campus newspaper. If you like to lead people and projects, consider getting involved with student government. Check out clubs.psu.edu for a complete listing of student organizations. There are hundreds of extracurricular activities in which you can become involved. Additionally, the contributions you make to an activity, whether it is leading meetings, chairing a committee, developing a project, recruiting new members, or organizing a conference, can be related to many potential future employment goals.

Volunteer

Many nonprofit organizations will enthusiastically accept the services of an industrious, cheerful, and interested volunteer. Becoming a volunteer shows a potential employer that you have initiative and a commitment to your community. Find organizations that you can relate to — connecting through personal values or professional aspirations — and give it your all. Not only will you give back to your community, but you will gain experience and make long-lasting networking contacts.

Join a Sports Team

Don’t underestimate your involvement in physical activity as being related to your future career goals. Being a member of a sports team, whether intramural, club, or Division I will help you develop many skills that employers are seeking: time management to balance courses with practices and games, work ethic to continually improve your performance, adaptability to constantly adjust your game plan, and, of course, teamwork.

Look for Summer Jobs/Part-Time Work/Temping

Summer jobs may not be obviously related to your long-term career goals; however, they may still be beneficial in providing income and/or employment. Some students may need to work in jobs that provide decent wages such as construction, sales, or hospitality services.
In these situations, you can develop skills transferable to professional careers after college. For example, a server could benefit from acquiring experience in training other employees in a restaurant or customer service.

**Explore Undergraduate Research Opportunities**

Penn State offers a variety of opportunities for undergraduate students to participate in research projects. These experiences allow you to work with faculty and staff in your area of interest, build specific skills, and further explore your career options. Check with an advisor in your academic department to see what type of research is being conducted or go to undergradresearch.psu.edu to review projects listed by academic college and department. If you are considering graduate school, helping out in a lab is a great way to get introduced to what may be expected when you continue your education. You will gain a deeper understanding of the research process, as well as knowledge of cutting edge developments within your field.

**Apply for Experiential Internships or Cooperative Education**

Internships are intended to provide professional experience related to your major and/or career plans. Internships may be for credit and/or paid and vary in length. Many internships are offered for one semester or over the summer, although some may provide more lengthy experiences by spanning a summer and an additional semester.

Due to the size and diversity of academic programs at Penn State, resources for assisting students in obtaining internships can be quite varied. Most academic departments and colleges have specific internship offices. Be sure to check with your academic college or department to identify the resources and programs in place.

Cooperative education is often confused with internships since it, too, provides professional relevant experience. However, cooperative education differs from internships in that it is an alternating work experience blended into the academic program, typically within the science and engineering disciplines. Therefore, a student will leave the University multiple times during the baccalaureate degree program to obtain cooperative experience with an employer.

**Participate in Workshops and Seminars**

Several hundred seminars and outreach programs are offered each year on a wide range of topics such as career planning, resume writing, interview skills, job and internship search strategies, and graduate school applications. Workshops are posted on the Career Services website as they are offered.

Also, Career Services staff members respond to requests for programs from student organizations, residence hall floors or areas, and faculty. If you are a member of an organization and wish to schedule a presentation on one of the topics above with a focus on your organization’s career needs, simply contact the Career Services office at 814-865-5131 or careerworkshops@psu.edu.

---

**Classes related to my areas of interest:**

- 
- 
- 

**Organizations I am in or would like to join:**

- 
- 
- 

**Other opportunities I’d like to explore:**

- 
- 
-
Build your future with the leader in steel

At ArcelorMittal, the world’s largest steel company, our products help to shape the modern world. Steel is the strength that binds Big Ten businesses, communities, campuses and families from the cars that get fans safely to games to cheer on their Big Ten teams to the washing machines that clean the jerseys of your favorite players.

We are looking for the best and brightest minds to lead our company into the future. Join us in transforming tomorrow with safe, sustainable steel.

workforcelormittal.com  usa.arcelormittal.com  @ArcelorMittalUS

ArcelorMittal  B1G

Official steel sponsor of the Big Ten Conference
First Quality Enterprises, Inc., is a privately-held group of manufacturing companies who are leaders in their respective field. Our closely-held, diversified group of companies manufactures, sells and distributes branded and private label absorbent hygiene, paper and non-woven products into the healthcare, retail and commercial channels. Due to our continuous growth, we have added bottled water and baby diapers to our expanding product line.

We have built our reputation by demanding high standards and measuring our success by our commitment to provide our customers with quality products at a fair price. The organization is run by hands-on owners with dynamic expansion plans to significantly increase the size of the business over the next few years. We are currently recruiting for positions in the following areas:

- Engineering – Chemical, Mechanical and Electrical
- Material Science
- Information Technology
- Finance
- Supply Chain/Logistics

The company’s philosophy and work environment has been created by an ownership that places a premium on integrity, honesty and teamwork. As important as a candidate’s qualifications, is their ability to work closely with their colleagues and strive in a politics and ego free atmosphere.

Excellent compensation & benefit package, including relocation assistance. We offer numerous opportunities for advancement!

For immediate and confidential consideration, please visit our website at: www.firstquality.com and click on the Careers Tab!
Anita Job  
123 Goingmy Way  
College Town, PA 54321  
(814)123-4567  
princesspower10@gmail.com

**OBJECTIVE:**
To obtain a challenging position with a growing company where I can utilize my skills and knowledge.

**Education:**
Pennsylvania State University, Class of 2015  
Major: HDFS, GPA 3.2  
Minor: Psych  
**Must support self by working to pay for school**

Courses: HDFS 239, HDFS 315, PSYCH 212, PSYCH 281

**Experience:**
XYZ Agency, Inc., Sept. 11 - current  
As a Life Skills Volunteer, I provide direct service for delinquent youth. I am responsible for providing physical care, ensuring safety, and monitoring daily activities. I work with the Life Skills Coordinator to carryout treatment plans.

Human Resources Job Shadow, Pittsburgh, PA, 12/2011 & 3/2012  
- Over semester and spring break, I followed an HR Professional around the office. I sat in on various meetings and learned about Human Resources.

**Jobs:**
Findlay Dining Commons, Server  
Stahl Community Pool, Lifeguard

**Activities:**
THON

**RESUMES**
Resumes often serve as your initial contact with employers and are the most critical item in determining whether or not you will obtain an interview. It is a brief advertisement of your skills, knowledge, and relevant experience. If you are seeking positions across industries, you may need to have several versions of your resume specific to each type of job you are seeking.

Ideally, your resume should emphasize your strong points while expressing your uniqueness and individuality. Therefore, you should present yourself clearly, succinctly, and confidently. Use the suggestions here to develop your resume and consult the samples provided to gather ideas. Do not forget to format your cover letter to pair with your resume (see page 37).

**Do not copy these examples verbatim!**

**TYPICALLY, EMPLOYERS SPEND LESS THAN 15 SECONDS REVIEWING YOUR RESUME BEFORE MAKING THE DECISION TO CONSIDER YOU FOR AN INTERVIEW.**

**OBJECTIVE:**
- One or two concise, easy-to-read statements focusing on the type of position you are seeking, the skills you want to utilize, and/or the tasks in which you want to become involved.
- Avoid cliches or jargon, such as, “To contribute to the profitability of an employer” or “A challenging position offering opportunity for growth and advancement.”

**EDUCATION:**
- List degrees in reverse chronological order with the most recent first. Keep the information easy to scan.
- You may want to include details relevant to the job you are seeking, such as courses, special projects, a minor or area of emphasis, etc.
- Education Abroad experiences should also be listed here as well. Use the same format as your Penn State entry.
- Most employers expect to see your GPA (either overall, major, or both).

*Compare this resume to the one on the facing page. Both have the same information, but which do you think represents the candidate best?*
OBJECTIVE
To obtain a summer internship with the administration of a social services agency where I can apply my knowledge of child development and organizational behavior.

EDUCATION
The Pennsylvania State University May 2015
Bachelor of Science in Human Development and Family Studies GPA: 3.17
Minor in Psychology
Coursework:
- Adolescent Development
- Introduction to I/O Psychology
- Family Development
- Introduction to Developmental Psychology

EXPERIENCE
XYZ Agency, Inc. State College, PA September 2011 - present
Life Skills Volunteer
- Provide a range of direct services for the care and rehabilitation of delinquent youth
- Instruct and monitor 25 residents during structured daily activities
- Assist with the development of treatment goals for residents; implement treatment plans under supervision of Life Skills Coordinator

Job Shadower/Observer
- Gained broad exposure to a variety of departments within the human resources function at Heinz World Headquarters, a Fortune 500 company, including Benefits, Executive Personnel, Personnel/Recruiting, etc.
- Completed 20-25 total hours of observation of each function within HR during winter break; encouraged to return for further shadowing opportunities over spring break following initial positive experience

ADDITIONAL EXPERIENCE
Findlay Dining Commons, Server State College, PA August 2011 - December 2011
- Provided emotional support to assigned dancer, dancing for 46 hours
- Raised $2,000 through mail and sidewalk solicitations

Stahl Community Pool, Lifeguard State College, PA May - August 2010 & 2011

ACTIVITIES
Penn State Dance Marathon (THON), Moraler State College, PA January - May 2012
- Raised $2,000 through mail and sidewalk solicitations
Appearance of Your Resume

**Length**
- One page is the most common length because most students lack sufficient experience for two pages. Individuals with added experience and/or degrees may need a two-page resume to present relevant details adequately.
- Resume length may also vary by career field. Consult with professionals in your field and/or a Career Counselor to discuss the resume length best for your situation.

**Margins**
- One inch margins all around are recommended to keep your resume from looking cluttered with text.
- Half inch margins may be acceptable if necessary, but no smaller.

---

**CHRIS R. STUDENT**

**crsXXXX@psu.edu**

**SCHOOL ADDRESS**
1855 Nittany Street
Erie, PA 16509
(814) 555-5678

**HOME ADDRESS**
5678 North Z Street
Anytown, PA 12345
(234) 555-8910

**OBJECTIVE:**
To obtain an internship or co-op experience in Mechanical Engineering.

**EDUCATION:**
B.S. in Mechanical Engineering, May 2015
Penn State Erie – The Behrend College, Erie, PA
GPA 3.25

**Relevant Courses**
- Engineering Thermodynamics
- Strength of Materials
- Fluid Flow
- Electrical Circuits and Power Distribution
- System Dynamics
- Technical Writing

**RELEVANT EXPERIENCE:**
Manufacturing Process In-class Project
- January 2012 – May 2012
- Sponsored by CompanyX Consumer Products, Co.
- Implemented Statistical Process Control into manufacturing process
- Responsible for troubleshooting in the processing and packaging of over-the-counter pharmaceuticals
- As part of a team, wrote standard operating procedures for production floor to be reviewed and approved by the FDA
- Combined efforts with Quality Assurance, Research and Development, and Engineering to implement new processes
- Installed, inspected, and validated system upgrades to process control equipment

**LEADERSHIP:**
Landscapes Plus, Bradford, PA
June 2009 – August 2009

- Crew Leader
  - Successfully led 5 crew members in the completion of 17 commercial and residential landscaping projects; received positive feedback from clients regarding satisfaction with results
  - Promoted to Crew Leader based on performance in two previous summers as a Crew Member

**ACTIVITIES:**
American Society of Mechanical Engineers, Member, 2011-present
  - Entertainment Committee Chairperson, 2012 - 2011
  - Professional Development Chairperson, 2013 – present

- Independent Travel throughout Europe, May 2012 – August 2012
  - Developed creative solutions to maximize travel to 5 countries on a limited budget

- Big Brothers Big Sisters, Big-Brother, 2011-2012
  - Served as a Big-Brother for a 7-year old boy in Erie County

**SKILLS:**
- Basic knowledge of AutoCAD
- Advanced knowledge of Spanish

---

**EXPERIENCE:**
- Give details of your accomplishments and responsibilities rather than a general list of duties. Numbers make strong statements and can enhance credibility; these numbers can show volume, percentages and dollar amounts.
- Do not be discouraged if you have never had employment in your field. Instead, focus on your strengths, skills, and accomplishments.
- Summer and/or part-time work experiences can demonstrate skill sets that you have developed, even if not directly related to your career goals.
- If you have not yet gained paid work experience, community involvement, volunteer work, and extracurricular activities are all experiences that may be included in detail on a resume.

As a first-year student or sophomore, it is appropriate to include information from your high school years on a resume. However, as you continue to grow professionally and gain experiences that demonstrate increasing relevance to a particular career field, you may begin to omit items that are outdated or that no longer effectively highlight your current abilities. Typically, it is recommended that information from high school years be omitted from your professional resume by the time you begin your junior year at Penn State.
Layout
• Pre-formatted templates are easy to spot and allow little room for uniqueness.
• Starting with a blank document offers greater flexibility and more effective space usage on the page.
• Use a table or tab stops to help organize information in a visually pleasing manner.

Bullet Points
• Each bullet should start with an action verb (see page 31) and be no more than 1-2 lines long.
• Use up to 5-6 bullets to describe each listed experience.
• Describe duties involved in various positions or highlight skills and qualities that you developed that are related to the position you would like to obtain.

Type of paper
• A resume prepared with a quality laser printer can be very effective.
• Use quality paper; a white or off-white shade is generally preferred.

Proofread
• Proofread your resume several times, and then have a friend or Career Counselor proofread it again.
• A mistake on your resume will leave a poor first impression with an employer.

SKILLS:
• Technology-based or computer skills, foreign language knowledge, and other field-specific skill sets and certifications are appropriate to include.
• Indicate your level of knowledge or aptitude in the skill sets you choose to highlight using qualifiers such as “Proficient in...” or “Fluent in...”
• List skills and languages with which you are familiar or have basic knowledge. Be sure to describe that level accurately. Remember: you could be tested on that knowledge in an interview!
• Special certifications relevant to your field could also be included here.

Compare this resume to the one on the facing page. Notice how the type of experience highlighted can change as a student gains more professional experience.
Resume Formats

Chronological Format
Present education and work experience in reverse chronological order, describing responsibilities and achievements under each entry. This is the most appropriate format if you have experience directly related to your career goal.

Functional Format
Your experience is explained under major skill headings, while job titles, employers, and dates are listed separately. This type of resume is especially useful when your degree or work experiences are not directly related to your career objective.

Combination Format
In many instances, the combination of both the chronological and the functional formats may be the most effective. This is especially the case when some past experiences are more directly related to future goals than others. This format allows for experiences to be separated into different categories—related and unrelated—making the strongest impact by placing the most related experiences first, regardless of the dates during which the experiences took place.

The resume on this page shows a combination format. The facing page illustrates elements of a functional resume.

ACTIVITIES:
• List the most relevant activities and offices held first. Include college, community, professional, and, occasionally, outstanding high school activities.
• Consider adding brief explanatory details of the position and your accomplishments.
• Include hobbies and interests only if they are relevant to the job objective or if they reveal characteristics important to the job.
• This section can add individuality and flavor to your resume, so you may want to include unusual or interesting items.

HONORS/AWARDS:
• This section is optional.
• Include only if you have several honors.
• If you have only one or two honors, you can include them in a combined section along with your activities.
REFERENCES:

- Most organizations will not expect references on your resume.
- You may want to prepare a list of references on a separate page formatted to match your resume for use when employers request references.
- Usually, three to five references are appropriate. Consider individuals familiar with your academic achievements, leadership and teamwork skills, and/or your work habits.
- Include each reference’s name, title, organization, mailing address, phone number, and email address.
- You should always seek prior approval from individuals you plan to list as references.
In addition to looking at a student’s GPA, employers look at resumes for leadership skills and some evidence of teamwork as the most important attributes. (See Figure 39.) The ability to work as part of a team jumped as a desired attribute among this year’s respondents. Just over 71 percent of respondents in 2013-14 favored the ability to work in a team. Now, almost 78 percent of respondents seek evidence of it. Written communication skills, the third most desired skill, dropped 4 percent points from 2013-14.

Figure 40: Influence of attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>2015 Average Influence Rating*</th>
<th>2014 Average Influence Rating*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has held leadership position</td>
<td>3.9</td>
<td>3.9</td>
</tr>
<tr>
<td>Major</td>
<td>3.9</td>
<td>3.9</td>
</tr>
<tr>
<td>High GPA (3.0 or above)</td>
<td>3.6</td>
<td>3.7</td>
</tr>
<tr>
<td>Has been involved in extracurricular activities (clubs, sports, student government, etc.)</td>
<td>3.6</td>
<td>3.5</td>
</tr>
<tr>
<td>School attended</td>
<td>2.8</td>
<td>2.9</td>
</tr>
<tr>
<td>Has done volunteer work</td>
<td>2.8</td>
<td>2.8</td>
</tr>
<tr>
<td>Is fluent in a foreign language</td>
<td>2.4</td>
<td>2.4</td>
</tr>
<tr>
<td>Has studied abroad</td>
<td>2.1</td>
<td>2.2</td>
</tr>
</tbody>
</table>

*5-point scale, where 1=No influence at all, 2=Not much influence, 3=Somewhat of an influence, 4=Very much influence, and 5=Extreme influence.

Further evidence that having leadership skills can make or break a hiring decision: When employers are forced to choose between two equally qualified candidates, they will choose the candidate with leadership skills. (See Figure 40.) The student’s academic major is also a large determining factor. Participation in extracurricular activities continues to have a lot of influence. The last four attributes—school attended, volunteer work, fluency in a foreign language, and study abroad continue to fall low on the influence scale.


<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I prefer to hire candidates with relevant work experience.</td>
<td>72.5%</td>
<td>74.1%</td>
<td>71.0%</td>
<td>73.7%</td>
</tr>
<tr>
<td>I prefer to hire candidates with any type of work experience (doesn’t matter if it’s relevant or not, just some type of experience).</td>
<td>20.1%</td>
<td>20.7%</td>
<td>19.9%</td>
<td>17.5%</td>
</tr>
<tr>
<td>Work experience doesn’t typically factor into my decision when hiring a new college graduate.</td>
<td>3.9%</td>
<td>1.1%</td>
<td>4.8%</td>
<td>4.1%</td>
</tr>
<tr>
<td>Other</td>
<td>3.4%</td>
<td>4.0%</td>
<td>4.3%</td>
<td>4.6%</td>
</tr>
</tbody>
</table>

Reprinted from Job Outlook 2015, with permission of the National Association of Colleges and Employers, copyright holder.
You want to make a difference every day. So do we.

Have you ever eaten in a Burger King or walked through the ‘personal care’ section of a CVS store? If so, you’ve encountered SCA.

We are a leading global hygiene and forest products company with products sold in about 100 countries. Our commitment to the environment, our customers and the communities where we work is reflected in everything we do.

Positions in engineering, finance, product supply/logistics, sales and marketing offer:

• Travel opportunities
• Global project exposure
• Competitive compensation and benefits
• Training and development opportunities
• Work-life balance

Scan this code with your smartphone to learn more about Life Inspiring Careers at SCA or visit www.sca.com.

SCA is an Equal Opportunity Employer M/F/D/V.
THE SMARTEST INTERNS IN NYC ALL HAVE THE SAME ADDRESS.

VISIT STUDENTHOUSING.ORG OR CALL 888-466-8056 TO GET YOURS.

ACCOUNTING | TAX | ADVISORY

IT’S ALWAYS GOOD TO GET A HEAD START.

GETTING A GOOD JUMP IS CRUCIAL TO A SUCCESSFUL CAREER.

With WeiserMazars, you’ll gain experience you can’t find in other entry-level accounting positions, working in all different areas of the accounting field. Go where your potential can be realized with a level of responsibility and fulfillment you’re ready for now.

FOR MORE INFORMATION PLEASE CONTACT:
Amber Kemps / Director of Human Resources, Pennsylvania
Amber.Kemps@WeiserMazars.com
WeiserMazars.com
At any point in the job or graduate school application process, you may be asked to provide professional or personal references. These references may be interviewed by phone or email or asked to provide a letter of recommendation as an endorsement of your capacity to succeed as a graduate student or emerging professional within your field. The names you choose to provide can have a strong impact on your candidacy and the importance of this decision should not be overlooked.

Examples of potential references include:
- Faculty members
- Employment supervisors (current and previous)
- Advisors for extracurricular activities such as clubs, organizations, sororities, and fraternities
- Colleagues with whom you have worked closely

Typically, you would not ask family or friends to serve as a reference for you unless you are asked to provide a character reference. In those instances, it may be more appropriate to ask a coach or volunteer leader.

Who Should I Ask to Be a Reference?

When considering your options for references, it is important to think about the context in which the person knows you. References that are most informative and helpful are those who know different aspects of your work and who are willing to support your candidacy enthusiastically and knowledgeably.

Consider asking those who have observed you in settings similar to the position you are applying for, or who understand your knowledge base in an area that is relevant to the position or graduate program.

How Many References Should I Provide?

Usually, three to five references are appropriate. Think about the combination of people you are providing and how they know you to ensure a diverse representation of your experiences. You want each reference to be able to highlight the skills and abilities that are most relevant to the position or program to which you have applied.

It is not a bad idea to let the reference know why you have asked them to be a reference for you and what areas of your experience you hope they will focus on when speaking about you.

Reference Checklist

- Ask your references if they are willing to serve as a reference for you. If there is hesitation or refusal to write a recommendation, know that this individual may be encouraging you to seek someone else who would write more positively or comprehensively on your behalf.
- Obtain current contact information, including the reference’s name, title, organization, mailing address, phone number, and email address.
  OR
  Provide the email address or a pre-addressed stamped envelope indicating where a letter of recommendation should be sent.
- Supply a copy of your resume to your references and provide the job description or information about the graduate program to which you are applying.
- Offer to meet with the reference to discuss any questions they may have about your goals.
- Follow up to ask if they have been contacted as a reference or if they have mailed the letter of recommendation.
- Thank your references and let them know the outcome of your application.
Cover Letters

1. Address by name and title of the individual with the power to hire you, if at all possible. Try to avoid sir, madam, or to whom it may concern.
2. Adapt the letter carefully to specific details of the job opportunity.
3. Open with an idea that captures the attention of the prospective employer so that the letter and resume are considered worth reading.
4. Highlight and draw attention to the points in your resume that uniquely qualify you for the position.
5. Close your letter with a request for an interview.
6. Use a business letter format and maintain a professional tone.
7. Special attention should be given to grammar, spelling, and neatness. The cover letter should represent your very best efforts. It may be beneficial to have a friend, relative, or a Career Counselor review your letter prior to sending it to an employer.

Your present address
City, State, Zip

Date

Person’s Name
Title
Company
Address

Dear Ms. Jones:

FIRST PARAGRAPH:
Attract the employer’s interest by briefly touching on your specific interest in the company and/or position. If you have been referred by someone, here is where you mention it. Avoid such stereotypical, overused first sentences as “This is in answer to your advertisement,” or “I am a senior in Psychology at Penn State.” You want to convince the reader that you are interested in them by specifically outlining why you want to work for them and how you would contribute to the organization.

MIDDLE PARAGRAPH:
Describe your interest in the position, in the field of work, or in the organization. If you have a related class, student activity, volunteer or work experience, be sure to mention pertinent data or accomplishments to show that you have specific qualifications or skills for this particular type of work. Refer to key aspects of the resume which relate to the job or employer, but don’t restate complete sections of the resume.

CLOSING PARAGRAPH:
Mention your interest in discussing the job in person (i.e., ask for an interview). Express appreciation for being considered and include a statement about your desire to have an interview.

Sincerely,

(handwritten signature)

Your typed name
Dee Ziner
Account Executive
Advertising, Inc.
One Promotions Way
New York, New York 10001

Dear Ms. Ziner:

To succeed in advertising, one must possess a flair for creativity, the ability to work effectively with clients and associates, initiative, and perseverance. Through this letter I would like to demonstrate such qualities and express an interest in an Account Services internship with Advertising, Inc. When I read the announcement posted to my department’s listserv, I was immediately drawn to the opportunity for professional development that this position would allow in regard to client relations and media placements.

I have enclosed a resume for your review, which outlines my experience in the field of advertising and promotion. As an advertising salesperson for my local newspaper, I work successfully with a variety of clients and with the media in designing and arranging advertisements. My responsibilities in this position enhanced my skills in writing, design, promotion, marketing, and follow-through. I quickly learned to identify appropriate markets and to promote the newspaper as an effective medium to reach those markets.

Much of my success is due to my customer orientation, my skills in identifying client needs, and in marketing the services of my employer. I am a self-starter, persistent, and possess the ability to learn quickly. I feel these skills and experiences would be a strong addition to your firm and am excited about the prospect of putting them to work for you.

I hope you agree that my qualifications seem to be a match for this internship. If so, I would appreciate the opportunity for an interview. I look forward to speaking with you.

Thank you for your consideration.

Best Regards,

Mark E. University

This candidate demonstrates an understanding of the internship requirements and is effective at relating specific details about his accomplishments and skills to the employer’s needs.
Dear Mr. Donavan:

After reading your brochure and researching Xyntek, Inc., I became quite interested in possible employment in IT software and systems consulting. I am submitting this letter in application for this position.

I have a great deal of experience using several programming languages, including SQL, ORACLE, JavaScript, HTML, CSS and XML. In addition, I have worked with jQuery and Microsoft .NET.

In my internship at XYZ Corporation I was part of a team responsible for the design, development and production of database candidate processing systems for their human resources department. My specific role involved testing and trouble-shooting databases as they were developed. This has proven very successful for XYZ and has increased efficiency of the recruiting process for the HR administrators. I've also been web page editing on contract. In a project for the Fayette Federal Credit Union, I developed an internal search engine and an online loan application, and kept their web page up to date and added new features as needed.

I am an enthusiastic hard worker with the desire to learn many new concepts and skills. I would enjoy applying my skills and talents to a position with Xyntek, Inc. I look forward to hearing from you. Thank you for your time.

Cordially,

Mary E. Smith
Correspondence

Letter of Interest or Prospecting Letter

You may find that you are sincerely interested in a particular organization, but they have no jobs currently available that suit your interests. A prospecting letter will introduce you to the company in the event that positions open up matching your qualifications.

1. State why you are interested in working for that organization.
2. Demonstrate the skills you possess that could benefit the organization.
3. Outline an action plan. Ask for an interview or indicate when and how you will follow-up.
4. Thank the reader for his or her time and consideration.

321 Beaver Avenue
State College, PA 16801

Date

Terra Justice
Marketing Director, XYZ Company
54 Shady Lane
Yourtown, Anystate 54321

Dear Ms. Justice,

Sustainability has long been a passion of mine. As I complete my senior year at Penn State, my interest in working for an organization that shares my passion has become paramount. Recognizing the need to preserve natural resources and look for sustainable business practices is something in which all companies should be engaging. I was excited to learn of the ways that XYZ Company has been making strides to become a nationally recognized green organization within the retail industry. As I look to the future and consider where I would like to begin my career after college, the XYZ Company seems like the perfect fit.

Throughout my time at Penn State, I have been involved in numerous student organizations that reflect my professional interests. As early as my freshman year, I was representing green initiatives as an EcoRep within my residence hall. I went on to become an active member of EcoAction, where I helped to educate students about sustainability through events and informational workshops. I put theory into practice through my involvement in the Penn State Marketing Association, by encouraging more electronic communication, less printing, and a more conscious effort to be mindful of environmental concerns. Due to my encouragement, PSMA took on a new client, working with them on how to market their green practices to enhance their customer base.

Academically, I pursued a minor in Environmental Inquiry, in addition to my major in Marketing. With a solid business background obtained through my coursework in the nationally ranked Smeal College of Business, I recognize that business is more than just the bottom line. It is about building and maintaining relationships; relationships that are founded on a common set of values.

I believe that XYZ Company and I share common values. This, coupled with my professional aptitude, would make me a respected employee within your Marketing department. During the week of March 15, I will be in your area and would appreciate the opportunity to speak with you further about any potential openings that you expect within the next few months. I will be graduating in May and could be available for work as early as June. I have attached my resume for your reference, which includes my contact information.

I appreciate your time and consideration, and look forward to talking with you soon.

Sincerely,

Dawn Greenfield

Notice how this candidate relates her personal interests, abilities, and values to the type of organization that she would like to work for following graduation.
Thank-You Letter

1. As soon after the interview as possible, a letter should be sent to express your appreciation for the opportunity to present yourself.

2. Use the letter to express your continued interest in the position and organization. Add some details to your letter of things that impressed you during the interview. This is a nice way to personalize your letter and convey your interest more convincingly.

3. Supply any additional information that was requested at the time of the visit or interview.

4. It is acceptable to email your thank-you letter. Be sure it retains the degree of professionalism you would maintain in a hard copy letter.

---

1234 College Ave.
Reading, PA 19607

Date

William Johnson
LMO Pharmaceutical Company
9183 Short Hills Road
Philadelphia, PA 19111

Dear Mr. Johnson:

Thank you for the opportunity to interview with you on Friday, October 23. The Account Representative position we discussed is a wonderful opportunity for which I feel uniquely qualified.

As we discussed, my background in both the sciences and business will enable me to interact effectively with physicians and pharmacists. Not only am I able to discuss the technical aspects of your products, I understand marketing techniques and the importance of the bottom line.

If you require any additional information, please do not hesitate to contact me by phone or email. Again, thank you for meeting with me. I look forward to speaking with you again soon.

Sincerely,

Martin A. Student
Acceptance Letter of Second Interview or of Job Offer

1. Be business-like but also tailor your letter to the specific employer so you look sincere and genuinely interested in the company and job. Never copy example letters.
2. Write to the person who wrote and/or interviewed you.
3. Thank the person and/or show your enthusiasm for the offer.
4. State what you are accepting.
5. Concisely, yet descriptively, give some details about what has impressed you about the company and/or interview.

```
1001 Progress Avenue
Hazleton, PA 18201

Date

Harold Sherman
XYZ Corporation
678 5th Avenue
Albany, NY 12208

Dear Mr. Sherman:

Thank you for your recent offer of employment as a management trainee with XYZ Corporation. I am pleased to accept this offer. The position sounds quite challenging, particularly the 12 month rotation among your regional plants. I am looking forward to this challenge and believe I will be successful at meeting it.

I understand that your offer involves a starting date of June 6, 20XX. I also understand that the salary offered is $43,500, plus benefits as discussed at my most recent interview. I will contact you within the next several weeks to discuss travel and moving details as you requested.

Once again, thank you for your offer. I am excited about becoming part of the XYZ Corporation team.

Sincerely,

Jane C. Doe
```

When a rejection is received, special consideration should be given to your response. Don’t take a rejection letter as a definite NO! A demonstrated interest in the company and respectful letter may lead to further consideration for other positions as they become available.

1. Acknowledge receipt of the letter.
2. Thank the interviewer for considering your application, indicate that you are still interested in a position with the company, and give some specific information to illustrate what you like about the company, position, or both.

Rejection Letter

1. It is important to turn down a site visit or job offer graciously.
2. Write to the person who wrote you.
3. Thank them for the offer.
4. Briefly state that you are declining and why (don’t get too personal).
The right fit for your career.

If solutions-focused thinking and continuous learning are among the experiences you seek, check us out!

Linde Engineering North America (LENA) is a global provider of process plants and equipment to the petrochemical, refining, and syngas industries. For over 60 years, we’ve been there for our refining and petrochemical customers. Linde Engineering North America Inc. offers single source responsibility for technology, engineering, procurement and construction – T-EPC.

LENA is seeking team players with a passion to excel in these careers:
→ Engineering - chemical, civil, construction, electrical, mechanical, and structural
→ Procurement - buyers and expeditors
→ Construction management

Linde Engineering North America Inc.
Five Sentry Pkwy. East, Suite 300, Blue Bell, PA 19422
https://careers-linde-engineering.icims.com
Engineering and IT are essential to the electric industry and our company. We need talented, dedicated engineers and IT professionals to help ensure our future success.

FirstEnergy is a Fortune 200 company comprising one of the nation’s largest investor-owned electric systems, with $15 billion in annual revenues and $50 billion in assets. We’re proud to serve more than 6 million customers in the Midwest and Mid-Atlantic regions.

And, as a premier regional energy company, we operate one of the largest, cleanest and most diversified generating fleets in the country.

Learn more about employment opportunities by visiting firstenergycorp.com/careers.
Key Steps
Whatever your goal, you need to:

1. Know what you want to do and the skills you bring
2. Identify and target the employers that have what you want
3. Develop effective marketing materials: resumes, cover letters, and interview skills
4. Secure and successfully engage in the interview process
5. Evaluate and accept (and often decline) your offers

Seems simple, right? Just remember that you will be repeating the steps for each employer you pursue. While there will be disappointments along the way and things you cannot control may have a great impact (like the economy), keep focused on your goals and work the process.

While some job search methods will work better for you and the career field you are pursuing than others (see the listing on the next page), it is important to diversify your search and use multiple methods with your own personal spin that sets you apart.

STEPS 1 & 2
The most important steps in the job search are identifying what kind of job you want, what you have to offer, and finding the employers that offer the opportunities you are targeting. Employers are most interested in individuals who have focused their career interests. Therefore it is important to:

- Identify and be prepared to discuss your interests, skills, experiences, knowledge, and attributes.
- Identify and research employers that have the type of positions and environment that fit your interests.

STEP 5
As you can see, the job search process involves a great deal of thought and time to eventually have offers to consider. Deciding on the best offer for you is an important final step and often involves sensitive communiqués and some negotiating.

REPEAT STEPS 1-5
For even highly qualified people, rejection and disappointment are part of the job search process. You may need to reassess your job objectives. Are they focused enough? Are you following up on leads? Are your resumes and cover letters tailored to the positions you are seeking? Are your interview skills strong enough? You may also need to look at the amount of time you are spending on job search activities to determine if you are doing enough.

Don’t get caught without experience
Through internships or other experiential opportunities, you will benefit enormously from getting real world work exposure. Employers expect you to supplement your academic background with work experience. You also get the chance to develop contacts in your chosen career. The people in your network can be valuable for advice, information, and job leads. Remember to check with your academic college about internship possibilities.
There are many ways to look for job opportunities. The most successful job search plan is one in which a variety of search strategies are used. Presented below are some of the most popular strategies for the job search as well as benefits, challenges, and tips.

<table>
<thead>
<tr>
<th>STRATEGY/TOOLS</th>
<th>BENEFITS</th>
<th>CHALLENGES</th>
<th>TIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAREER FAIRS</strong>&lt;br&gt;Attend career fairs sponsored by Career Services and academic colleges</td>
<td>Opportunity to meet with a number of recruiters in person and in one location; Build networking contacts</td>
<td>Not all fields and areas of study are equally represented; Students with very specific career goals may benefit from seeking field-specific or geographically-specific fairs</td>
<td>Plan ahead and research companies attending; Follow up to learn about opportunities in your area of interest</td>
</tr>
<tr>
<td><strong>ON-CAMPUS INTERVIEWING</strong>&lt;br&gt;Primarily intended for graduating students, search for jobs from employers interviewing on campus.</td>
<td>Primary way in which companies recruit for business and technical positions; Employers are specifically seeking Penn State students to fill employment openings</td>
<td>Not all industries use on-campus interviewing as a recruitment strategy</td>
<td>Check job listings on a weekly basis paying close attention to deadlines</td>
</tr>
<tr>
<td><strong>NITTANY LION CAREER NETWORK</strong>&lt;br&gt;Update your personal and academic information, upload a resume, search for job postings and leads or prospects postings, find details on information sessions, and more.</td>
<td>Access to a wide variety of jobs posted by employers who are not coming on campus to interview</td>
<td>Not all fields and areas of study are equally represented</td>
<td>Check job postings regularly as they come in on a daily or weekly basis. Be sure to also check any discipline-specific job posting site your college may provide, such as SmealConnect or eCareer</td>
</tr>
<tr>
<td><strong>NETWORKING</strong>&lt;br&gt;Talk to everyone you know to develop a list of contacts; Ask for information on jobs and companies, and circulate your resume</td>
<td>One of the top job search strategies to identify potential job opportunities and learn more about a position, company, or industry</td>
<td>Takes time and effort to build your network; Requires skill in organizing contacts and following through on recommendations received</td>
<td>Join online networking programs: LionLink, or Penn State Career Connection, or the Career Services’ LinkedIn group. Check with your college or department for contacts.</td>
</tr>
<tr>
<td><strong>TARGETED SEARCH</strong>&lt;br&gt;Identify the types of organizations you would like to work for, develop a targeted list, and research companies</td>
<td>Allows you to be more proactive and take charge of your search, instead of waiting for companies to post positions</td>
<td>Takes investment of time to research and tailor your resume and cover letter to the organization and the position</td>
<td>Use resources such as CareerBeam, your local Chamber of Commerce, and employer directories</td>
</tr>
<tr>
<td><strong>INTERNET</strong>&lt;br&gt;Scan job openings on various job search and employer websites</td>
<td>May help you identify types of positions available</td>
<td>Overwhelming number of sites and positions to sift through; May not receive responses</td>
<td>Check listing of recommended sites in this guide</td>
</tr>
<tr>
<td><strong>PROFESSIONAL ASSOCIATIONS</strong>&lt;br&gt;Research professional associations related to your career interests, as most provide a “career opportunities” section on their website</td>
<td>A source of networking information and career opportunities; Build contacts with individuals who share your professional interests</td>
<td>Entry-level positions may be limited; May need to belong to association to access job postings</td>
<td>Ask faculty to suggest professional associations to research; Use Career Information Center resources to identify top associations</td>
</tr>
<tr>
<td><strong>EMPLOYMENT AGENCIES</strong>&lt;br&gt;Inquire whether these agencies offer experiences in your career areas</td>
<td>Helpful in identifying local businesses and employment opportunities</td>
<td>May have fees associated with the employment services</td>
<td>Research each agency before signing any contract; Talk to others who have used employment agencies</td>
</tr>
</tbody>
</table>
Using Online Resources in Your Job Search

You can find a lot of information about job listings, salary statistics, employer information, and more online.

To have a successful online job search:

• post an online-friendly version of your resume to professional networking & job sites
• research and target employers
• check employer sites for job postings
• network through blogs and social networking sites like Facebook, LinkedIn & Twitter

Below is a list of several helpful career sites.

Nittany Lion Career Network (NLCN)
studentaffairs.psu.edu/career/students/NLCN.shtml

This easy-to-use database has many internship and full-time opportunities especially for Penn Staters. NLCN accounts have already been created for all registered Penn State students. Login to your account today and use the job search agent feature that sends you email updates with jobs that meet your skills and needs.

Also, be sure to check any discipline-specific job posting site that your academic college may provide, such as SmealConnect or eCareer.

Career Information Center Online Resources
studentaffairs.psu.edu/career/cic/

Access major, internship, and career information from WetFeet, Vault, CareerBeam, What Can I Do With This Major?, and more.

See page 8 for more information on the resources available.

Industry-Specific & Salary Information
studentaffairs.psu.edu/career/cic/handouts.shtml

Access industry-specific information on topics ranging from Consulting to Careers in Sports and access the latest starting salary information from the National Association of Colleges and Employers (NACE).

Job Search Via Social Media
LinkedIn ~ Facebook ~ Twitter

Social media sites are excellent places to learn about careers and internships and cultivate a professional network. Recruiters are also using social media tools like LinkedIn, Facebook, and Twitter to identify and connect with potential candidates.

If you choose to search for jobs on these networks, be aware that companies are using them to conduct background checks on applicants looking for jobs. They want to uncover questionable judgment, illegal activity, or other things that they consider to be red flags. Some companies even gain access to information that students might consider relatively private by asking interns who have strong campus connections to perform online background checks.

Exercise CAUTION: Recruiters report that students who use these sites to brag about drinking habits, illicit drug use, etc. are likely to hurt their chances of obtaining job offers. Students who would never dream of bringing up such subjects in an interview or showing a recruiter risqué photographs sometimes do that very thing online, thinking that a company will never uncover this information. That’s a dangerous and incorrect assumption.

Investigate the privacy settings on social networking sites and use good judgment before you post.

See page 20 for more tips on how to manage your online presence.
Nittany Lion Career Network (NLCN) is the primary online resource for connecting students with employers. As a registered Penn State student, a free NLCN account has been created for you. With your NLCN account you can:

- Search for job and internship opportunities
- Participate in On-Campus Interviewing (OCI)
- See which employers are presenting information sessions on campus
- Research organizations using the Employers tab
- Participate in online resume books (employers use these books to locate qualified candidates)
- Receive announcements about upcoming events and career fairs
- Search the list of organizations attending career fairs
- Network with Penn State alumni through LionLink
- Find someone to job shadow

**On-Campus Interviewing (OCI)**

The On-Campus Interviewing system offers students the opportunity to interview with employers right on campus. This service is most advantageous for students who are graduating and looking for full-time employment after graduation. Many positions are offered in business, industry, and government and are for students with an interest and background in business and technical fields.

To learn more about OCI and to see if it is right for you, please review pages 56-58 in this guide or visit studentaffairs.psu.edu/career/students/NLCN.shtml. To view OCI postings, use the Jobs & On-Campus Interview Postings tab in NLCN. OCI access is automatically given to graduating seniors at the beginning of the fall semester; no additional steps are necessary to access OCI jobs through NLCN.

**Information Sessions**

Employers hold information sessions throughout the year. These sessions provide a chance for you to learn more about an employer, meet with recruiters, ask questions about various opportunities, and express your interest in current or future opportunities. These sessions are open to students who have an interest in the company and are required for students interviewing through OCI. To view upcoming information sessions, use the Events tab in NLCN.

**Job Postings**

Our online job posting service is available for you to look at full-time, internship, and part-time positions with employers who are not conducting on-campus interviews, but are specifically seeking Penn State candidates from all academic colleges. Much like other online systems, Nittany Lion Career Network allows you to maintain multiple versions of your resume, apply for positions online, and to keep a history of applications you have submitted through the system. To view job postings, use the Jobs & On-Campus Interview Postings tab in NLCN.
Career Fairs

Many career fairs are offered each semester to meet the varying needs of students seeking employment opportunities.

Fall and Spring Career Days support students from all majors pursuing full-time, internship, and co-op opportunities in government, industry, corporate settings, and more.

Graduate and Professional School Week is held each October which features graduate schools, medical and health-related programs, and law schools for those planning to continue their education.

For students interested in the helping professions, we offer the C.A.R.E. Fair in the fall.

An Education Career Day is also offered in the fall and spring for students interested in pursuing positions in K-12 education.

The Central Pennsylvania Regional Career Fair provides all students, but especially continuing education students, the opportunity to connect with employers within the region.

For information on upcoming career fairs, visit careerfairs.psu.edu. A list of employers attending is available under the Events tab in NLCN.

Education Credential Services (ECS)

This service provides students and alumni a secure place to store letters of recommendation for job search or graduate or professional school applications. You can establish a credentials file online at studentaffairs.psu.edu/career/credentials. This service is available free of charge for up to two years after graduation.

You may manage your own credentials file or have ECS send your credentials to prospective employers or graduate schools at your request. A fee of $8.00 is required for each copy sent via regular mail/email.

LionLink: A Professional Networking Program

LionLink is one of the many programs and services offered through Alumni Career Services, a partnership between Career Services and the Penn State Alumni Association. LionLink is a professional networking program that links Penn State students and alumni with alumni volunteer Career Coaches. Career Coaches provide valuable information and advice on jobs and careers to Career Explorers, who are alumni or students looking for a job or seeking career-related information.

Through informational interviews, student and alumni Career Explorers can gain valuable inside information on careers, industries, companies, and geographic areas from a trusted resource. LionLink can help you gain the information you need that you can’t get in a classroom as you build your own professional network. To connect with a LionLink Career Coach, use the LionLink tab in NLCN.
Avoiding Scams while Searching for Jobs and Internships

Enter with Caution: Tips for Avoiding Job Posting Scams

- Do not give your personal bank account, PayPal account, or credit card numbers to a new employer.
- Do not agree to have funds or paychecks direct deposited into any of your accounts by a new employer. You should know them first. Most employers give the option of direct deposit or a paycheck. Make these arrangements during your first day or week of actual employment, not before.
- Do not forward, transfer, send by courier (i.e., FedEx, UPS), or wire any money to any employer, or on behalf of any employer, using your personal account(s).
- Do not transfer money and retain a portion for payment.
- Do not respond to suspicious and/or “too good to be true” unsolicited job emails.
- In general, applicants do not pay a fee to obtain a job. There are some rare exceptions—so be careful, and consult with a Career Services professional first.
- Do not pay to participate in high priced international internships. Not only are these internships unpaid, but the students must pay the organization to intern with them.
- Stay away from high-pressure sales pitches that require you to pay now or risk losing out on an opportunity.

Warning: Signs of a Possible Scam

- Often found via broad-based employment websites or sent as unsolicited email directly to you
- Makes claims such as: “Work from home – make thousands from your computer. Work as much or as little as you want.”
- “Company” does not have a website, or it is very poorly organized or developed
- Uses domain names that do not exist (i.e., @ InMail24.com and others) or free mail services like Gmail, Hotmail, Yahoo, etc.
- Asks you for personal information that may include social security number and/or bank account information (for “credit check” purposes) prior to any face-to-face interview
- Job advertised is not the same as the one offered to you
- Job involves money transfers of any kind and/or as part of the interview process
- Emails sent to you contain poor spelling, grammar, and punctuation
- “Employer” asks you to generate “leads” as part of your interview

Job Scam Email: An Example

Hello,

If you are seriously looking for income and want to work when your schedule permits, we can help you. We are currently looking for online workers. You will need to have available computer and internet access. All you do is online. No experience required.

So, if you are interested and need more info on this job, please email me at my business email: ashleyr@worksj.com

Best regards,
Ashley Randall

P.S. Please send all emails to: ashleyr@worksj.com

If it seems too good to be true, it probably is!
Investigate: Resources for Researching Possible Scams

Check with your local consumer protection agency, state Attorney General’s Office, Federal Trade Commission, and the Better Business Bureau to see if any complaints have been filed about a company with which you intend to do business.

- Better Business Bureau: www.bbb.org
- National Association of Attorneys General: www.naag.org

You may file a consumer complaint with the FTC by calling (1-877-382-4357) or by using the FTC’s online filing system, located at www.ftc.gov. Click on “File a Complaint Online.”

Help –I’ve Been Scammed! What Can I Do?

- Close all bank accounts at the bank(s) where transactions were made related to the scam.
- Order a credit report from all three credit bureaus every 2 to 3 months. Look for unusual activity.
- Victims of payment-forwarding scams should contact their local Secret Service field agent. The Secret Service handles complaints of international fraud.
- Fraud victims should file a police report with local law enforcement officials.
- Victims should report the company name, the job posting, and all contact names to the job sites where the scam was posted.
- Victims should permanently close all email addresses that were associated with the job fraud where possible.
- Notify Career Services.

Since we can’t warn you about every scam out there, it is up to you to learn how to recognize the warning signs. If you EVER have concerns about whether a job or internship opportunity is legitimate, please contact the Career Services office for guidance.

Please visit studentaffairs.psu.edu/career/students/disclaimer.shtml to read the full disclaimer which describes the shared responsibility among Penn State Career Services and internship or job seekers in researching and identifying potential concerns about the legitimacy of employers and their respective postings.

Content adapted from How to Avoid Job Scams while Job Hunting – a publication of the Academic and Career Planning Center at Penn State Erie, The Behrend College
Federal, state, and local government continue to offer a variety of opportunities to graduating students. Students from across all of Penn State’s colleges and majors can find career connections within government agencies, departments, and settings. Government jobs offer many competitive benefits and can offer competitive salaries with the private sector.

**Federal Jobs**

The federal government’s official Employment Information System, USAJOBS at [www.usajobs.gov](http://www.usajobs.gov), contains job postings from all Federal agencies. However, students may want to check out Pathways for Students and Recent Graduates to Federal Careers, available at [www.usajobs.gov/StudentsAndGrads/](http://www.usajobs.gov/StudentsAndGrads/). Pathways is a federal job website geared towards those seeking entry-level jobs as well as pre- or post-baccalaureate internship experiences. Because each agency does their own hiring, procedures and information required are often varied.

Federal resumes may differ from standard resumes in the amount of information necessary. Examples of additional information required to complete your application may include transcripts, application forms, narrative descriptions of competencies, questionnaires, etc. Be sure to follow the instructions very carefully as information not submitted can result in your application not being evaluated.

Tips for the application process can be found at [gogovernment.org](http://gogovernment.org). This website also contains information about hiring trends within federal government, and provides examples of how academic majors and fields of study relate to federal agencies and internship or employment opportunities.

**State Jobs**

State and local government opportunities exist in all 50 states. The application process, information required, and procedures will vary by state. Information about state and local government structures and employment opportunities can be found at [www.statelocalgov.net](http://www.statelocalgov.net).

**PA State Jobs/Civil Service**

Pennsylvania state residency is required at the time of application for most state civil service positions. Students who currently reside and are enrolled in colleges, universities, or technical schools in Pennsylvania and who have Pennsylvania mailing addresses are eligible to apply prior to graduation for positions requiring Pennsylvania residency.

View job announcements at the Pennsylvania State Civil Service Commission website, [www.sccs.state.pa.us](http://www.sccs.state.pa.us) (click on “Job Seekers”). The announcement provides information on the nature of the work, job requirements, job opportunities, testing and test results, and how to apply. It also indicates the opening and closing dates for applications. To find more information on the Civil Service tests and applications go to the website listed above and click on “General Information.”

**Local Government**

Research is the key to a successful job search campaign in local government. Locate the agencies and departments in which you are interested and contact them to learn about the application procedures. Look online to learn about local municipalities and their application processes.

In some places, for example, you look at job listings, apply for positions, and, if qualified, take a city civil service test. If you pass, your name will be added to a list of eligible candidates and stays there for a period of time unless you are hired. Many positions in local government offices have standard applications for interested individuals to complete.

**Additional Opportunities**

There are numerous other opportunities for employment working within or around the various levels of government. Many organizations are not part of the federal or state government system, but work very closely with these governments in the public arena. These organizations range from nonprofit foundations and charitable organizations to lobbyists, professional associations, and consulting firms. Opportunities also can be found in legislative agencies such as the General Accounting Office and the Library of Congress, on personal staffs of members of Congress, and in the judicial system. The job search for each of these areas differs, though each relies heavily on networking.
Imagine tomorrow...

Then come and create it as a civilian engineer, scientist, accountant, or contract administrator within the Naval Sea Systems Command.

www.navsea.navy.mil

U.S. Citizenship Required
Job Search Strategies for International Students

Many international students are interested in exploring short-term and long-term work opportunities in the United States. Current U.S. immigration laws permit international students to be employed in the U.S. during and after a course of study. However, these regulations have specific requirements and restrictions.

If you wish to work in the U.S. you must plan ahead and be prepared to be persistent. First, it is important for you to understand under what circumstances you may apply for work authorization on your student visa. In addition, unfamiliarity and discomfort with the American job search process may put an international student at a disadvantage when competing for a job. The following information is intended to help you understand and, thereby overcome, some of the obstacles associated with seeking employment in the United States.

When and How to Start?

It is crucial to start your job search process right away by learning about the types and regulations of employment (i.e., part-time jobs, summer jobs, internships, work study programs, assistantships) both on-campus and off-campus according to the specifics of your student visa and program area of study. You should obtain the most up-to-date information about your employment eligibility (i.e., work or internship authorization) from the Office of Global Programs (www.global.psu.edu/info/internationals-psu/students/) or the appropriate office on your campus. Start early to explore opportunities to gain experience, which may or may not be related to your area of study, by actively networking with your academic advisors, faculty, peers, alumni, college internship offices, on-campus work-study program coordinators, student clubs and activities, and various employers visiting the campus career fairs and providing information sessions. It is also very important to maintain and improve your existing network in your native country and/or other countries to explore multiple options and plans for your career in the global job market.

In general, not being a U.S. citizen or permanent resident adds a level of difficulty to a job search, but there are employers who are willing to hire foreign nationals. It will depend on the industry and the employer. In general as a foreign national you cannot work for the U.S. federal government, for most other U.S. state and local government entities, or for private employers who receive government contracts. Avoid companies dependent upon contracts from the U.S. Department of Defense. Your visa status will be less of an absolute barrier with other types of employers. You should start searching and learning about potential industries or employers of interest by using the resources available through Career Services and the Career Information Center. Although you do not need work authorization for non-paid internships and other volunteer positions, you will need to educate many employers about your employment options such as Curricular Practical Training (authorization for work experience in your area of study when you are a registered student) and Optional Practical Training (authorization of work experience in your area of study after your graduation, or after your thesis or dissertation defense for graduate students). You can obtain and bring brochures about the CPT and OPT process to career fairs and job interviews to help employers overcome the perceived burden of work authorization paperwork. To be proactive, you should also use social media networks and develop an online profile and/or portfolio to network (i.e., searching and learning from professional profiles of individuals and companies on LinkedIn) to gather further tips and strategies.

Approaching the Topic of H1-B Visas with Employers

Many employers are intimidated by the U.S. immigration process and are reluctant to sponsor H1-B visas, or simply have a policy against it. If you attended school in another country and you don’t say on your resume or in your cover letter that you are a citizen or permanent resident of the U.S., a savvy employer will probably assume that you have a student visa. On an employer's formal application, if there is a blank for visa status, you need to fill it in with the correct information. On your resume, you may either make no mention of your visa status or make the most positive statement that you can truthfully make. For example, “Visa allows 12 months U.S. work permission” or “Permanent residency to be awarded within the next four months.” If you are already a permanent resident, be sure that your resume says “U.S. permanent resident” in a spot where it cannot be overlooked, because it will mean that your employer will not need to worry about work permission. Needless to say, you should only say things that are true, and you should be prepared to document them.
When You Should Bring Up the Issue

Do not begin an employment interview with an inquiry regarding H1-B sponsorship. In general, you may want to raise the issue sometime near the end of a positive first interview, or, perhaps, at the time of being invited in for a second interview. You should definitely talk to a potential employer about your status before you are offered a job. Some employers aren’t necessarily aware of work permission issues, and if someone offers you a job and only then learns that they’ll have to apply for an H-1 visa in order to keep you, the person may be angry that you didn’t provide this information up front.

What Can You Do to Maximize Your Chances?

Begin your job search early and be prepared to devote extensive time to it. Learn everything you can about the process through which an employer can obtain an H-1 visa for you. In some cases, you’ll need to be the one to explain it to an employer. Don’t vaguely tell an employer that it’s “no problem.” Rather, be prepared to explain exactly what steps are involved. Refer to The Department of Labor’s site at www.foreignlaborcert.doleta.gov for instructions for both candidates and employers. There also may be some advantage to having the paperwork handled by a lawyer who is thoroughly familiar with the process. If you’d be willing to pay any associated fees, let the employer know that. You can also tell an employer that they can consult with the staff at the Office of Global Programs for more information about the process. As an independent third party, Office of Global Programs may have more credibility than you will in explaining the process.

To seek out companies that have a history of H1-B sponsorship consider the following sources.

1. GoingGlobal provides a database of US H1-B Plus visa-sponsoring employers: in-depth information for the international job search, as well as employment information for major U.S. cities and states. Penn State Career Services has a subscription to this service which can be accessed through the Career Information Center online at http://studentaffairs.psu.edu/career/cic.

2. ForeignMBA.com is reportedly the #1 internet community for M.B.A. students from around the world. The site includes a list of more than 70 employers that have a history of hiring foreign M.B.A. students.

3. H1VisaJobs.com is a website housing 10 databases listing companies that have sponsored H1-B visas within the past several years as reported by the federal government. There is an access fee for each database for a six-month period. Penn State Career Services does NOT have a subscription to this service.

Other Links for International Students

The following links give more information on living and working in the U.S., as well as job announcements.

www.phds.org – Covers all levels of students: Bachelors, Masters, PhDs, and Post-Docs

www.istudentcity.com

www.h1base.com

Career Services counselors are familiar with the special situations you face and can help you at all stages of your job search. We also strongly recommend that you work with the Office of Global Programs (410 Boucke Building, University Park) or the appropriate office on your campus to learn more about work permission and immigration regulations. The Office of Global Programs can acquaint you with current requirements and help you avoid being offered a job but having no legal basis upon which to accept it. Besides such information and guidance, you should remember the importance of being persistent, especially with networking, and follow up with contacts in a professional manner.

The Office of Global Programs has Employment Information and Resources available online at www.global.psu.edu/info/internationals-psu/students/employment
Career Services’ On-Campus Interviewing (OCI) program is part of Nittany Lion Career Network. OCI offers students the opportunity to interview for entry-level full-time positions with a variety of employers from business, industry and government. On-campus interviewing is a pre-select system. Employers select candidates from among the students who request interviews with them by submitting a resume through an online system.

Is On-Campus Interviewing for Me?

Most positions offered are in business, industry, or government and are for students with technical or business backgrounds and interests. Students with backgrounds and interests in other areas should not rule out on-campus interviewing, but should be advised that OCI may need to be combined with other job search strategies.

If you are seeking a career in the arts, social services, education, politics, communications, healthcare, or a similar field, a self-directed job search is a must. Even if you are seeking employment in business and technical fields you should consider on-campus interviewing as only one method of seeking employment. Students in all fields should learn to conduct a full-scale job search (see the article on Searching for a Job or Internship for more information on page 46).

When Should I Participate in On-Campus Interviewing?

Because employers prefer to interview candidates who are within a few months of graduation, the following times are suggested to register for interviews through the on-campus interviewing system.

- December Grads: participate in the on-campus interviewing system the spring and fall semester before graduation.
- May and August Grads: participate in the on-campus interviewing system the fall and spring semester before graduation.

PLEASE NOTE: Some employers will participate in OCI only once a year. Others will visit during both fall and spring semesters, but they may be interviewing for different positions during each visit. We suggest that you review the employer campus interview notices weekly to determine if they are applicable to your situation.

Policies for Participation

1. Use of the System

When an account is established in your name, it is for your use only. Sharing your account or submitting resumes for other candidates is strictly forbidden and will result in dismissal from the system.

2. Personal and Academic Profile

You MUST complete your personal and academic profile. Without this information, you will not be able to apply for jobs, and you will not be notified of interview invitations or information sessions, nor be included in resume searches conducted by employers.

3. Deadlines

Deadlines are strictly adhered to in the OCI system. No resumes will be accepted after the posted deadline. Application deadlines are listed on the job postings and are generally 20 days prior to the interview date.

4. Cancellations

When you submit a request for an interview, you are committed to schedule an interview if the employer selects you. If extenuating circumstances force you to cancel your commitment, you MUST decline your interview through Nittany Lion Career Network by the deadline listed on the job posting. Do NOT cancel your interview directly with the employer as the message often does not get to the recruiter arriving on campus.

5. No-Shows

Students cancelling interviews after the online deadline and/or those students who do not show up for scheduled interviews are considered no-shows. No-shows will immediately be blocked from requesting or signing up for interviews. The first time you miss or cancel an interview late, your on-campus interviewing privileges within Nittany Lion Career Network will be withheld until a letter of explanation and apology is written to the employer. This letter and a stamped envelope must be provided to Career Services. We will mail it with our cover letter and reactivate your interviewing privileges. Please check with Career Services for the contact information of the recruiter with whom you were scheduled to meet. A second missed interview or late cancellation will result in your on-campus interviewing privileges within Nittany Lion Career Network being withdrawn permanently.
6. Information Sessions

Many employers schedule sessions, usually the night before their interviews, to present information about their company and opportunities. Attendance at the company information sessions for all students invited to interviews is expected. Employers consider these events to be a part of the interview process. Students who want to learn more about opportunities may also attend information sessions, when allowed by employers. Check the Nittany Lion Career Network Events Menu for upcoming information sessions. Students attending information sessions should wear business casual attire.

7. The Day of the OCI Interview

- Arrive 10 or 15 minutes ahead of your scheduled interview time.
- Report to the Interview Center located on the second floor of the Bank of America Career Services Center. Use your student ID card at the cardswipe kiosk to check-in, and identify your interviewer’s room number.
- Have a seat in the waiting area nearest your interview room to wait for the employer to call you.
- If you have any questions or problems after you arrive, please see the staff member at the Interview Center reception desk.

8. Missing a Site Interview

When you accept an invitation for a site interview you are making a commitment to that company. If you are no longer interested in an opportunity or cannot make an interview, it is professional courtesy to contact the employer and let them know of your situation. Simply not attending a scheduled interview will ensure that you will not be considered for a position with that company in the future. Your actions can also jeopardize Penn State’s relationship with the company, making interviews difficult for future students.

Career Services expects that students using our Nittany Lion Career Network services maintain professional behavior. Because our expectations are as such, we will abide by the no show policy, as outlined in policy number 6 (to view the policies visit studentaffairs.psu.edu/career/students/OCIpolicies.shtml).

9. Job Offers

You are expected to notify employers who offer you a position of an acceptance or non-acceptance of an offer in a timely manner. Accept an offer of employment in good faith, withdraw from interviewing after accepting an offer, and discontinue pursuit of a position with other employers. Please notify Career Services once you have accepted a full-time offer, and at that time your on-campus interviewing rights will be removed from Nittany Lion Career Network. Candidates who accept a full-time position and then renege will result in the immediate removal of your interview privileges within Career Services’ Nittany Lion Career Network system. **PLEASE NOTE:** Situations involving candidates who accept an
On-Campus Interviewing for Non-Technical Majors

It gets discouraging to look at on-campus interviewing notices and see requests for engineers, engineers, and more engineers! Sometimes it feels like no one wants the graduate of a non-technical major. Following is some information to help you determine if on-campus interviewing is right for you.

If you are in a non-technical or non-business college such as Liberal Arts, Health & Human Development, Communications, or Arts & Architecture, it’s important to know that many employers in business and industry are open to recruiting students from all majors.

First of all, we encourage you to review the OCI postings to determine whether there are opportunities that align with your goals. While many on-campus recruiters are looking for graduates with technical backgrounds, some are looking for non-technical graduates as well.

Secondly, nearly 1,000 employers come to Penn State each year, so plan ahead. Research the companies that are coming to campus and review their available positions. Don’t miss out on an interview because of a misperception of the opportunities. But remember, you should think of on-campus interviewing as only one step in your job search process. Please see the article on Searching for a Job or Internship (page 46) to explore other strategies.

Finally, rarely do representatives from the communications industry, the arts, politics, and other non-business and industry fields participate in on-campus interviewing. Also, national employment trends suggest that a relatively small percentage of all college graduates are hired through on-campus interviewing. In light of this, Career Services provides numerous services intended to assist you in the job search such as: clarification of employment goals, identifying potential employers, and developing the appropriate tools and strategies for contacting employers. There are also for-credit courses dealing with professional development and the job search process. Talk to your adviser about these courses, or consider attending one of the many workshops that Career Services offers.

Review the Job Search Methods chart on page 46 to determine which methods would work best for your personal goals.
Be Inspired to Achieve Your Aspirations with a Dynamic Healthcare Leader.

If you are ready to launch your career in a supportive setting that promotes achievement and growth, then explore a future with Reading Health System. Our innovative academic medical institution will provide you with the resources you need to get a head start on career success. Currently, we offer excellent opportunities in nursing, allied health, and a variety of other disciplines.

Located in scenic Berks County, Reading Health System consists of a 22-building complex located on 36 suburban acres in West Reading. A Level II Trauma Center that is licensed by the Pennsylvania Department of Health for 672 acute care beds, Reading Hospital provides inpatient care for adults, children, and newborns.

When you join Reading Health System, you’ll be part of a team that excels at providing patient-centered care in a supportive, community-oriented environment. Our highly advanced, state-of-the-art medical setting offers you the opportunity to continually learn and grow in your healthcare career. To apply for one of our opportunities, please visit:

[ReadingHealthSystem.jobs]
Throughout the fall and spring semesters, several career fairs will be sponsored by various colleges, campuses, and Career Services. At these career fairs, you can come in contact with many employers in a few short hours. You can speak with the organization’s representatives about career opportunities and present your qualifications for positions you may be seeking.

Employers will be looking for candidates who are professional, articulate, career-directed, and prepared. Although many employers attend career fairs to promote their organization and opportunities, most use career fairs as a pre-recruiting screening tool. Therefore, you should present yourself to them as a prime candidate.

You are encouraged to use career fairs as part of the career exploration and development process. Talk with employers to learn about careers in various industries and get advice on increasing your marketability within your field. It is a valuable opportunity to start and/or enhance your job search network. If you are a first-year student, consider volunteering at the fairs to get an inside look of how things work before you have to start the internship/job search process yourself! Sign up on the career fair web page.

To make the most out of career fairs, we recommend that you:

1. Prepare your resume and have several copies available to bring with you that day. Attend resume workshops, use this guide or the Career Services website for assistance in preparing your resume. Don’t forget to have it reviewed by a Career Services professional!

2. You will only have a few minutes to present yourself as a candidate; positive first impressions are vital. Dress appropriately. Suits are usually expected, but visit the fair webpage to find out what dress is suggested for different events.

3. Go online and research the organizations attending the fair. Identify the organizations with which you are interested in speaking and narrow your list down to your top ten. Be ready to articulately state why you are interested in each particular organization. Need help? Use the references on page 61!

4. Introduce yourself to the representative in a positive and confident manner; offer a firm handshake. Include your name, your major, and the year you are graduating in the conversation.

5. If looking for a job, give the representative a resume and be ready to discuss your background, qualifications, and career goals. Ask what you should do to apply for a position.

6. Tell him/her what your interests are, such as:
   - discussing a particular career or job with that organization,
   - discussing something of interest you learned from their website,
   - learning more about what someone in a particular career does,
   - discussing internship or summer job opportunities.

7. Think of questions regarding your area(s) of interest. Take notes on what you learn. Some questions might be:
   - What are common career paths with your organization?
   - What is the training program for new hires?
   - What do you look for in a candidate?

8. Make sure you obtain the representative’s name, title, address, and phone number in order to follow up. Collect business cards and literature. Take a few moments after speaking to a recruiter to jot a few notes about the conversation on the back of their business card. Utilize these notes in your follow-up thank you email. After the career fair, you should make it a point to follow up with an additional resume and a letter or email expressing your interest in the company and in what they have to offer.

For information on all career fairs, visit careerfairs.psu.edu.

Photo by Greg Grieco
Sample 30-second intro:

My name is ________. I will be graduating in May with a degree in ________ and am seeking full-time positions focused on ________. I am interested in working with ________ because ________________.

OR

My name is ________. I am a sophomore majoring in ________ and I am seeking a summer internship. I am interested in interning with ________ because ________________.
The interview is one of the most important steps in the job search process, and thorough preparation is essential. To interview effectively you need to know what you have to offer, what the employer is like, and the kind of position you want. Being able to answer questions with relevant details and in a conversational manner is very important.

**First Impressions:** It is always important to make a good impression on the interviewer.
- Arrive at least 10 minutes early
- Look polished: Dress professionally, avoid perfume or cologne, and wear only simple jewelry
- Give a firm handshake, make good eye contact, and smile

**The Purpose of an Interview:**
- For the interviewer to determine a match between you and the organization or school
- For you to sell your qualifications and skills
- To determine if the organization or graduate school is what you want
- To secure a job offer

**The 3 criteria employers are looking for in candidates:**
1. Can you do the job? (skills)
2. Will you do the job? (interest and motivation)
3. Are you a good fit with the organization? (personal qualities)

As such, they will be asking a variety of questions to determine if you match their needs. There are many types of interview styles or formats. Some of the most common are described here. You may encounter any or all of these, sometimes in the same interview.

**Traditional Interview Questions**
Traditionally employers have asked questions designed to help them gain a feel for who you are and what makes you unique: your motivation level, your background and strong points, your interest in the position, and the aspects of your personality that may affect how you perform on the job, such as organization, interpersonal skills, decision making, teamwork, etc. The questions asked might be seeking expansion of information presented on your resume, or focus on the qualities and skills that you can bring to the table.

**Behavioral Interview Questions**
Based on the premise that the best way to predict future behavior is to examine past behavior, behavioral interviewing is now widespread among recruiters. The technique involves asking a series of questions designed to get the candidate to talk about how he or she handled certain situations in the past. Interviewers feel that they can make more accurate hiring decisions by focusing on an applicant’s past actions and behaviors, rather than subjective impressions of a candidate’s self-proclaimed qualities.

**Here’s how it goes:** Typically, the interviewer will have determined several behavioral characteristics that would be most important for on-the-job success and will base questions on the characteristics identified. You will be asked to share situations in which you may or may not have exhibited these behaviors. You won’t be able to theorize or generalize about events, rather, you will be asked to provide details. The interview will be a more structured process that will concentrate on areas identified by the interviewer, rather than on areas that you may feel are important.

Follow-up questions will test for consistency and determine if you exhibited the desired behavior in that situation: Can you give me an example? What did you do? What did you say? What were you thinking? How did you feel? What was your role? What was the result? You will notice an absence of such inquiries as, “Tell me about your strengths and weaknesses.”

One of the supposed benefits of this technique for employers is that candidates cannot prepare for these questions in advance. However, you can help yourself by anticipating the types of questions you might receive and dredging your memory for examples of past behavior. You may be able to guess some of the questions by analyzing the job requirements beforehand.

**Mock Interviews**
Career Services’ in-house studio offers videotaped, in-person, mock interview training to students who want to practice their skills and receive feedback on their performance. To schedule a mock interview, speak to the staff assistant in the lobby of the Bank of America Career Services Center.

InterviewStream allows for independent self-review and critiquing of interviewing skills at any hour. You can access this resource online at psu.interviewstream.com.
How to Prepare for Behavioral Interview Questions:

- Think of recent situations that demonstrate some of the most commonly sought after behaviors, especially leadership, teamwork, initiative, planning, and customer service.
- Prepare short descriptions of each situation; remember STAR
  S—Describe the Situation.
  T—What task(s) did you identify that had to be completed?
  A—What Action did you take?
  R—What was the Result of your action?
- Be honest. Don’t exaggerate or omit any part of the story.
- Be specific. Don’t generalize about several events; give a detailed account of one event.

Case Interview Questions

Another common interview format, especially for consulting firms, is the case interview. It is also probably one of the most difficult and feared formats around. In it, you’ll be asked to analyze a hypothetical business problem and come up with solutions on the spot. Case interview questions are designed to test your ability to think analytically under stress, with incomplete information. Every case interview problem presented is trying to judge all or some of the following:

- Your ability to identify key concepts, process thoughts in an orderly manner, and separate important facts from irrelevant facts.
- Your insight and knowledge of relevant issues in a business problem scenario. Some examples: competitive threats, barriers to entry, competitive advantages, target marketing, pricing strategies, etc. Your goal is to recognize which type of business analysis is appropriate for the specific case(s) presented.
- Your ability to come up with a new approach to a problem, find a hurdle that nobody else had noticed, or offer an insightful remark.

Helpful Hints for Case Interviews:

- Listen carefully to the material presented. Take notes if you want to, and be sure to ask questions if you are unsure about details.
- Take your time. If you need a minute or two to collect your thoughts and work through your answer, say so.
- Offer a general statement or framework up front to serve as an outline for your answer. As you proceed with your answer, draw on the outline of your framework.
- Focus on key, broad issues first.
- Orient your answer toward action. Suggest specific steps that can be taken to solve a problem, not just theory.
- Be conscious of resources. If it relates to the problem, ask your interviewer about the budget, capital, and other resources that the client can allocate to the solution.
- To do well, you need to enjoy the intellectual challenge of analyzing tough problems and coming up with reasonable solutions.

Refer to the charts on page 33 to review the attributes employers seek in candidates.
How Can I Best Prepare for Interviews?

**Know yourself, first.** Know what kind of job you want and what makes you feel qualified. Think about what information you want to include in your responses. Don’t go in cold and expect to do well, but don’t memorize, either.

Research the employer. First get the basics, including the company’s size, location(s), product(s), and service(s). Then look for details relevant to the position you seek: job description, training, advancement paths, etc. You may need to look several places to get this information, including:

1. The company’s information session, if they are holding one. You can find a list of information sessions under the “Events” tab in Nittany Lion Career Network.
2. The Career Information Center in the Bank of America Career Services Center or online at studentaffairs.psu.edu/career/cic.
3. Company websites, many of which can be found from links in Nittany Lion Career Network.
4. The Business Library online at www.libraries.psu.edu/psul/business.html. You can link to Hoover’s Online, Factiva, Standard and Poor’s Net Advantage, and more.
5. Contacting the local chamber of commerce or the company’s public relations or personnel department.
6. Talking with someone in the company or agency in the type of position of interest to you.
7. Search online news sites to review any recent articles regarding the company.

**Use Career Services.** Take advantage of the variety of free services:

1. Workshops on interview skills are presented throughout the semester. Check the Career Services website for dates and times (studentaffairs.psu.edu/career).
2. Mock Interviews: You can participate in a videotaped, simulated interview which is replayed to gain feedback from a trained interviewer. To make an appointment, see the lobby of the Bank of America Career Services Center anytime between 8:00 a.m. and 5:00 p.m. on weekdays. InterviewStream allows for independent self-review and critiquing of interviewing skills at any hour. You can access this resource online at psu-interviewstream.com.
3. Meet with a Career Counselor to discuss your fears, experiences, and questions.

What Is the Best Approach to Answering Questions?

Recruiters are surprisingly accurate in sensing canned answers. Canned responses don’t give interesting or reliable information about you. When you answer, remember these guidelines:

1. There is no single right answer. It’s often how you answer that is more important than the exact content.
2. Be honest. Don’t pretend, for example, that you were sure about your major from the very start if, in fact, you weren’t. The details about how you chose your major may be much more interesting and communicate some very positive things about how you make decisions.
3. Don’t look for ulterior motives. Some questions are asked purely out of curiosity or to help you relax. Recruiters are not going to conclude that you lack sufficient interest in the field if your favorite course was not related to your major. A genuine answer is almost always more interesting.
4. Give details and examples. General responses become boring and don’t help the recruiter get to know you. You need to be specific. Details illustrate your points and make answers more vivid and memorable. Therefore, when discussing one of your strengths, give an example or two illustrating that strong point. When mentioning the course you liked most, give some details to illustrate what you liked and why. Remember to use the STAR method (see page 63).
5. Stay focused and don’t ramble. Give details that are relevant but don’t start telling long stories that include unnecessary details. Some candidates make the mistake of repeating themselves when they haven’t thought of how to wrap up the answer. Respond directly and succinctly.
6. Keep the position in mind. What details can you give that are relevant to the type of job you are interested in? When you think of some, try to remember to include them. For example, if you worked at a summer camp and are now looking for a sales position, you can mention how you were successful at persuading the participants to enjoy your programs.
How Can I Best Respond to a Question About Salary?

Fortunately, it is seldom asked during the initial interview. When asked, you need to answer carefully. It is usually best to give a salary range and to have an idea what the range is for your field. Salary information is available online and through the Career Information Center. Learn more on pages 8 and 72!

What Types of Questions Should I Ask?

You make the best impression if you ask questions about what you are seriously interested in concerning the company and job. What do you want to know more about? Don’t be afraid to be specific, because specific questions convey genuine interest.

If many of your questions have been answered by good company literature, tell the recruiter, mentioning some of the more important questions and perhaps even a brief summary of what you have learned.

Initially you should stay away from questions about benefits and salary. This is usually discussed during the second or site interview. Above all, do not ask for the same information that is in any company literature you have already received.

Questions to Ask Employers

• Can you describe a typical first year assignment?
• What are the most challenging aspects of the job?
• How would you describe your organization’s culture?
• Why do you enjoy working for your organization?
• What initial training will I receive?
• What opportunities for professional growth does the organization offer?
• How will I be evaluated and promoted?
• What are the characteristics of a successful person at your company?
• What are the organization’s plans for future growth?
• What is a typical career path at your organization?
• What are the biggest challenges facing the organization or department?
• What is the management style of the organization? Of the department?
• What are the goals of the department? Of the organization?
• How much decision-making authority is given to new employees?
• In what ways is a career with your company better than one with your competitors?

Points to Remember

1. The recruiter saw something in your resume that was impressive. Go into your interview remembering that this person already likes what they saw.
2. The interview is a two-way conversation. Try to relax and enjoy the opportunity.
3. Be specific, not vague. You’ll be much more interesting.
4. Think about your answers ahead of time. Don’t memorize, but have a focus and don’t ramble.
5. Be prepared to describe why you are interested in that employer and give specific characteristics about the kind of position that you want.
6. Sell yourself. If you don’t state what your strengths, skills, and accomplishments are, the recruiter will be unable to see you as a good candidate.
7. Genuine self-confidence and confidence in your ability to perform well at the job are your best assets in any interview. This attitude of confidence is one of the best indicators to the employer that you are the person needed for the position.
8. Don’t forget to assess the company to see if you would like to work for them.
Sample Questions

• Tell me about yourself.
  • Keep your answer to one or two minutes, don’t ramble.
  • Give a short version of your resume including general goals, skills and background.
• Why are you interested in our organization? What interests you about this job?
  • Project an informed interest: know products, size, income, reputation, people, history, etc.
  • Talk about their needs and how you can make a contribution to the company goals.
• What areas of your study have excited you the most? How have you explored them beyond your course work?
• Describe your most rewarding academic experience.
• What is your GPA? How do you feel about it? Does it reflect your abilities?
• Since attending college, what is the toughest decision that you have had to make?
• What previous work experience has been the most valuable to you and why?
• What are your strengths? Your weaknesses?
• What accomplishments are you most proud of?
• How do you handle pressure?
• If I asked the people who know you well to describe you, what three words would they use?
• What are your long-term career goals? How do you plan to achieve those goals?
• What things are most important to you in a job?
• What type of work environment appeals to you most?
• In what ways do you think you can contribute to our organization?
• Why are you the best candidate for this position?

Sample Behavioral Interview Questions

• Give me an example of a time at work when you had to deal with unreasonable expectations.
• How have you handled a situation in which the information presented to you was conflicting or there was no clear right or wrong answer?
• Tell me about a time when an unexpected event interrupted your work plans. How did you handle the situation? What was the outcome?
• How have you handled the challenge of developing your skills in a situation where feedback and/or coaching was delayed or limited?
• Give me an example of a time when you were asked to do something you had never done before.
• Give me an example of a situation in which you were especially skillful in making a decision quickly.
• Tell me about a time when your ability to reward and encourage others created positive motivation.
• Give me an example of a time when you actively defined and evaluated several alternative solutions to identify a way to resolve a problem you encountered.
• Tell me about the most important time in your work history when you successfully prioritized your goals and objectives.
• Tell me about how you used realistic schedules and timetables to generate a plan leading to a specific goal.
• Creativity often means stepping back from regimented ways of thinking. When have you been able to break out of a structured mindset and intuitively play with concepts and ideas?
• Tell me about a time when you felt it necessary to compromise your own immediate interests in order to be flexible and tolerant of another person’s needs.
• Give me an example of a time when your timing, political awareness, and knowledge of how groups work enhanced your ability to generate a change.
• Tell me about a time when your understanding of issues associated with a problem provided you with a foundation for generating a good solution.
• Give me an example of a success you have had in the use of delegation.
• Describe a complex problem you faced at school or at work that required you to carefully analyze the situation, information, or other details.
Sample Case Interview Questions

- You are consulting for a major personal care products manufacturer that mainly produces and distributes products such as soaps, shampoos, conditioners, etc. Every year their profits are shrinking. What could be the cause of this?
- You are in marketing with one of the largest and fastest growing supermarket chains in the country. This chain is considering opening its own bank branches in its supermarket locations. What is your advice?
- Your client is a small regional bank in the U.S. They are considering closing branch locations, and diverting their resources to telephone and Internet banking facilities. Should they implement this strategy? What are some of the basic areas they need to research before this strategy is recommended?

<table>
<thead>
<tr>
<th>Think of a skill you would like to highlight during an interview. Outline a scenario below that demonstrates that skill.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skill to highlight:</strong> ____________________________</td>
</tr>
<tr>
<td>____________________________</td>
</tr>
<tr>
<td><strong>Situation:</strong> ____________________________</td>
</tr>
<tr>
<td>____________________________</td>
</tr>
<tr>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td><strong>Task:</strong> ____________________________</td>
</tr>
<tr>
<td>____________________________</td>
</tr>
<tr>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td><strong>Action:</strong> ____________________________</td>
</tr>
<tr>
<td>____________________________</td>
</tr>
<tr>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td><strong>Result:</strong> ____________________________</td>
</tr>
<tr>
<td>____________________________</td>
</tr>
<tr>
<td>____________________________________________________________________________</td>
</tr>
</tbody>
</table>

Photo by Patrick Mansell
Wellness is our priority. Make it Personal by discovering a career with Rite Aid.

Rite Aid Pharmacy, with more than 4600 locations across 31 states and the District of Columbia, is the largest drugstore chain on the East Coast and the third largest drugstore chain in the U.S.

At Rite Aid, our vision, mission and core values help drive the way we treat our customers, co-workers and ourselves. We believe that if we are truly going to succeed and help you succeed, we need to have a single unified vision to help get us there – and to help you get where you want to be in your career.

If you are committed to moving your career forward, then Rite Aid has the opportunity for you. Build your future with us and we’ll provide you with a strong support team, advancement opportunities and training programs that guide you on your path to success.

Professional full time positions and internship opportunities exist at our distribution centers, field offices, stores and corporate office in many of the following business areas:

- Accounting & Finance
- Pharmacy Services
- Marketing
- Engineering
- Construction
- Information Services
- Merchandising
- Distribution
- Human Resources
- Store Operations
- Category Management
- Legal
- Real Estate
- Logistics
- Architectural Services

Visit our career site at www.RiteAid.com/careers to find out what opportunities exist today in your area.

Rite Aid is an Equal Opportunity Employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.
The Site Interview: What to Expect

The site visit or interview is the make or break point for job offers. If you are offered an interview at the employer’s facility, you can consider yourself in a strong position. But don’t think that an offer is a sure thing. Rather, think of this phase of the interview process as the way for both you and the employer to conduct a more in-depth assessment of each other.

An employer is offering you the opportunity to convince all of the principal players that you are the right candidate. After a site interview you can make a more informed decision about the position, the people, the environment, long-term career opportunities, and the community.

• Learn as much as you can about the company by reading the company’s literature, looking at their web page, and reviewing industry and business publications. You can also talk to employees who are Penn State alumni through LionLink (see page 49) to learn more about the company.

• If you receive an offer for a site interview, respond promptly and professionally. If you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t schedule back-to-back site interviews.

• If you accept the offer for a site interview, you should ask the person coordinating the trip who will be responsible for making the arrangements for the trip and if you should keep track of your expenses. Most medium- and large-sized companies (as well as many smaller ones) will pay your expenses, but some will not.

• Request a schedule and directions to the hotel and the facility before traveling. Maintain a phone number for your contact person.

• You should plan to bring several extra copies of your resume, copies of paperwork (i.e., applications) that you may have forwarded to the employer, names and contact information of your references, an up-to-date transcript, the names and addresses of past employers, and a notebook and black or blue pen.

• Travel lightly to avoid checking luggage if you can. When you arrive, make a trial run to the office location. At the hotel inquire about any messages or packages that may have been left for you. Note: You should verify prepayment, but be prepared for a credit card imprint.

• Many times you can expect a full day of interviews including a lunch meeting. During your site interview, you may meet potential co-workers, department managers, and potential supervisors, all the way up to the president of the company. The interviews may be one-on-one or panel and could range from a half hour to two hours in length. You may also participate in a tour.

• If you attend a lunch or dinner meeting, remember to remain professional. Although the atmosphere may seem more relaxed, the employer is still evaluating you. Abide by the following: Do not order alcohol. Do not chew with your mouth open. Do not swear.

• You should be prepared to discuss salary, understanding what the going rates are for people in your field and how certain geographic areas affect salaries. For more information on salaries, talk to a Counselor or review the resources in the Career Information Center (see page 8). Remember: your best bet is to let them bring up the topic of salary.

• Often the final meeting of the day is with your contact person or employment manager. During this session they often offer answers to any final questions you may have, explain follow-up procedures, and discuss reimbursement of your expenses. Make sure all of your questions are answered.

• Most companies only offer site interviews to candidates they are seriously considering, so you may find yourself with an offer at the end of the day or very soon afterwards. Do not feel compelled to accept an offer on-site. You should take time to consider the offer in terms of your needs and in comparison to other offers you may have.

• After your interview, you should manage expenses according to the company’s policies.

• Send out thank-you letter(s) to the person(s) who will be making the hiring decisions. You may also want to write thank-you letters to people with whom you want to continue to network.
• Feel free to contact the company if you have not received a response in the agreed upon timeframe. Also contact any of the interviewers for whom you have additional questions.

If you decide that the job and the employer are right for you, don’t feel shy about telling the employer that you are eager to join their team. But, never be afraid to decline an offer if it is not right for you. Remember that long-term career satisfaction is the goal of the whole process.

**Missing a Site Interview**

When you accept an invitation for a site interview you are making a commitment to that company. Employers have reported students not showing up for site interviews, after extensive arrangements have been made. This is not acceptable behavior.

If you are no longer interested in an opportunity or cannot make an interview, it is professional courtesy to contact the employer and let them know of your situation. Employers generally understand when situations change. But, simply not attending a scheduled interview will ensure that you will not be considered for a position with that company in the future. Your actions can also jeopardize Penn State’s relationship with the company, making interviews difficult for future students.

Career Services expects that students using our Nittany Lion Career Network services maintain professional behavior. In fact, when you utilize the Nittany Lion Career Network system, you must agree to maintain professional conduct throughout the recruiting process. Because our expectations are such, we will abide by the no-show policy, outlined in number 5 of the OCI Policies for Participation (page 56).
Making an impressive first impression gives you a powerful edge when interviewing for an internship, co-op, or full-time position. During interviews, employers will be evaluating your skills and abilities, but remember the old adage, “You never get a second chance to make a first impression.” The following guidelines can help you dress for success.

Men
- Present a clean-shaven face or neatly trimmed facial hair
- A tailored suit is preferred
- Wear a dark, conservative suit with a white, long sleeved, pressed dress shirt (blue or gray suits are acceptable in a less conservative environment)
- A sport coat or collared button-down shirt and dress pants or khakis may be appropriate for internship and co-op interviews
- A tie should be silk, coordinate with your suit, and neatly knotted (avoid flashy patterns)
- Wear polished dress shoes with dark dress socks
- Hair should be combed, clean, and neat

Women
- Wear natural-looking makeup, avoiding bright colors, sparkles, or glitter
- Wear a dark conservative skirt suit or pant suit
- Skirts should be no more than two inches above the knee. Avoid thigh-high or ankle-length
- Wear a blouse with a tailored collar or jewel neckline
- Avoid large scarves that are distracting
- Wear polished, dress pumps with 2-3 inch heels
- Hosiery should be sheer or blend with the suit color
- Keep jewelry to a minimum
- Hair should be combed, clean, and neat with long hair pulled away from the face

Everyone
- Turn your phone off or set to vibrate
- Carry a small leather or leather alternative briefcase or portfolio with extra copies of your resume, pen, and paper
- Avoid strongly scented perfumes, colognes, lotions, and soaps
- Fingernails should be neat. Avoid bright colors and designs

Check out the Career Services Pinterest page at pinterest.com/psucareer/ for examples of appropriate professional and business casual attire.
Evaluating the Entire Job Offer: It’s Not Just About Money

There are many things to consider when making a decision about a job offer. While financial compensation is certainly important, it’s also important to weigh in other factors such as reputation of the organization, the quality of their training program, possibilities for promotion, and satisfaction of the employees.

Following is a list of important factors to consider in order to examine the whole offer:

The Type of Work

Your assignment should be challenging, satisfying, and a good match with your skills and interests. You should know what your responsibilities will be as you begin your job.

Training/Continuing Education

Life-long learning is essential for long-term career success. Explore whether you will be offered continuing education or training to keep you current in your field. Company courses, professional seminars, and tuition reimbursement for university course work are ways in which the company can contribute to your growth and development.

Salary

Research the average salaries for positions of comparable type and level. Refer to the “Resources for Researching Salary” section below. Factor in the geographic location and its cost of living differences.

Company Culture

Company culture, or values which underlie the work environment, is also a key to your decision. The company’s culture should match your own values so you feel no conflict of interest.

Supervisor and Colleagues

Is your supervisor-to-be interested in your professional growth? Your supervisor can be especially critical as you learn your job and the company’s way of doing things, and he or she can greatly impact your ability to move ahead. Are you compatible with your colleagues? You will want to choose a job that involves people with whom you feel comfortable.

Opportunity for Growth

Will you have the opportunity to grow professionally? A position that will serve as a springboard offers greater challenges over time, additional responsibilities, and a variety of activities in which you can become involved.

Resources for Researching Salary

A Comprehensive Site for Researching Salary Information
   salary.com
NACE Salary Calculator
   www.jobsearchintelligence.com/NACE
Wage, Earnings, and Benefit Data from the U.S. Department of Labor/Bureau of Labor Statistics
   www.bls.gov/oes
Company Salaries, Reviews, and Inside Connections for Thousands of Companies
   www.glassdoor.com/
Penn State Post-Graduation Data
   studentaffairs.psu.edu/career/postgrad.shtml

Also factor in your level of experience and skill sets compared to those represented in the various salary surveys you’re using.

Benefits

You will also want to be sure what the benefits package includes, for example: insurance coverage, retirement plan, health care plan, paid vacation and sick leave, income supplements (such as profit sharing), relocation assistance, etc.
Negotiating Job Offers
Strategies and Tips

Students often find that the competitive nature of negotiating job offers is one of the most stressful and unpleasant parts of the job search process. To help you approach the negotiation process more positively, we have provided you with a few useful strategies and tips.

Adopt a Win/Win Mindset

The ultimate goal is to achieve an outcome that is pleasing to both you and your employer. The goal of your potential employer is to gain a valuable new employee who will add value to their organization at a reasonable cost. Your goal is to gain employment with a desirable company where you can add value and be fairly compensated for your talents and efforts. It is our belief that if you approach your negotiation with the attitude that you also want your employer to get something out of the interaction, and that it’s not an issue of “I win if they lose” (or vice versa), then you are in the right frame of mind for moving forward.

Timing Is Key

The time for negotiation occurs at the point that you have been extended an offer of employment, no sooner. This may seem like common knowledge, but people still make the mistake of talking money and benefits too soon in the process. Prior to an offer, the focus should be on explaining how you can add value to their organization and on obtaining information about the specifics of the actual job and the organization. The company should get the impression that your primary focus is on your investment in their organization. The money will follow.

Do Your Research

You stand a better chance of having a successful salary negotiation if you present a well-reasoned argument that is backed up by data, such as average salary, adjustments due to geography, and your level of education, background, and skills. For example, according to Salary.com, you would need a salary of $78,000 to secure the same lifestyle in Washington, D.C. as $48,000 would in Pittsburgh, PA.

Practice, Practice

The art of negotiation, like so many aspects of communication and interpersonal effectiveness, requires practice and experience to be really good at it. In the same way that you might prepare for a job interview, we urge you to put similar effort into your negotiation preparation. Career Counselors can help you with preparing a negotiation strategy, answer your specific negotiation questions, as well as help you role play a mock negotiation scenario.
Understanding the Ethics of Offers

Remember that you’re representing Penn State!

You may receive several offers during your job search. You aren’t required to accept the first job offer that comes along and can continue to interview and consider all of your job offers until you have accepted a job. But once you have accepted a job offer, verbally or in writing, you are bound by ethical standards and values, and remember that you are representing Penn State to the outside world of employers.

Once you accept a job, you should:
- Withdraw from the recruiting process. You have made a commitment when you accept an offer. The employer stops interviewing and holds the position for you. Accepting an offer as a precautionary measure, hoping that something better will come along, is not only misleading to the employer, but also limits the opportunities for other students who are genuinely interested in that employer. Also, you may change your mind and want to work for that company someday.
- Let all employers who are actively considering you know that you are no longer available and that they should consider other candidates.
- Notify Career Services via an email at interviewing@psu.edu so that we will not refer your resume to any other employers. Cancel all pending interviews.
- If you face extreme circumstances that force you to renege on an acceptance (i.e., critically ill parent, marriage), you should notify your employer immediately and withdraw the acceptance. If you have accepted a signing bonus, you should return it.

Employers are also bound by ethical standards. They should:
- Provide accurate information about their organization, positions, career advancement opportunities, and benefits, as well as timely information on your status in the hiring process and any hiring decisions.
- Not exert undue pressure. Employers are expected to provide candidates with a reasonable amount of time to make a decision about an offer as well as a reasonable process for making a decision.
- Offer fair and equitable assistance, including, but not limited to, financial assistance and outplacement services, if, because of changing conditions (i.e., downsizing or withdrawn contracts), an employer must revoke a job offer that you have accepted.

If you have questions about any aspect of the job search process, including evaluating offers and ethical standards, talk with a Drop-In Counselor in the Bank of America Career Services Center, available 8:30 a.m. to 4:30 p.m. on weekdays. On Tuesdays during the fall and spring semesters, drop-in between 5:00 p.m. and 7:00 p.m. outside of the Freeman Auditorium in the HUB-Robeson Center.

---

### Rank the following in order to help you compare job offers. Repeat this exercise for each job offer you are considering and compare the totals.

<table>
<thead>
<tr>
<th>Factors to consider</th>
<th>How Important It Is to You (1 not at all, 2 somewhat, 3 very much)</th>
<th>Job Offer 1 (1 doesn’t meet this need, 2 meets this need, 3 exceeds this need)</th>
<th>Multiply Column 1 by Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Culture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opportunity for Growth</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL (add column 3)
GRADUATE PROGRAMS

Master of Science Degrees
(full-time, one year programs)
Accounting & Information Analysis
Analytical Finance
Economics

Doctor of Philosophy
Ph.D. in Business and Economics

The Lehigh MBA
#12 nationally, #2 regionally
by Bloomberg Businessweek's 2013 Part-time MBA rankings
(two years of professional work experience required)
Part-time, full-time, or distance
Concentrations available in:
• Finance
• Marketing
• International Business
• Corporate Entrepreneurship
• Supply Chain Management
• Project Management

Graduate Certificate Programs
Corporate Entrepreneurship
Supply Chain Management
Project Management

For more information call NYCC at 1-800-234-6922 or visit www.nycc.edu.
At St. George’s University School of Medicine, it’s all about success. The University’s strong curriculum and award-winning academic support services are focused on your success from day one—and the proof is in our results:

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

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

**Competitive Residency Specializations**
More than 760 graduates obtained residencies in the US and Canada in 2014, many in highly competitive residency programs, with graduates specializing in everything from neurology and diagnostic radiology to surgery and pathology.3

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

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

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

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

To learn more about St. George’s University, visit sgu.edu/md, or contact Kristen Viola, Assistant Director of Admission, Northeast Region at kviola@sgu.edu or 1 (800) 899-6337 ext. 9 1307.

---

1 Data as of March 2014
2 According to published information as of April 2014.
3 Data as of May 2014

Fairleigh Dickinson University’s School of Pharmacy prepares pharmacists for diverse roles through education, service, partnerships, advocacy and research.

Our dual degree option enables you to earn both a PharmD and master’s degree in a wide range of fields — without additional years of study.

Learn more at fdu.edu/pharmacy or call 973-443-8401

FAIRLEIGH DICKINSON UNIVERSITY
School of Pharmacy
Applying to Graduate or Professional School

Graduate education appeals to students who seek to extend their knowledge or research in a specialized area, as well as to students who seek to access careers that require education beyond the bachelor’s level. Individuals pursue graduate education to support a desired career change, or to attain a greater level of leadership and responsibility, based upon one’s experience and education. Depending on your career goals and readiness, you may choose to go directly to graduate school or work for a few years and then attend graduate school on a full or part-time basis. The following information will help you plan, prepare for, and move through the process of applying to graduate programs of all types.

Identify your rationale for pursuing further education:
- Access to a career goal requires further education
- Extend knowledge or research of a particular area of study
- Pursue a new career direction or goal

Obtain Information About Schools and Programs:
- Admission requirements and deadlines
- Costs
- Sources of financial aid and how students pay for graduate education
- Faculty research and teaching interests
- Curriculum and degree requirements
- Opportunities for experiential learning (internships, practica, field-experiences, volunteer)
- Program accreditation and reputation of the graduate program within the academic and professional field
- The types of careers program graduates pursue after completing a graduate degree

Ways to research graduate programs
- Graduate and Professional School Week (careerfairs.psu.edu/gpweek)
- Individual graduate program websites
- Faculty contacts and networks, beginning with faculty here at Penn State
- Professional and educational associations
- Accreditation agencies
- General graduate school websites (Petersons.com, gradschools.com, gradprofiles.com, graduate-school.phds.org)

An important element in exploring graduate programs is to speak with faculty and students currently involved with the program that you are exploring. Visit schools and programs if at all possible. This will give you a much better feel for the programs you are interested in attending. Make arrangements in advance to meet with faculty, the individual who coordinates the applicant review, and some graduate students. If you cannot visit a program, scheduling an appointment to speak with someone is another option to learn about program details, as well as share information about your interests and goals. Before contacting programs, take time to list and prioritize questions that can be asked of students and faculty members.

Admissions Criteria

The specific criteria and their relative weights vary, depending on the academic discipline, particular educational institution, and number of applicants. Faculty contacts and program websites can provide specific information about grade point average and admission test score criteria. Certain programs have very high grade point average or test score cutoff points, while other programs prioritize work experience and evidence of success in relevant courses. Do not assume that you can never get into a discipline. Remember that admission requirements differ from one graduate program to another.

You generally do not need to have an undergraduate degree in the same or a closely allied field. However, graduate programs may have prerequisite coursework. At some universities you can complete these courses as a non-degree graduate student seeking to become qualified for a program.
If the programs you first investigate have admissions criteria that you cannot meet, look for related programs in other fields with less stringent criteria. You may discover a challenging, relevant program or field that you have not considered.

In addition to the complete application form, your application may include graduate admission test scores, transcripts, letters of recommendation, an essay or statement of intent, and an application fee. The application process will differ slightly from program to program. Therefore, the first test of graduate school is to complete the admissions process in an organized and timely manner!

A note about application deadlines:
When schools list priority deadlines for applications, those dates are often used for consideration of scholarships, graduate assistantships, and fellowships. It is in your best interest to send in your materials by this date if you need or want financial assistance throughout your program. Additionally, it is in your best interest to send in your application materials as early as possible. For rolling deadlines, students are accepted on a continuous basis and when the acceptance slots are full, the program will no longer accept applications. Sending in your application materials as early as possible will demonstrate a true interest in the program and will increase your chances of acceptance.

Graduate Admissions Tests
The tests required vary by type of graduate study. The most common admissions tests include the Graduate Record Exam (GRE), the Graduate Management Admissions Test (GMAT) for Business schools, and the Law School Admissions Test (LSAT). Program websites will specify which test you need and will often indicate average scores needed to be competitive for acceptance. You should plan to take the appropriate test approximately one year before your anticipated matriculation date although many test scores are valid for three to five years.

Keep in mind that while schools primarily utilize graduate admission tests as requirements for acceptance, some schools also use test scores when considering students for scholarships or fellowships.

For more information on Graduate Admissions Tests
GRE: www.ets.org/gre
GMAT: www.gmac.com/gmat
LSAT: Pre-Law Office (118 Grange) or www.lsac.org
MCAT: Pre-Medical Office (213 Whitmore) or www.aamc.org/students/applying/mcat/
MAT: www.milleranalogies.com

Studying for these exams is best done by following the suggestions in the registration materials. There are many books and services available for practice and strategy development. Before you invest in costly study methods, decide if you learn better by reading and practicing independently (books) or by instruction and group practice (review course) and evaluate each method prior to purchase. GRE, GMAT, and LSAT prep courses are offered through Career Services. Visit our website for more information (studentaffairs.psu.edu/career/students/further_education.shtml).

The Application Process
Transcripts
Official transcripts of your undergraduate work and any other graduate work you have completed must be sent to the graduate schools. This may be done at the end of your junior year or in the middle of your senior year or, for those going on later, at any point after you have graduated. Contact the Registrar’s office or login to eLion to request transcripts; you should anticipate a fee for this service.

Letters of Recommendation
Letters of recommendation are endorsements of your capacity to succeed as a graduate student and also as an emerging professional within your field. Consider seeking letters from people who have observed you in field-related classes or work settings. Most graduate programs require that two or three recommendation letters be sent. These letters are frequently submitted to programs directly by your reference providers, often electronically.
Schools prefer and sometimes require that at least one and sometimes two references be on the faculty or staff of a university or college, preferably in the same department where you are currently studying and/or in the same field in which you are applying to do your graduate study. If you have worked in a job related to the field, a workplace supervisor may provide an excellent reference.

When choosing a reference, an important consideration is how well and in what depth the individual will describe you in the letter. If a doctoral teaching assistant knows your work more thoroughly than a full professor, for example, s/he may write a better, stronger reference.

When approaching people for references, keep the following in mind:

- Offer enough time: Three to five weeks in advance of a deadline is often recommended.
- Share a resume and any additional information that will help the referee to understand the context of your goals and experience. Be willing to meet to discuss your motivation to go to graduate school, your related experience, and how your interaction with the reference has contributed to your potential to succeed in graduate school. Share a list of the programs you are pursuing with information about deadlines and how the reference will be delivered to the program.
- Remember to ask the reference if he or she is willing to be a reference. If there is hesitation or a refusal to write a reference, know that this individual may be encouraging you to seek someone else who could write more positively or comprehensively on your behalf.
- Don’t be afraid to check with each referee one or more times prior to the deadline to see if the reference has been sent. Many people with good intentions get busy and forget the deadline.

Application Essay / Personal Statement

Most schools will require that you write an essay or statement on your background and interests as they relate to your field of study. These are often used as an opportunity to see you “beyond the numbers” in the admissions criteria. Many schools will also ask you to provide short answer essays to specific questions within your field to assess your knowledge and understanding of the field you are entering. These essays are one measure of your ability to write, to build arguments, and to think critically. They also assess your enthusiasm for the field of study, creativity, maturity, and uniqueness.

For most personal statements or letters of intent, schools will expect you to be clear about your career goals and your reasons for applying to that institution. In your essays, you want to demonstrate that you have specific career goals (i.e., to become a lawyer) and understand how that particular program will assist you in achieving your career goals. It can be helpful to incorporate into your essay specific research being conducted by faculty members or particular classes you are interested in from that institution.

Have someone review your essay for content, grammar, and spelling. Often the best people to critique your essay are people who understand your field and have some awareness of your background and current work, (i.e., your references). Take your time developing your essay(s); they are often the most crucial part of your application.

Financial Aid

Three kinds of financial aid are available:
1) work programs, such as graduate assistantships and college work study programs;
2) monetary awards, including grants, fellowships and scholarships; and
3) loans, usually administered through banks, the government, or the educational institution.

Because every graduate school has its own application process and system of awarding aid, you must obtain that information directly from each of the institutions to which you are applying. You can check with both the financial aid office and the graduate academic department.

Graduate assistantships often pay tuition and a stipend for living expenses. Most are administered by academic departments and involve either 10 or 20 hours of work per week. Teaching assistantships involve assisting a professor with grading, office hours, and recitation sections or being responsible for the entire teaching of one or more courses. Research assistantships provide the opportunity to participate in ongoing research and can evolve into conducting your own research project for a thesis.
Loans and college work study programs are awarded on the basis of financial need. To determine need, many graduate schools require that the applicant submit the FAFSA, the Free Application for Federal Student Aid, which is administered by the U.S. Department of Education. To obtain the most up-to-date information on these options, talk with a graduate financial aid officer or visit www.fafsa.ed.gov. For additional information on financial aid, check out FinAid: The Financial Aid Information Page (www.finaid.org) or the Department of Education’s Student Guide (www.ed.gov/finaid.html).

Application Action Plan

Fall and Spring of your Junior year
- Research areas of interest, institutions, and programs.
- Talk to advisers about application requirements.
- Register and prepare for appropriate graduate admission tests.
- Investigate national scholarships.
- If appropriate, obtain letters of recommendation.

Summer between Junior and Senior year
- Take required graduate admission tests.
- Work on your application materials.
- Visit institutions of interest if possible.
- Write your application essay.
- Check on application deadlines and rolling admissions policies.
- For medical, dental, osteopathy, podiatry, or law school, you may need to register for the national application or data assembly service most programs use.

Fall of your Senior year
- Obtain letters of recommendation.
- Take graduate admission tests if you haven’t already.
- Send in completed applications.
- Complete the FAFSA, if required.

Spring of your Senior year
- Check with all institutions before the deadline to make sure your file is complete.
- Visit institutions that accept you. Send a deposit to your institution of choice.
- Notify other colleges and universities that accepted you of your decision so that they may admit students on their waiting lists.
- Send a thank-you note to people who wrote your recommendation letters, informing them of your success.

Programs of study I am considering:

Institutions I am considering:

Letters of recommendation to request:
A DIFFERENT KIND OF GRAD SCHOOL EXPERIENCE

ARE YOU SEEKING A HIGHER CAREER TRAJECTORY — leapfrogging ‘entry-level’ by extending your skills in engineering or a related field? Lehigh’s fast-paced, marketplace-driven Professional Master’s Programs will help focus your aspirations and provide practical business and technical expertise in key industry sectors.

You’ll engage in real-world challenges faced by industry, explore topics that align with your career interests, and develop crucial skills in business and management. You’ll immerse yourself in modern operations and emerging technologies through coursework, field study, and collaborative projects. Degree paths are typically designed for one year or less.

Each program engages a broad network of seasoned professionals who help shape program curricula and serve as mentors for collaborative student research. This close interaction helps sharpen skills required for success in these industries; graduates are recruited by these and other leading organizations in their fields.

LEARN MORE
WWW.LEHIGH.EDU/ENGINEERING

PROFESSIONAL MASTER’S PROGRAMS

Energy Systems Engineering
Healthcare Systems Engineering
Technical Entrepreneurship
Structural Engineering
Analytical Finance
Management Science and Engineering
Manufacturing Systems Engineering
MBA and Engineering
Take the next step to advance your nursing career.

Look at all the options for that next step … from Nursing Informatics to Psychiatric Nurse Practitioner, we have a program to fit your needs.

For online and on-site program options, visit nursing.pitt.edu or call 1-888-747-0794.

University of Pittsburgh
School of Nursing

All of the services and resources described in the Career Guide are available to undergraduate and graduate students. The articles that follow are specific to the needs of graduate students and will help you to prepare for and explore career options.
When to Consider Going on for a Doctorate

As any graduate student understands, completing an advanced degree takes a strong commitment of time, energy, and financial resources. Many students on the verge of completing their master's degrees ask the question, “Should I continue on with a Ph.D. or other doctoral-level program?” For many, pursuing a doctorate immediately following master's degree conferral serves as a natural next step based upon the professional goals of those students. However, those with other professional aspirations may prefer to postpone the doctoral degree until after they have gained a substantial amount of work experience in their chosen field—or they may choose not to pursue the doctoral-level degree at all. Entering an advanced degree program is an important decision that should be both carefully weighed and well-informed.

Understanding Master’s vs. Doctoral Degrees

Gaining a clear understanding of the distinctions between the master’s and doctoral-level degrees can be an important first step in deciding where to go on the next leg of your professional journey.

The Master’s Degree: A Closer Look

The intended purpose of the master’s degree is to provide you with an increased level of understanding, depth of knowledge, and applicable skills to be used within your chosen field. Master’s study introduces you to research and provides the opportunity to learn research techniques, collect and analyze data, and write a thesis based on this research. Typically, programs require approximately two years of full-time graduate study. During the first year, schedules are comprised of a heavier course load which (unlike undergraduate general education) consists of material that is field-specific rather than broad-based in nature. Students will begin working with an advisor during the first year in order to narrow their desired concentration within the field. Research on a master's thesis or master's paper topic may begin in the latter portion of the first year.

The second year experience consists of additional coursework that will serve to complete the degree requirements set for the program. The level of emphasis on research also increases as you progress toward the completion of the thesis or paper required for degree conferral. The thesis requirement is intended to serve as a demonstration of the level of field-specific knowledge and research skill you have gained within the academic focus. You may participate in internship or practical learning experiences to a more significant degree during the second year, enhancing direct exposure to your selected area of concentration. A critical point of career decision making often occurs as the end of the master’s program nears. This is the period of time when you may be most strongly encouraged to consider applying for doctoral programs based upon your demonstrated research, skill, and professionalism in completing the master's degree.

The Doctoral Degree: What to Expect

Choosing to enter a doctoral program is a major decision that requires the utmost commitment and a keen awareness of what to expect. A doctorate may take at least 4-6 years to complete, and the demands of this level of education are more rigorous than what is required at the master's level. The two primary doctoral degrees are the Doctor of Philosophy, which is an academic degree, and the Doctor of Education, a professional degree. For the purpose of simplified explanation, the doctoral program may best be divided in half.

During the first half of the doctoral program, much of a candidate’s work is based in coursework that fulfills the degree requirements of the particular program. Areas of research interest are also narrowed by working with an advisor and possibly one or more additional professors in the field. The first half of the doctoral program typically culminates with the completion of comprehensive exams.

The final half of the doctoral program is usually defined by a shift in focus from coursework to intensive research and development of the dissertation, depending upon the degree sought. The purpose of the dissertation is to showcase new and innovative research in one’s area of concentration or demonstrate the application of scientific principles to practical problems. Candidates experience a much greater sense of professional autonomy within this final stage of the program as compared with the more structured nature of the first half. Candidates may also be likely to teach a heavier course load and interact more closely with professors and other colleagues in the field. Finally, the candidate will defend his or her dissertation in front of a panel of faculty members.
Determine Your Readiness

Current Commitments

What commitments are currently impacting your decision to seek a doctorate? It is important to consider the commitments you have to your current job or workplace, to your family, and to other close associates. First, with regard to the workplace, what are the provisions made by your employer that serve to promote professional development? Would you be afforded the ability to stay at your current position while seeking credits toward a doctorate on a part-time basis? Is there another feasible compromise that can be agreed upon between you and your employer that will allow for you to actively move toward your career goals? These are just a few questions that you may want to ask yourself or address with your current supervisor prior to applying to any programs.

Commitments to family and other close associates can also be highly influencing factors to consider when deciding to pursue advanced degrees. Your decision to enter the challenging and time-consuming process of attaining a doctorate does not typically involve you alone. What are your personal goals for life and family? Are you currently in a committed relationship? Do you have children? How will your home life and leisure time be affected by the financial challenges, time, and energy required to focus on your education? Discussing how this decision may impact you and those closest to you will be necessary for the well-being and understanding of all involved parties.

Emphasis of the Program

What is the emphasis of the doctoral program you are considering? How well does the specific focus of the program align with your future aspirations within the realms of academia or industry? Is earning a doctoral degree in your field a feasible—and necessary—next step that is consistent with your long-term career goals? These are very important questions to ask. If you can articulate only vague career goals related to the field you wish to study, or if you view the doctoral degree solely as an extension of previous education that will enable you to buy time prior to entering the workforce, you are probably not ready to seek a doctorate. Specific interest in an area of your field along with a strong commitment to clearly defined career goals, which make the doctorate desirable and/or necessary, are imperative to determining your readiness to become a successful doctoral candidate.

You may begin determining the pros and cons of seeking a doctoral degree by asking yourself the following questions:

- Why should I pursue a doctorate?
- When should I pursue a doctorate?
- What current commitments are influencing my decision?
- What specific program(s) would I consider?
- How long will it take to complete the program?
- Am I able to pay for this, and what resources are available?
- What institution(s) would I want to attend?
- Can I find a mentor to help me as I navigate through a doctoral program?
Funding Resources

Funding is an extremely important factor to take into account when deciding whether or not to pursue further education. The availability of loans and other financial aid can serve as a green light, or as a barrier, to realistically seeking an additional graduate degree. In addition, it would be wise to determine, in advance, if funding is available for your doctoral research. Such funding may be available via internal resources (through your academic department or institution) or externally provided through various grants, fellowships, etc.

Community and Support

As a graduate student, the demands of your program can be both exciting and overwhelming at the same time. For most advanced degree-seekers, having, or forming, a community of fellow graduate students and professionals who can relate to the challenges of academic life can create a more collegial graduate experience. Researching the out-of-class experience at institutions you are considering can be helpful in establishing a starting point for finding community with similar interests to yours. Also, you may wish to visit the campus(es) you are researching on days that are not designated as official visitation days. This will enable you to obtain a more accurate sense of the campus culture and/or graduate student life as it exists on any given day.

In addition to establishing a peer community, it will be of great importance to find a mentor within your field or program who can help you to navigate the challenges that may arise as you enter into or progress through your chosen degree program. Finding an individual whose research interests and personality are compatible with yours may take time, but it is certainly possible. You may begin by reviewing faculty biographies on the department’s website, or you may choose to meet with a few individuals on a campus visit to help determine who may be willing to work with you in this capacity.

Career Counselors will work with you to devise an action plan for exploring and applying to doctoral programs, discussing the pros and cons of seeking doctoral-level education as it relates to your own individualized career goals. Drop-In Counselors are available between 8:30 a.m. and 4:30 p.m. weekdays in the Bank of America Career Services Center. During the fall and spring semesters, drop-in from 5:00 p.m. to 7:00 p.m. on Tuesdays outside of the Freeman Auditorium in the HUB-Robeson Center.

Photo by Andy Colwell
**Curriculum Vitae**

Because your resume or curriculum vita (CV) is usually the first and sometimes the only thing an employer will see about you, it is often the most critical item in determining whether or not you will obtain an interview. These essential elements of the job search serve as an advertisement of your skills, knowledge, and relevant experience.

**Tips for preparing a resume can be found on page 26.**

**What Is the Difference between a Resume and a Curriculum Vita?**

<table>
<thead>
<tr>
<th></th>
<th>Resume</th>
<th>Curriculum Vita</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Outlines your personal, educational and work related experiences</td>
<td>Comprehensive summary of your educational and professional experience, including publications, presentations, professional activities, honors, and additional information</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>One- or two-page document</td>
<td>Generally three or more pages in length, depending on your qualifications and level of experience</td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td>Strengths and qualifications for a particular position</td>
<td>Comprehensive biographical statement</td>
</tr>
<tr>
<td><strong>Objective Statement Included?</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Position Type</strong></td>
<td>Business, non-profit, other non-academic positions</td>
<td>Faculty, research, clinical, or scientific positions</td>
</tr>
</tbody>
</table>

If you are uncertain whether to use a resume or vita, ask yourself “Am I sending this document to other Ph.D.s? Is my Ph.D. required for this position? Is my scholarship relevant for this position?” If the answers to those questions are yes, you are probably going to use a vita. As a general rule of thumb, unless a vita is requested, you should send a resume.

**Getting Started**

Begin your vita preparation by brainstorming. List everything that you can imagine could be included—both your educational and professional history—being careful not to overlook anything. Then ask yourself what you actually did in each of those activities. Your answers to what you actually did are the sets of skills that you have to offer to an employer. Once you feel you have covered everything, you will decide what to include and what to exclude.

Read through the tips below and then look at the template suggestions in this section for guidance on placement of sections. Then, start with a blank document on the computer. Do not use a resume template. Resume templates are often inflexible and do not use formats that are conducive to presenting your information in a logical way. They are especially inappropriate for curriculum vitae.
Best Format or Style?

Ideally your vita should emphasize your strong points while expressing your uniqueness and individuality. There are two basic formats to choose from:

**Chronological Format**

Present education and work experience in reverse chronological order, describing responsibilities and achievements under each entry. This is the most appropriate format if you have experience directly related to your career goal.

**Functional Format**

In this format, your experience is explained under major skill headings, while job titles, employers, and dates are listed separately. This format is especially useful when your degree or work experiences are not directly related to your career objective, for example, if you are pursuing employment in a field outside your area of academic study.

With either format, you should present yourself clearly, succinctly, and confidently.

---

**NAME**

- Address
- Phone Number
- Email

**SUMMARY STATEMENT/OBJECTIVE** *(Optional)*

Discusses key strengths

**EDUCATION/DEGREES AWARDED**

The Pennsylvania State University
Ph.D. Degree Concentration, Date
Dissertation

Institution, City, State
M.A. Degree Major, Date
Thesis

Institution, City, State
B.A./B.S. Degree Major, Date

**POSTDOCTORAL TRAINING** *(if applicable)*

**FELLOWSHIPS**

Field of Research, Place, Title

**PROFESSIONAL/TEACHING EXPERIENCE**

TITLE

Place, City, State
Description of responsibilities, leadership roles

**PUBLICATIONS**

Use standard format

**PAPERS PRESENTED**

Use standard bibliographic format for your field, minus the author portion (if co-authoring, supply your co-author’s (s’) name(s) in parentheses.

**GRANTS AND AWARDS**

**PROFESSIONAL AFFILIATIONS**

**SKILLS**

Languages
Computer

**LICENSURE/CERTIFICATION** *(if applicable)*

Type of License or Certification

**REFERENCES**

---

**Consistency**

If you are inconsistent, the reader may think you are careless or confused. Be consistent in the following ways:

- Don’t mix styles in any category. If you put your job title first, followed by the employer name, list all job entries the same way. Likewise, state the name of the senior project author or director for all activities, not just a few. Leave no doubt about any entry.

- Do not use double entries. This means do not list a citation or activity more than once. Some people think these multiple listings of essentially the same activity strengthen their resume or vita. Actually, they weaken it because they create the appearance of loading up and repeating the same information to impress the reader. It usually does the opposite!

- Keep all tabs, margins, typestyles and sizes (except your name, which can be larger), and bullets consistent. Visual impact is affected by these minor details and inconsistency can detract from a positive initial impact.
<table>
<thead>
<tr>
<th>Heading/Contact Information</th>
<th>Your name is your heading (do not put “Curriculum Vita” as a heading). It should be bold and in larger print than the rest of the document. Contact information includes your permanent and campus office address, your permanent and office telephone numbers with area codes (remember to use a professional message on your voice mail), your email address, and your web address, if you have one. Remember to check your email often. A vita should not include: sex, age, height, weight, marital status, dependents, race, ethnic background, religion or photographs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>List degrees in reverse chronological order—most recent first. List the official name of your degree and/or certification that you have obtained, or will obtain, the month and year of your graduation, and your major and minor(s). Keep the information easy to scan. A list is preferred over paragraph form.</td>
</tr>
<tr>
<td>Experience</td>
<td>This section could be labeled a number of things: Experience, Work Experience, Research Experience, etc. Reverse chronological order is what readers expect, but if you have a mixture of experiences, you can break them into two major categories, such as Related Experience and Additional Experience. This allows you to put the most relevant items together and move older, but more relevant items to the beginning. List your job title or position, the name of the organization for whom you worked, the dates of employment, the job title, and an active, descriptive summary of job duties. Give details of your accomplishments and responsibilities rather than a general list of duties. Numbers, such as volume, percentages, and/or dollar amounts, make strong statements and can enhance credibility. Consolidate information when possible; avoid repetition and excessive details in describing experiences. Make the format easy to scan by using bulleted statements, not paragraphs, and start each with a strong action word. Use the Action Word List on page 31 for ideas.</td>
</tr>
<tr>
<td>Activities</td>
<td>List the most relevant activities and offices held first. Include professional, community, graduate level, and occasionally, outstanding college activities. You can add brief explanatory details of the position and your accomplishments, if it is appropriate. As this section can add individuality to your vita, you may want to include unusual or interesting items.</td>
</tr>
<tr>
<td>Honors/Awards</td>
<td>You should include this section only if you have several honors. If you have only one or two honors, you can include them in a combined section with activities or education.</td>
</tr>
<tr>
<td>Skills</td>
<td>You may want to consider a special skills section to highlight skills you have on specific computer hardware or software, foreign languages, or machinery required for performance on the job. You could also include certifications in this category.</td>
</tr>
</tbody>
</table>

### Potential items to include:
- Educational Background
- Grants Received
- Professional Service
- Research Experience
- Publications
- Thesis or Dissertation
- Teaching Experience
- Presentations
- Internships
- Professional Experience
- Fellowships
- Certifications/Licensures
- Research Interests
- Honors and Awards
- Programs and Workshops
- Teaching Interests
- Professional Affiliations
- Creative Works
- Scholarly Works
- Languages
- Foreign Study
- Committees
- Administrative Experience
- Works in Progress
Get Feedback from Outside Readers/Critics

A mistake on your resume or vita will leave a poor first impression with the employer. Proofread your resume or vita several times, and then have a friend or trusted professional proofread it again. Several suggestions for selecting proofreaders include:

- A professional person who knows you well enough to spot any significant information you may have left out
- A professional person who does not know you well and will read critically
- A hiring personnel officer you know

Choose and arrange categories so that the most relevant information is placed where it will catch the reader’s eye.

Drop-In Counselors are available between 8:30 a.m. and 4:30 p.m. on weekdays in the Bank of America Career Services Center. During the fall and spring semesters drop-in from 5:00 p.m. to 7:00 p.m. on Tuesdays outside of the Freeman Auditorium in the HUB-Robeson Center.
Before you begin an academic job search, it is important to think about your interests, professional goals, skills, and values. What are your areas of strength? At what level do you want to teach: undergraduate or graduate, a community college or a 4-year college, research or teaching focus? Where do you want to teach: large or small, urban or more rural, public or private? Is tenure a goal? And so on. These are just a few of the questions you should be able to answer before you send out your first application. Not only will you be able to conduct a more directed, successful job search, you will be in a better position to answer these questions in an interview situation and use the answers to these questions as criteria for evaluating job offers.

Application Materials

Your application will typically consist of your curriculum vita, a cover letter, and reference letters. Candidates under serious consideration may also be asked for writing samples, lesson plans, student evaluations, or even teaching videos. You do not send these materials initially unless your discipline has specific expectations for you to do so.

Curriculum Vita

One of the most critical components of your application packet is your curriculum vita (CV). It is often the piece most readers read first when assessing applications. Your training and experience must favorably impress readers. Therefore it is imperative that your CV be an accurate, clear, and concise, yet, comprehensive representation of your qualifications and interests. Give serious consideration to the format as well as the content, as you want to enable the reader to find this critical information quickly and easily.

Credentials/Dossier

Another supporting component of your search is the credential file, also known as a dossier. The dossier generally includes letters of recommendation, and transcript(s), but it may also include a writing sample, certificates of achievement, or any other relevant, supporting materials.

Career Services can help you organize your credentials through the eCredentials service, accessed via Nittany Lion Career Network (learn more on page 48).

Letters of Recommendation

Consider those who are most familiar with your academic background, work experiences, and career interests as the best choices for writers of letters of recommendation. They may be faculty and/or administrators at your current institution or other employers from past positions. Be sure to extend your pool of letter writers beyond your committee members. Select those who can write about you in the most specific terms. For example, it would be better to have a junior faculty member write specifics as opposed to a senior faculty member who doesn’t know you well and would write more generally. Letters that are most informative and helpful are those who know different aspects of your work and who are willing to support your candidacy enthusiastically and knowledgeably.

It is to your advantage to spend some time discussing your specific career interests and goals with these individuals prior to their writing your letters. This will enable them to address your qualifications more specifically as they relate to the types of positions for which you will be applying.
**Cover Letters**

The letter to accompany your curriculum vita should not merely summarize your vita; it should synthesize it, expand upon it, and explain connections, as well as talk about the skills and insights you gained from your experiences. Essentially search committees are looking to see why you are interested in that opportunity, and what you can bring to the opportunity beyond all the other applicants with similar experiences. A word of caution, though: a letter that is longer than two pages tends to be considered long-winded. Most committees prefer one-page letters.

**Follow-Through**

The importance of adequate follow-through cannot be overstated. Some schools have a system where they will send you a checklist of the materials received so you can check on the status of what is missing. If they do not, it is appropriate and recommended that you call the institution to check on the receipt of your application materials. It is also appropriate to ask about the time frame, if not already provided.

**Reviewing Job Listings**

Advertisements for potential job openings may be found in professional associations’ publications, journals, periodicals, or websites, on departmental bulletin boards, at conferences; through Career Services, or through word of mouth via faculty and peers or alumni. Remember that job announcements are simply a way for the specific institution to make candidates aware of a particular opening. They do not generally reflect the full scope of specific interests of the search committee or department, nor do they tell you all you need to know about the department or institution.

You may need to dig a bit deeper before you begin applying. If the announcements are not clear in their terminology (i.e., fixed-term vs. adjunct, indefinite tenure vs. tenure track), clarify the language by reviewing their web pages or contacting the institution. What does it say about the specialization sought? Are they strictly looking for one specialization or does the ad indicate that a variety of combinations of specialties and subspecialties will be considered? What you find in the job announcement and in your investigation into the opportunity will not only help you decide if it is an appropriate job for you, it will direct the content and focus of your application materials.

Make note of the specific information provided about application procedures and deadlines, materials to submit, etc. Read all of this information carefully. Be sure to follow application procedures exactly. An oversight could result in your application being discarded.

---

**Select Job Posting Sites for Academic Job Openings:**

The Chronicle of Higher Education - chroniclevitae.com
Higher Education Recruitment Consortium - www.njepadeherc.org
Academic 360 - www.academic360.com
Academic Employment Network - www.academploy.com
Academic Jobs Today - www.academicjobstoday.com
Academic Keys - academickeyes.com
Higher Ed Jobs - www.higheredjobs.com
University Council for Educational Administration - www.ucea.org
PhDs.org - www.phds.org
National Postdoctoral Association - www.nationalpostdoc.org
Unadvertised Openings

Another strategy to utilize is networking: talking with faculty, department heads, alumni, and fellow classmates within your field. Networking is a relatively time-consuming process but certainly a beneficial one. The more visible you make yourself, the more potential employers will recognize you, your abilities and interests. This is a proactive strategy that requires planning and follow-through. However, it will enable you to uncover opportunities prior to publication or that may otherwise never be published. It also provides you with the opportunity to get a feel for how the interview process works. In fact, often times referrals to other professionals result from this contact. With persistence, patience, and adequate follow-through, these strategies will undoubtedly bring positive results.

1. **Faculty:** As in your graduate career, faculty may be able to give you some direction in your post-graduate studies career. Through their own professional networks of colleagues, they often become aware of opportunities before they are published.

2. **Peers/Alumni:** Another method for building your network is to identify recent alumni from Penn State or your undergraduate college or university within your discipline. Set up informational interviews with them. More often than not, alumni are willing and eager to share with you their experiences and expertise.

3. **Conferences/Conventions:** Attending professional association conferences is a great way to begin to network effectively. Depending on the size and scope of the association, you will have the chance to talk with professionals from all over the country and perhaps abroad. As the opportunity arises, don’t be afraid to initiate conversations in which you could discuss your career and research interests, your career goals, along with their careers and current work. Gather as much information as you can about their institutions, positions, and departments.

**Questions that search committee members most often report having in mind as they peruse vitae:**

- Does the candidate have the Ph.D. in hand? If not, how close are they?
- What is their area of specialization?
- How will this candidate’s research interests enrich my own research or lessen the teaching load of faculty in this institution?
- Does this candidate have a fair chance of producing tenurable work so we don’t have to go through the search process again soon?
- Has this person taught students like ours before, either under supervision or, better yet, as the sole instructor or creator of the course?
- How can this candidate lessen my own workload?
- Do I know of anyone they have worked with? Have they had good mentoring? What kinds of people are willing to support this applicant’s work record?

From Forno, Dawn M., & Reed, Cheryl (1999). *Job Search in Academe: Strategic Rhetoric for Faculty Job*
Short for postdoctoral fellow, a post-doc is a research appointment of a fixed length of time for those holding a doctorate. It provides Ph.D.s with the opportunity to deepen their research in an area of expertise or acquire new areas of research expertise prior to pursuing an academic career or a career in industry. They often feature a lighter, if any, teaching load than faculty positions, providing young scholars more time to conduct more in-depth research and to publish.

Post-docs are generally sponsored by an academic institution, research center, government agency, or private industry. The post-doc has been a long-standing feature of academic careers in the hard sciences, and in many cases is considered a must. Although less common, post-doctoral positions do exist in the humanities and social sciences.

Finding a post-doc is similar to the job search for other academic positions. The key for post-docs is to start early, as some post-doc positions in top locations can be filled 1½ or 2 years in advance. Once you have any sense of when you might be completing your degree, you should be on the lookout. If you have the appropriate qualifications, a preceptor may be willing to hold a spot for you until you finish your degree.

Questions to Ask When Deciding and Evaluating Options

- Do you want to teach at a major research university or work in industry, and what kind of post-doc will best prepare you for that career goal?
- Do you want to dig deeper into your current area of research or would you like to become familiar with a slightly different area of research?
- What will be the Principle Investigator’s involvement with the lab? It is possible you will have very little interaction as high profile advisors are not necessarily very accessible?
- What is the reputation of the lab or research organization where the position is available, and where does the funding for the position come from? Will you be responsible for securing the funding for the position?
- How much freedom will the position give you to pursue your research interests?
- What is the feasibility of finishing the research, and finishing the research with publishable results within the terms of the post-doc appointment?

Remember, you will need to prepare for future job-hunting once you start your postdoctoral training. You should begin to determine what types of jobs are out there, what type of job you want, and what skills you need to start developing now to enhance your chances of landing a job in the future.
Jump on Board
with an industry leading company.

Founded and headquartered in Wilkes-Barre, Pennsylvania, GWC Warranty is a leading provider of vehicle service contracts for independent car dealers nationwide. Named Motor Trend® Recommended Best Buy for independent dealers, GWC offers an engaging work environment that is dedicated to developing and rewarding top talent.

When you jump on board with GWC, it’s “No Worries, Just Drive.”

Career Opportunities

Make a difference in a child’s life and advance your career with a Special Education Teacher or ABA Counselor position at Melmark. We provide evidence-based ABA services for children and adults with autism and other intellectual disabilities.

Benefits of a career at Melmark include:

- Competitive salaries
- Tuition reimbursement
- On-site BACB-approved graduate sequence
- Excellent benefits
- Opportunity for career advancement

Opportunities include participation in applied research, ongoing clinical and systemic projects, professional development and scholarly contributions to the field.

Career Services is a department within Student Affairs. U.Ed. STA 15-03

This publication is available in alternative media upon request. Penn State encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Career Services at 814-865-2377 in advance of your participation or visit.

The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University’s educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action, Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Email: kfl2@psu.edu; Tel 814-863-0471.