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CAREER
PLANNING

PREPARATION

RESUME,
COVER LETTERS &
CORRESPONDENCE

THE
JOB SEARCH

INTERVIEWING

GRAD
SCHOOL
PLANNING

CAMPUS CAREER CONTACTS

Penn State Abington
Center for Career and Professional Development
206 Lares Building
215-881-7529 | careers-ab@psu.edu
abington.psu.edu/career-development

Penn State Altoona
Career Services
205 Slep Student Center
814-949-5058 | psacareerservice@psu.edu
altoona.psu.edu/career-services

Penn State Beaver
Career Services, Student Development Center
115A Student Union Building
724-773-3961 | CareerServicesBeaver@psu.edu
beaver.psu.edu/career

Penn State Behrend
Academic and Career Planning Center
125 Reed Union Building
814-898-6164 | askACPC@psu.edu
behrend.psu.edu/acpc

Penn State Berks
Office of Career Services
10 Perkins Student Center
610-396-6368 | paj7@psu.edu
berks.psu.edu/career-services

Penn State Brandywine
Advising and Career Services
104 Main Building
610-892-1390 | bw-careers@psu.edu
brandywine.psu.edu/acs

Penn State DuBois
Career Services
214 Workforce Development Building
814-372-3015 | aaa39@psu.edu
dubois.psu.edu/career-services

Penn State Fayette, The Eberly Campus
Student Success Center
107G Williams Building
724-430-4123 | spw5026@psu.edu
fayette.psu.edu/career-services

Penn State Great Valley
Career Management Services
Main Building
610-648-3258 | CareerMgmtPSGV@psu.edu
greatvalley.psu.edu/career-services

Penn State Greater Allegheny
Center for Career Excellence and Community Outreach
105 Crawford Building
412-675-9117 | eec16@psu.edu
greaterallegheny.psu.edu/career-services

Penn State Harrisburg
Career Services
Student Enrichment Center (SEC) 212
717-948-6260 | Ask4CareerAdvice@psu.edu
harrisburg.psu.edu/career-services

Penn State Hazleton
Career Services Office
6 Schiavo Hall
570-450-3566 | kak6071@psu.edu
hazleton.psu.edu/career-services



Penn State Hershey College of Medicine

Career Services
Office of Graduate Education
Room C1712
717-531-5467 | jlk296@psu.edu
students.med.psu.edu/graduate-students/career-services/

Penn State Lehigh Valley

Advising and Career Services
Suite 103, Main Building
610-285-5002 | lvcareerservices@psu.edu
lehighvalley.psu.edu/career-services

Penn State Mont Alto

Career Services
101D General Studies Building
717-749-6104 | careerservices@ma.psu.edu
montalto.psu.edu/academics/careers

Penn State New Kensington

Career Services
Academic & Career Success Center, Student Union
724-334-6095 | CareersNK@psu.edu
newkensington.psu.edu/career-services

Penn State Outreach and Online Education

World Campus Career Services
223 Outreach Building, University Park
814-867-3672 | career counseling@outreach.psu.edu
student.worldcampus.psu.edu/career-services

Penn State Schuylkill

Career Services
209B Student Affairs Suite,
Health and Wellness Building
570-385-6253 | tmr24@psu.edu
schuylkill.psu.edu/careers

Penn State Scranton

Career Services
Hawk Student Success Center, Study Learning Center
570-963-2684 | jrt16@psu.edu
worthingtonscranton.psu.edu/career-services

Penn State Shenango

Office of Career Services
201 Sharon Hall
724-983-2844 | hmf1@psu.edu
shenango.psu.edu/career

Penn State Wilkes-Barre

Career Services
Struthers Family Career Services Center
570-675-9208 | wbcareer@psu.edu
wilkesbarre.psu.edu/career-services

Penn State York

Advising and Career Development
134A Main Classroom Building
717-771-4053 | advising@yk.psu.edu
york.psu.edu/academics/support/advising-and-career

Other Staff

To view the full Penn State University Park
Career Services staff directory, visit:
studentaffairs.psu.edu/career/staff

Alumni Career Services

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

For more information on Alumni Career Services,
please visit alumni.psu.edu/career

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.

CAREER PLANNING

The Career Planning Process

Career Services is more than just your job search! Career decision making involves increasing self-awareness, exploring career options, as well as developing self-marketing skills.

The career planning process is unique to each student.

Career Planning Steps

INCREASE SELF-AWARENESS

- Reflect on your experiences to explore what you enjoy, what you do well, and what is important to you
- Explore interests through student activities, volunteer work, job shadowing, and course work
- Consider taking a career decision-making course
- Meet with a Career Counselor to identify interests, values, personality, and abilities, and clarify career goals

Discussing connections between your knowledge, experiences, and vision for your future can lead to identifying career areas to explore.

EXPLORE CAREER OPTIONS

- Research a variety of career options of interest using the Career Resource Center on PAGE 6
- Conduct informational interview or job shadow with professionals, family, alumni, and professors
- Meet with Career Services to help you identify professionals in fields of interest who may offer information about their work and careers

Exploration can take many forms, all of which require you to be active in gathering information and applying it to make career decisions.

ACQUIRE KNOWLEDGE, SKILLS, AND EXPERIENCES

- Assume leadership roles in campus and community organizations to develop teamwork, interpersonal, and communication skills
- Obtain relevant experience by pursuing internships, co-ops, part-time work, summer jobs, and research opportunities
- Expand your understanding of diversity through study abroad, foreign languages, community service, and cultural activities on campus

Consider ways to gain exposure and get involved with career options that seem interesting to you.

DEVELOP SELF-MARKETING SKILLS

- Attend a variety of career related workshops
- Meet with a Career Counselor to help design a job search or graduate school plan
- Participate in mock interviews to practice
- Take advantage of career fairs, on-campus interviewing, and graduate school fairs
- Network with alumni through LionLink and LinkedIn to gather valuable career advice
- Record your accomplishments and achievements for inclusion in your resume, cover letter, and portfolio

Your resume, cover letter, and application materials are the first impression you will give to an employer or graduate school. 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.

Meeting with a Career Counselor

Career Counselors and students work together in developing career plans. 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.

The responsibility for making career decisions rests with you.

Individual Career Counseling

Counselors help students tackle the often difficult process of career and life planning through drop-in and individual appointments.

Career Counseling Hours

Check with your career office for availability.

10 reasons to meet with a Career Counselor:

1. Explore careers and majors through discussion, assessments, and related activities.
2. Learn about tools and resources related to majors and careers.
3. Discuss opportunities and experiences to assist you in making your college education successful.
4. Identify the skills you have developed through your academic, extracurricular, internship, and job experiences.
5. Make informed decisions about college major, careers, job offers, and graduate schools.
6. Recognize how personal strengths and limitations affect career planning.
7. Research employers and industries.
8. Develop strategies to explore your professional network.
9. Create and implement a strategic or internship search, or graduate school plan
10. Develop your resume, cover letter, and interview skills.



CAREER PLANNING

Career Resource Center



Managed by a Career Resource Specialist, the Career Resource Center houses a wealth of online and print information accessible:

- In person at the Bank of America Career Services Center library
- Digitally on the Career Services website

Access these resources:

studentaffairs.psu.edu/career/resources

Careers Internet Database

General information on occupation, education requirements, preferred traits and skills, earnings, potential employers and areas, and supplemental resources.

GoinGlobal

Country-specific job search and cultural advice, job and internship postings, and H1B visa-sponsoring employer database.

Hoover's

Provides company and industry information, company news, information on initial public offerings, and career and personal finance information.

Internships.com

Search engine of internship and entry-level positions for every major and field across the country.

Internships-usa.com

Internships in non-technical fields such as Liberal Arts, Arts, Political Science, and Human/Social Services.

InterviewStream

Practice and improve your interview skills to prepare for any internship or job interview with the use of a computer/webcam or tablet.

LibraryWorld

Online catalog of Career Resource Center's print collection.

Uniworld

Database of multinational business contacts to find American firms and their locations in other countries and firms based in other countries with locations in the United States.

Vault Career Library

Career, employer, and industry guides covering many fields.

WetFeet

Career, employer, and industry guides as well as guides on getting internships in specific fields.

What Can I Do With This Major?

Majors matched with potential career paths.

Candid Career

Watch video interviews of Penn State Alumni talking about their career path. Over 200 videos available – everyone from attorneys to airline pilots! Access using the Career Resource Center.

A photograph of the New York City skyline, featuring the Empire State Building prominently on the right side. The sky is clear and blue. The foreground shows a body of water with some buildings and boats.

NYC SUMMER

INTERN HOUSING

Thousands of students like you
are building their futures with
internships in NYC

See why they choose to live with
Educational Housing Services (EHS):

Text **STUDENT** to 62269 for more
information or call 888-466-8056



studenthousing.org
888-466-8056

PREPARATION

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 or via phone 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.

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 better prepare you for future job interviews
- One professional contact who may help you within your current or future job search

Identifying a Person to Interview

Ask family members, friends, neighbors, professors, employers, and anyone else you can think of: "Do you know a (name of a professional) I could talk to about their job?" OR "Do you know anyone who works at (specific place) whom I could contact to discuss their field?" LionLink and LinkedIn are also effective ways to find a candidate to interview.

Setting Up the Interview

Once you have identified someone to contact, your next step is to set up a meeting to conduct the interview.

It is best practice to plan in advance what you are going to say to the professional you wish to interview. Make sure to include that you are only seeking information about the career field and not asking for a job interview.



HEY, PENN STATE!

We have a new cafe opening during the fall in the Smeal College of Business and we're looking for **passionate, outgoing, and detail-oriented** students to help us manage it!

Right now we're hiring for two positions:

BARISTA

*Greeting guests and making drinks
part-time or full-time, hourly pay*

STUDENT CAFE EXECUTIVE OFFICER

*Semester-long Experiential Learning Opportunity.
Manage the cafe, develop the team, and strengthen
community relations for stipend/academic credit*

Visit SaxbysCoffee.com and click "Careers" to apply. Or you can contact us directly. Reach out to:
Recruiting@SaxbysCoffee.com



EXAMPLE:

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 would appreciate a chance to ask you some questions as I am interested in learning from your personal perspective.

Would it be possible to setup a time to talk? I would be available to meet in person or if that's not convenient via phone.

To sound more natural it is best to personalize and practice before reaching out to the professional. Use a family member or friend to practice and review.

How to Conduct a Successful Interview

- Write out questions and don't be afraid to refer to them. Ask open ended questions to stimulate discussion.
- Start the interview centered on the person you're interviewing and his or her career path.
- Ask focused questions such as "What do you do during a typical workday?"
- Ask follow-up questions to gather more information and promote discussion.
- Take notes. You'll be surprised how much you will forget!
- If on site, 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. You can ask for advice on how to improve your resume and what you need to do to enhance your skills and experiences.
- Be yourself and approach the interview as a conversation.

After the Interview

Remember to send or email a thank-you note. Take some time to think about what you learned. Work environments and jobs differ tremendously from one place to another. Continue to seek out people in the field to meet with to expand on what you have gained from this experience.

You may want to call them again for more information, so keep the lines of communication open.

Potential Interview 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:

- What do you do during a typical workday?
- What do you like most or find most interesting about your work?
- 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?
- Tell me about your experience working at your company.

About the Career Field:

- What are the basic skills and experiences needed for jobs in the 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?

About Your Career Planning and/or Job Search:

- Would you recommend any specific courses or extracurricular activities to help prepare me for this field or make me more marketable?
- Are there any resources your recommend I review or organizations I could join to stay current with trends in the field?
- Where would I find job or internship announcements?
- Is there anyone else you suggest I speak with in order to gain another perspective about this field?
- Would you mind reviewing my resume and provide some feedback on what I can improve?
- Do you have any other advice or suggestions?

PREPARATION

How to Effectively Network

What is Networking?

Networking is developing relationships or contacts with individuals with the goal of sharing information and furthering both of your careers. Networking can build your base of contacts for future reference and provide a support system as you explore and pursue career goals.

Effective networking is not making cold calls or using people to get jobs.

The Purpose of Networking

Networking is not just about who you know but who knows you; you already have contacts who can become the basis for your network.

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. Review the Nittany Lion Careers section to learn how to use LionLink as a networking tool.
- Use LinkedIn and/or other social media. Remember to keep your profile and interactions professional.
- Use your existing network to find contacts that you can network with.
- Attend information sessions and networking events.
- Attend guest speakers and workshops on campus from your area of career interest.

LION Link

Shows You the Power of the Alumni Network

You're part of a Penn State family more than **670,000** strong! It's a network that will be with you for life. Figuring out how to connect to that network can be tough.

Take a first step with **LionLink**, a community-based career platform built by and for Penn Staters.

LionLink connects students like you with alumni who can:

- bounce ideas around about classes or majors;
- provide leads on internships or study abroad experiences;
- help talk through job choices from a real-world perspective;
- share tips for what it takes to be a leader on and off campus, and more!

Start connecting with Penn State alumni today
through your own LionLink profile.

alumni.psu.edu/lionlink



PennState Alumni Association

Keys to Networking

Ideally, networking starts long before a job or internship search. Contacts are not only relatives and friends, but also your neighbors, former classmates, faculty and staff members, and alumni. Other contacts can include current and former coworkers and supervisors. When looking to expand your existing network, consider these steps:

1. Establish Your Goal

Your career interests will influence the people or organizations that you choose to reach out to. You may be looking for information about a company or specific job opening, how best to break in to a specific career, or general career advice.

2. Prepare to Connect

Make sure you do your homework on a company and the person you are meeting before networking.

- Prepare a list of questions that you would like to ask in advance. Review the Informational Interviewing section for sample questions on PAGE 9.
- Update your resume prior to having the conversation.

3. Have a Conversation

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.
- Bring a copy of your updated resume with you.

You do not need to have a specific career goal in mind in order to network. Connect with people with careers that you may be interested in and use your network as a way to schedule an informational interview.

4. After the Conversation

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.

5. Manage the Connection

Create an excel file with important contact information and details of your conversation. Develop a plan for follow-up and set reminders to connect in the future.

6. Grow Your Network

Networking is a continuous process. As a Penn State student you have many opportunities to connect with alumni and other professionals. Use resources like LinkedIn or the Alumni Association to continue to grow your contact base. 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. Send an email with a helpful resource that you've used, meet for coffee or lunch, or schedule a time to call and review what you have learned.

7. Set Networking Goals

Think about and set a target of how many people you want to connect with and how frequently. Keep growing your network by connecting those you already know with new contacts.

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 and appreciative of contacts and their time
- Able to set clear, realistic, and achievable goals

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.

Ways to Use LinkedIn

- This profile represents you. Check for typos!
- Join groups
- Follow companies you are interested in potentially working for in the future
- Apply to jobs and internships
- Network with professionals, including alumni



PHOTO

Use a plain background with business attire.

HEADLINE

Be concise. Employers should know what you are looking for right away.

SUMMARY

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

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 are a junior or senior seeking a professional position.

Sara Student
Marketing Major and Aspiring Advertising Specialist
The registered manager • Penn State University
University Park, Pennsylvania • 3.1k

Summary
As a major at Penn State University, I strive to be a leader in the marketing and advertising industry. As a marketing major, I am constantly looking for ways to stay ahead of the curve in this ever-evolving industry. I have gained valuable experience through my coursework, internships, and extracurricular activities. I am currently seeking a professional position where I can utilize my skills and contribute to the success of a dynamic organization.

Experience

- Advertising Account Executive**
The Highlander Manager
May 2015 - Present • 2 yrs 3 mos
The registered manager
 - Manage more than 100 clients and their advertising and marketing needs.
 - Develop advertising campaigns and marketing related plans utilizing Adobe software.
 - Create and work with budgets using Adobe Creative Suite to develop effective advertisements.
 - Generate approximately \$1,000 in revenue each month.
- Server**
The Bagel Shop
Jan 2013 - Present • 4 yrs 3 mos
University Park, Pennsylvania
 - Provide excellent customer service, maintain positive demeanor & ensure accurate cash receipts.
 - Organize events and activities for large parties of 20 to 200 people.
 - Work 20 hours per week while attending school full time.
- Advertising Intern**
Young & Rubicam
May 2014 - Aug 2014 • 4 mos
Greater New York City Area
 - Provided customer support for accounts including Volvo and Jimmy Choo.
 - Collaborated with senior employees including Account Management, Public Relations & Finance.
 - Prepared briefs, research and final presentations, competitive reports and presentation boards.
 - Provided company briefs, cases provided industry relationships and engagement fees using social media platforms like Twitter & Instagram.
 - Received critical support during production of Jimmy Choo commercials & Twitter online media videos.

Education

Penn State University
Bachelor's of Science in Marketing, Marketing
2012 - 2018
Activities and Societies: • The Penn State Marketing Association (PSMA) • Sigma Phi Epsilon Leadership Academic Program

Volunteer Experience

CSDEE Greets Organization Liaison
Penn State FC/Penn State Dance Marathon (THON)
Sep 2014 - Feb 2015 • 5 mos
Children

83.7%

of graduating seniors are using LinkedIn as a key job search tool

Class of 2017 Student Survey, National Association of Colleges and Employers

87.0%

of recruiters use LinkedIn as a tool to evaluate candidates

2016 Jobvite Recruiter Nation Report

The Penn State Alumni Association LinkedIn Group has

74,800+

members to connect with

68.7%

of employers report using social media and LinkedIn during the recruiting process

2016 Recruiting Benchmarks Survey, National Association of Colleges and Employers

VOLUNTEER

Make sure to include any time you have dedicated to a cause that is important to you.

SKILLS & ENDORSEMENTS

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

RECOMMENDATION

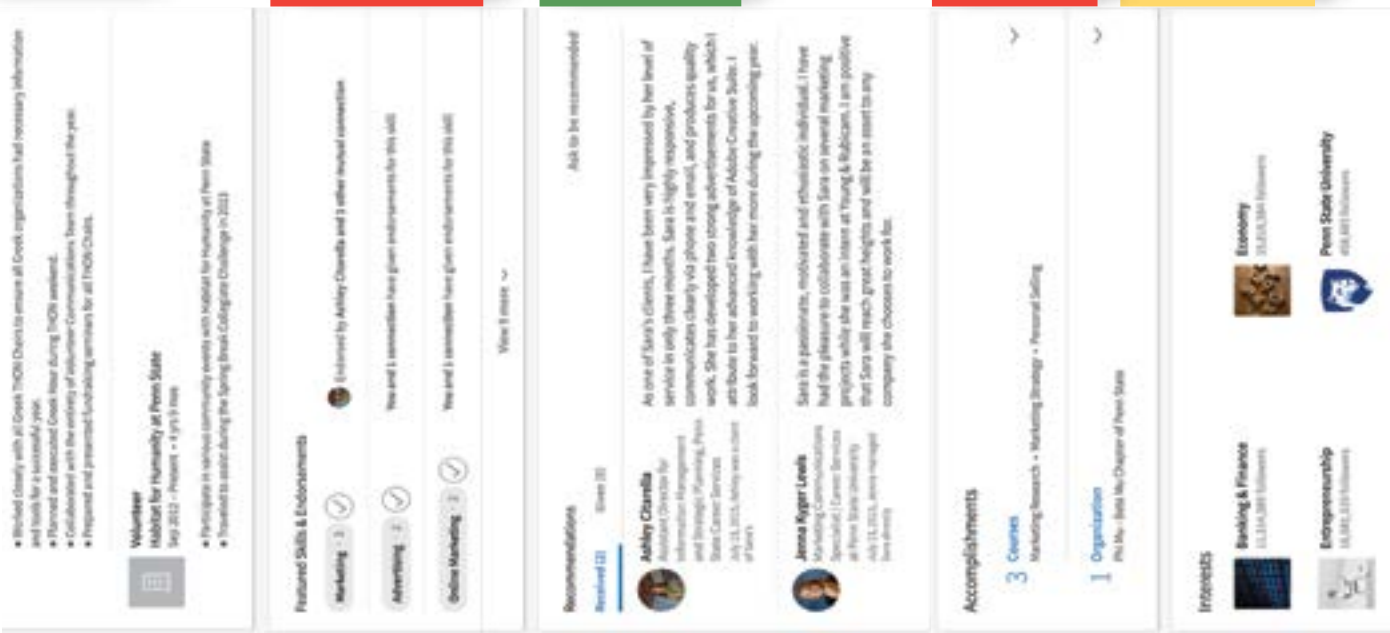
Ask managers, professors, or classmates who have worked with you closely. This adds credibility to your skills and strengths.

COURSES

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

ORGANIZATIONS

Include any leadership positions you may have held and indicate what you've done in each organization.



PREPARATION

Managing Your Online Presence

Social media is changing the way recruiters and companies find and review candidates. Having a professional online presence will keep you competitive and make it easy for employers to find you.

DO:

Set Up Social Media Accounts

Some of the most popular social media sites, such as Facebook, Twitter, LinkedIn, and Instagram, can be valuable.

- Highlight your qualifications, your major, career objectives, a current position you hold, past experiences, and one of your skills.
- If using social media, keep it professional.

Create an Online Portfolio

Online portfolios and blogs can be beneficial to show potential employers all of your work in one location. Create a website to highlight projects, qualifications, and provide contact information.

Follow Organizations

Stay up-to-date and gain valuable insight into a company by following their social media accounts. Use this as a tool to learn about company culture, upcoming projects or initiatives, and potential hiring needs.

- Interact but remember they may check your accounts.
- Make meaningful comments

Check Your Brand

Assume that anything you post will be on the internet for everyone to see. Search your own name frequently to check on what potential employers may find.

Stay in the Loop

Consider setting alerts to notify you when anything about you is posted online. If a potential employer interacts, note the contact in your networking spreadsheet to keep track of details.

Keep it Classy

Keep your profile pictures appropriate.

72% of recruiters view social media typos negatively

2016 Jobvite Recruiter Nation Report

DON'T:

Assume Employers Will Not Search

Employers may search your name for a brief overview and to check your professional etiquette. Best practices are to always assume a potential employer will search your name.

Post Anything and Everything

Don't post anything online that you wouldn't say in an interview with a potential employer.

Feel Obligated to Connect

Set standards for your social media usage. You shouldn't feel obligated to connect with potential employers or co-workers.

Lose Control of Your Online Brand

Social media accounts are a reflection of you personally and professionally. Take an active role in managing your online presence.





Teach in the Land of Adventure

Begin your adventure today!

Apply Online at www.alaskateacher.org

Online you will find:

- *Job Fair Information
- *Resume and job matching
- *Up-to-the-minute Job Bank Postings
- *Valuable job search tips and links
- *iCommunity live hosted chats
- *Podcasts about living in Alaska



PREPARATION

Gain Experience and Develop Marketable Skills

Employers actively look for skills and experiences that show a candidate's versatility outside the classroom. Below are just a few of the skills you can gain from engaging in a variety of experiences while at Penn State.

RESEARCH

Talk to your adviser and faculty in your department to see what type of research is being conducted. Focus on research that is related to your career interests.

SKILLS

- Ability to work on team
- Communication
- Problem Solving
- Analytical Skills
- Attention to Detail

INVOLVEMENT

Seek opportunities to get involved on campus through events, your academic college, career interest, or personal interests.

SKILLS

- Leadership
- Initiative
- Organizational Skills
- Creativity
- Teamwork

PART-TIME JOBS

Search for jobs both on and off campus. Summer jobs are a great way to get dedicated experience.

SKILLS

- Communication
- Initiative
- Interpersonal
- Flexibility
- Work Ethic

INTERN & CO-OP

Use resources through Career Services and your academic college to find opportunities that align with your career goals.

SKILLS

- Leadership
- Teamwork
- Communication
- Problem Solving
- Interpersonal

STUDY ABROAD

Visit the study abroad office to look for programs or opportunities to study in a new location.

SKILLS

- Cross-cultural knowledge
- Initiative
- Adaptability
- Interpersonal
- Communication

VOLUNTEER

Engage in campus and community opportunities to get involved and give back.

SKILLS

- Initiative
- Interpersonal
- Flexibility
- Collaboration

Describe these marketable skills using the Resume Action Word List on PAGE 28

Experience on Your Resume

Gaining experience while in school through research, internships, jobs, and more is a key building block of a competitive resume. Before building your resume, review how important solid attributes and experiences are to employers.

FIGURE 37 | ATTRIBUTES EMPLOYERS SEEK ON A CANDIDATE'S RESUME

ATTRIBUTE	% OF RESPONDENTS
Problem-solving skills	82.9%
Ability to work in a team	82.9%
Communication skills (written)	80.3%
Leadership	72.6%
Strong work ethic	68.4%
Analytical/quantitative skills	67.5%
Communication skills (verbal)	67.5%
Initiative	67.5%
Detail-oriented	64.1%
Flexibility/adaptability	60.7%
Technical skills	59.8%
Interpersonal skills (relates well to others)	54.7%
Computer skills	48.7%
Organizational ability	48.7%
Strategic planning skills	39.3%
Creativity	29.1%
Friendly/outgoing personality	27.4%
Tactfulness	22.2%
Entrepreneurial skills/risk-taker	19.7%
Fluency in a foreign language	4.3%

FIGURE 39 | EMPLOYERS RATE THE ESSENTIAL NEED OF THE CAREER READINESS COMPETENCIES

COMPETENCIES	WEIGHTED AVERAGE RATING*
Critical Thinking/Problem Solving	4.62
Teamwork/Collaboration	4.56
Professionalism/Work Ethic	4.46
Oral/Written Communications	4.30
Leadership	3.82
Digital Technology	3.73
Career Management	3.46
Global/Multi-cultural Fluency	3.01

FIGURE 38 | INFLUENCE OF ATTRIBUTES

ATTRIBUTE	2018 AVERAGE INFLUENCE RATING*	2017 AVERAGE INFLUENCE RATING*	2016 AVERAGE INFLUENCE RATING*
Has completed an internship with your organization	4.6	N/A	N/A
Has internship experience in your industry	4.4	N/A	N/A
Major	3.8	4.0	4.0
Has held leadership position	3.7	3.9	3.9
Has general work experience	3.7	N/A	N/A
Has no work experience	3.4	N/A	N/A
High GPA (3.0 or above)	3.4	3.6	3.5
Has been involved in extracurricular activities	3.3	3.6	3.6
School attended	2.8	2.9	2.9
Has done volunteer work	2.7	2.6	2.8
Is fluent in a foreign language	2.2	2.1	2.2
Has studied abroad	2.2	2.0	2.0



*5-point scale where...

- 1 = No influence at all
- 2 = Not much influence
- 3 = Somewhat of an influence
- 4 = Very much influence
- 5 = Extreme influence

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Resume Formatting

A resume is a summary of your skills, knowledge, and relevant experience.

You may need to have several versions of your resume specific to each type of job you are seeking.

FORMATTING BASICS

Length

Typically 1 page but can be 2 pages depending on the career field. Consult with Career Services on the appropriate length.

Margins

Recommended to be 1 inch but can be a minimum of 1/2 of an inch.

Font

Plain typeface like Arial or Times New Roman in 10-12 point font. Your name can be larger.

Spacing

Maintain consistency throughout the resume.

Layout

Start with a blank word-processing document when creating your resume. Avoid using templates.

Bullet Points

Begin bullet points with an action verb and keep all 1-2 lines in length. Highlight responsibilities, skills, and accomplishments that relate to the positions you are applying for.

Type of Paper

For career fairs, networking opportunities, and face-to-face interview, use only resume-quality paper in white, off-white, or gray.



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Have your resume reviewed often to check for spelling, grammatical, and formatting inconsistencies. One error could cost you an interview!

It is recommended that information from high school be omitted from your professional resume by your junior year of college.

Typically, employers spend less than 15 seconds reviewing your resume before making the decision to consider you for an interview.

Content of Your Resume

Objective

Concise statement focusing on the type of position you are seeking.

Education

List degrees in order with the most recent first. May also include:

- Minor/Area of Concentration
- Honors
- Study Abroad
- GPA
- Relevant Courses

GPA on Your Resume

Your GPA should match what is on your official University transcript. If your GPA is below a 3.0 consider listing your major and cumulative GPA.

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.

Skills

Technology-based or computer skills, foreign language knowledge, and other field-specific skill sets and certifications are appropriate to include.

Activities

Include college, community, professional, and, occasionally, outstanding high school activities.

Honors and Awards

This section is optional. Include only if you have several honors.

Anita Job
 123 Goingmy Way
 College Town, PA 54321
 (814)123-4567
 abc123@psu.edu

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
 Work 25-30 hours per week while a full-time student in order to pay tuition and expenses

Coursework:
 Adolescent Development Introduction to I/O Psychology
 Family Development Introduction to Developmental Psychology

EXPERIENCE

XYZ Agency, Inc. State College, PA
Life Skills Volunteer September 2011 - present

- 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

Human Resources, H.J. Heinz Corporation Pittsburgh, PA
Job Shadower/Observer December 2011 & March 2012

- 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 August 2011 - December 2011
Stahl Community Pool, Lifeguard May - August 2010 & 2011

ACTIVITIES

Penn State Dance Marathon (THON), Moraler January - May 2012

- Provided emotional support to assigned dancer, dancing for 46 hours
- Raised \$2,000 through mail and sidewalk solicitations

SAMPLE RESUMES

Resume samples are provided over the next several pages. Instead of copying these verbatim, use them as a guide on how to begin your formatting and organizing.

NON-TECHNICAL FIELDS.....PAGE 20 - 21
 TECHNICAL FIELDS.....PAGE 22 - 23
 RESEARCH.....PAGE 24
 EDUCATION.....PAGE 25
 HELPING SERVICES.....PAGE 26
 STUDENT-ATHLETE.....PAGE 27

Non-Technical Resume Sample

Luke Producer

Phone: (814) 555-1230
E-mail: lproducer@aol.com

Current Address:
1100 W. Downtown Pl.
Anytown, PA 12346

Permanent Address:
1144 My Home Rd.
Mainspot, NY 12335

OBJECTIVE

To obtain a full-time production assistant role in the sports entertainment industry.

EDUCATION

The Pennsylvania State University, *University Park, PA* May 2018
Bachelor of Arts in Broadcast Journalism *GPA: 3.0*

TELEVISION PRODUCTION EXPERIENCE

Centre County Report Spring 2017
Newscast Training Program *University Park, PA*

- Collaborated with producers in logging sporting events for highlight selection on air
- Produced weekly packages for multiple sporting and news events
- Performed various roles such as producer, director, editor, and writer through the rotation program

“Being a Superhero” Fall 2016
Documentary Producer *University Park, PA*

- Produced, audio-record and edited, directed, and filmed a 9-minute documentary for a class project
- Recruited and interviewed cast members for documentary
- Collaborated with cast members to increase their comfort around filming equipment
- Invited to present documentary at Film Festival 2016

Penn State Network Television (PSNTV) Fall 2015 – Spring 2016
Production Assistant Volunteer *University Park, PA*

- Collaborated with The Statement staff producers for weekly TV show by idea development and script
- Operated camera and audio for general meetings

OTHER RELEVANT EXPERIENCE

ComRadio Spring 2015 – Spring 2016
Radio Show Co-host *University Park, PA*

- Wrote scripts and co-hosted radio show (Real Talk) twice a week
- Created and recorded all shows intros, bumps, and commercials
- Generated social media content for show and interacted with followers

The Daily Collegian Spring 2015 – Spring 2016
Layout Team Member- Business Division *University Park, PA*

- Collaborated with News Division to properly fit and format advertisement size and layout
- Assisted managing editor with final paper layout to meet deadlines

SKILLS

- Highly Proficient in utilizing videography and audio equipment
- Experienced in Final Cut Pro, Adobe Premiere, linear editing, Pro Tools, Hindenburg
- Proficient in Studio Camera Operations, Teleprompter, and Chyron

LEADERSHIP

The Pennsylvania State University Fall 2016 – Present
THON Captain *University Park, PA*

- Plan and coordinate 7-10 fundraising events per academic year, which generates \$100,000+ annually
- Educate donors and sponsors on importance of supporting pediatric cancer research

Non-Technical Resume Sample

Tamarah Financer

1234 Everyplace Way • Anytown, PA 12346 • (814) 987-6543 • tamfinancer@outlook.com

EDUCATION

The Pennsylvania State University, University Park, PA Expected May 2018
Smeal College of Business GPA: 3.7
 Bachelor of Science in Finance, Minor: International Business

INTERNSHIP EXPERIENCES

The PNC Financial Services Group, Inc. **Sometown, PA**
Intern, Treasury Management Sales May 2017 – August 2017

- Collaborated with Treasury Officers to respond to request for proposals resulting in new business contracts
- Created and presented analysis of Thistown sales data with new and existing relationships valued at \$7,000,000
- Evaluated business trends and transformed complex data files into meaningful and presentable charts and tables
- Met with CEO, CFO, and senior level management to discuss competitive environment and internal analyses

Penn Capital Management Company, Inc. **SomeCity, PA**
Research Analyst Intern, Investment Team May 2016 – August 2016

- Collaborated with senior managing partner for buy/sell decisions and portfolio construction
- Monitored existing positions in the equity and high yield portfolios of a \$4 billion portfolio
- Utilized Bloomberg to export financial data for investment team and portfolio manager usage
- Increased daily synopsis efficiency by implementing a new reporting system for trading desk examination

RELATED EXPERIENCES

Penn State Investment Association **University Park, PA**
Analyst, Energy & Consumer Staples Sector September 2016 – Present

- Facilitate buy and sell decision making for a portfolio worth over \$400,000 with the goal of outperforming S&P 500 benchmark
- Value current holdings to determine buy or sell decisions using DCF model, comparables, and Excel modeling
- Create and present buy, hold, or sell recommendation pitches to the fund managers and general body consisting of over 300 members

Wall Street Boot Camp **University Park, PA**
Certified Analyst September 2015 – December 2015

- Selected to participate in a highly competitive program designed to prepare Finance majors for professional careers on Wall Street
- Collaborated with a team to learn and practice financial decision making skills related to sales and trading, investment banking, and private wealth

LEADERSHIP EXPERIENCES

Penn State Finance Society **University Park, PA**
Executive Vice President November 2016 – May 2017

- Managed and controlled a \$450,000 annual budget with the executive board
- Collaborated with a team to raise over \$137,000 for pediatric cancer for THON

Smeal College of Business **University Park, PA**
Student Mentor February 2015 – December 2017

- Mentored 15 first-year business students by offering advice on classes, interviews, and career development

Technical Resume Sample

Sylvia Engineer

814-555-1212 • sengineer@outlook.com

Current Address
540 Nowhere Avenue
Anytown, PA 12346

Permanent Address
1000 Everywhere Lane
Somewhere, PA 12345

OBJECTIVE To obtain a full-time position in the field of electrical engineering, with an emphasis on digital signal processing.

EDUCATION **Bachelor of Science in Electrical Engineering** (Graduation: May 2018)
The Pennsylvania State University, University Park, PA (GPA: 3.63)

RELEVANT COURSES	Electronic Circuit Design	Communication Systems/Networks
	Embedded Microcontrollers	Digital Signal Processing
	Continuous-Time Linear Systems	Digital Image Processing
	Discrete-Time Linear Systems	Computer Organization and Design

INTERNSHIP **Electrical Engineering Intern** (May 2017 - August 2017)
Integrated Networks, Inc. – Somewhere, PA

- Performed installation and troubleshooting of ISDN and fiber optic communication lines, Cat5e Ethernet and Cat3 analog voice lines.
- Programmed Nortel, Avaya, and Merlin phone systems.
- Updated customer building schematics using AutoCAD.
- Collaborated with supervisor to propose and complete over 4 projects.

OTHER EXPERIENCE **Clothing Retail Associate** (June 2014 - Present)
American Eagle Outfitters – Anytown, PA

Rock Climbing Wall Operator (May 2013 - July 2015)
Pacific Wallnuts – Somewhere, PA

LEADERSHIP & INVOLVEMENT

- IEEE – PSU Student Chapter, *Member* (May 2016 - Present)
- Society of Penn State Electrical Engineers, *President* (January 2016 - Present)
- Audio Engineering Society–PSU Student Chapter, *Member* (August 2015 - Present)
- Penn State Blue Band, *Section Leader* (August 2015 - Present)

TECHNICAL SKILLS

- 1D and 2D Filter design simulation
- Analysis using MATLAB
- Circuit design and layout using Capture/PSpice including PCB layout
- Programming in assembly for both the Motorola 68HC11 and MIPS instruction sets, as well as C++
- VHDL design simulation using Synopsys VSS

Technical Resume Sample

Wesley Techie

560 Nowhere Ave ♦ Haritown, PA 12346 ♦ 814-555-3500 ♦ WTechie@gmail.com

OBJECTIVE

Full-time job in the field of Information Technology with specific interest in project administration and resource management.

EDUCATION

The Pennsylvania State University, Harrisburg, PA	May 2017 (Expected)
Bachelor of Science in Information Sciences and Technology	Major GPA: 3.89
<i>Information Systems Option</i>	Cumulative GPA: 3.26
<i>Minor: Human Resources Management</i>	Dean's List (Fall and Spring 2016)

RELEVANT PROJECT EXPERIENCE

Systems Integration – **Group Leader** August 2016 – December 2016

- Designed and developed an ASP.Net Web Forms Application using Visual Studio 2015. The project incorporated the .NET Framework, JavaScript, jQuery, AJAX, and JSON.

Emerging Issues and Technologies – **Group Member** January 2016 – May 2016

- Collaborated with a team to design, develop and implement a home security system with Python scripts using Linux and Raspberry Pi. The security system integrates email and SQLite database logging.

Introduction to Computer Languages – **Team Leader** August 2015 – December 2015

- Designed and developed a missile defense simulation program using Microsoft Visual Studio 2012. The project was designed with an object-oriented design with XML and C#.

TECHNICAL SKILLS

Languages:	Java, C/C+, SQL, HTML, Visual Basic, CSS, ASP.NET, SQL
Software:	Netbeans, MS Visual Studio, MS SQL Server 2008, MS Visio, MS Project, MS Office
Methods:	Object-Oriented Analysis/Design, Unified Modeling Language (UML)

LEADERSHIP

Blue and White Society, President	August 2016 – Present
Information Technology Club, Secretary	January 2015 – Present
Penn State Alumni Association, Lion Ambassador	August 2014 – Present
Big Brother Big Sisters of America, Big Brother	September 2010 – June 2013

HONORS AND AWARDS

James B. Thomas Trustee Matching Scholarship	2014 – 2015
National Society of Collegiate Scholars, Member	2016

Research Resume Sample

JANE RESEARCHER

309 NOWHERE AVE., APT. #4000
 ANYTOWN, PA 12346
 CELL PHONE: 814-555-0055
 E-MAIL: JANERESEARCHER@GMAIL.COM

Objective

To obtain a research internship position with a food company where I can utilize and develop my knowledge and skills.

Education

The Pennsylvania State University—University Park, PA
 Bachelor of Science
Major: Food Science / *Minor:* Nutrition
GPA: 3.79/4.00

Expected Graduation: December 2018

Relevant coursework:

Management of Food Quality	Food Microbiology	Principles of Nutrition
Science and Technology of Muscle Foods	Food Chemistry	Careers in Nutrition
Unit Operations of Food Processing	Chemical Methods of Food Analysis	Assessing Nutritional Status
Physical Principles in Food Processing	Food Evaluation	Nutrition Metabolism I
Food Preparation	Physiology of Nutrition	Community Food Security

Research Experience

R&D Intern *Nestle R&D Center, Ice Cream Coatings/Confectionary—Someplace, PA* *05/2017—12/2017*

- Developed formulae and processes for a novel ice cream coating on bench-top
- Utilized analytical and sensory testing to define a product for patent description
- Scaled up bench-top recipes for pilot plant production
- Produced batch trials of ice cream coating and ice cream bars using pilot plant equipment

Lab Technician *Dairy Microbiology Lab—University Park, PA* *09/2015—Present*

- Collaborated in the production of dairy products in pilot plant for Short Courses hosted by Penn State
- Co-taught labs for Penn State's Ice Cream Short Course and Ice Cream 101
- Collaborated with graduate students to complete various parts of research
- Maintained a clean work environment

Undergraduate Research Assistant *Cocoa Development Lab—University Park, PA* *05/2016—08/2016*

- Conducted experiments in the development of cocoa pods to efficiently produce flavonoids for heart health
- Recorded experimental data electronically and in laboratory notebooks
- Communicated with several other stations to ensure proper flow of cocoa development

Other Work Experience

Lifeguard *Jungleberry Parks and Recreation—Everywhere, PA* *06/2012—08/2014*

Barista *Starbucks—Anywhere, PA* *09/2016—03/2017*

Leadership Experience

Penn State Food Science Club (Philanthropy Committee, Recruitment Committee) *Fall 2016—Present*

Institute of Food Technologists (Student Member) *Spring 2015—Spring 2016*

Penn State Women's Water Polo Club Team (Member, THON chair) *Fall 2015—Spring 2017*

Club Sports Advisory Council (Secretary) *Spring 2016—Spring 2017*

Education Resume Sample

Antonio Educator

1234 Everyplace Way • Anytown, PA 12346 • (814) 987-6543 • aeducator@gmail.com

EDUCATION

The Pennsylvania State University, Abington, PA May 2016
 Bachelor of Science in Elementary and Early Childhood Education (PK-4) GPA: 3.5
Licensure: Pre-K – 4th Grade, Pennsylvania

Study Abroad Experience

Universidad Granada, Granada, Spain January 2014
 Spanish Language and Literature

RELEVANT TRAININGS

- Behavioral Management Systems
- Understanding by Design
- Close Reading
- Alternative Discipline Plans
- Thinking Maps
- Positive Behavioral Interventions and Supports (PBIS)

TEACHING EXPERIENCE

North Mountain Elementary School **North Mountain, PA**
Student Teacher, 3rd Grade January 2016 – May 2016

- Created and organized learning centers and visual displays to reinforce science concepts.
- Assessed reading comprehension, fluency, and words per minute using Read Naturally for 25 students.
- Collaborated with IEP team members for 6 students to ensure proper compliance with accommodations.
- Developed and implemented approximately 10 lesson plans on a weekly basis.
- Designed an inquiry-based social studies lesson where students used primary source documents to explore the rights guaranteed by the first amendment.

North Mountain Elementary School **North Mountain, PA**
Early Field Experience, 1st Grade October 2015 – December 2015

- Created and implemented a classroom writing activity that resulted in a class book with 24 students.
- Developed, administered and scored an Individualized Reading Inventory
- Guided Students in generating a class graph with a Halloween theme by measuring candy corn levels.

EXPERIENCE WITH CHILDREN

Boy Scouts of America **Abington, PA**
Camp Counselor January 2016 – May 2016

- Ensured the safety and wellbeing of 35 male youth, ages 10-13, during daily camp activities.
- Created and Implemented activities using interactive instructional methods to keep campers engaged.
- Demonstrated strong communication skills through conversation with parents, camp leadership and team members.

LEADERSHIP & COMMUNITY INVOLVEMENT

Spanish Interpreter, St. Hometown Hospital Emergency Department June 2012 – Present
Volunteer, Special Olympics Track Festival May 2010 – August 2012
President, Abington International Student Club January 2015 – Present
Member, Student Advisory Committee August 2014 – May 2015
Member, Council for Exceptional Children January 2014 – Present

Helping Services Resume Sample

Jessica S. Worker

123 Thatplace Road
Anytown, PA 12346
(814) 555-3030
jesssocialwork@gmail.com

EDUCATION

The Pennsylvania State University
Bachelor of Science in Human Development and Family Studies May 2017 (Anticipated)
Life Span Human Services Option. GPA: 3.85
Associate Degree in Human Development and Family Studies (*Altoona*) May 2015

EXPERIENCE WORKING WITH YOUTH AND CHILDREN

Altoona Daycare Center, *Everyplace, PA* June 2016 – Present
Teacher Assistant

- Support Lead Teacher with delivery of engaging classroom lessons to 15 4-year-olds
- Monitor students and effectively manage classroom organization
- Effectively implemented 2 school wide activities by collaborating and communicating with staff and supervisors

Martin Luther King Jr. Memorial Library, *Mainspot, DC* May 2015 – August 2015
Teen Aide

- Facilitated an early literacy program for 12 students ages 7-12 through one-on-one reading sessions
- Planned and organized a city-wide teen event that promoted summer reading and healthy life choices
- Assisted students with researching scholarships, colleges, and writing personal statements
- Maintained young adult book collection and operated book check-in system

OTHER RELEVANT EXPERIENCE

Community Help Centre, *Altown, PA* September 2015 – April 2016
Administrative Assistant

- Provide front desk support and answer the volunteer services' phone line
- Assist people in finding volunteer opportunities in Centre county based on their interests
- Enroll students into the Youth Offenders Program as mandated by a judge

Children's Home Society and Family Services, *Oneplace, MD* May 2014 – August 2014
Adoption Intern

- Produced post-placement reports based on information gained from home visits
- Developed, organized, and updated clients' files in adoption database
- Assisted social worker by taking notes on the adopting family and adopted child's adjustment progress during post-placement home visits
- Represented agency at North American Council on Adoptable Children and consulted with interested parties on the international adoption process

LEADERSHIP EXPERIENCE

The Pennsylvania State University, *University Park, PA* August 2016 – September 2016
Orientation Leader

- Led groups of 20-25 students through Penn State's New Student Orientation
- Worked as a team to plan and publicize week-long schedule of campus-wide events
- Fostered an environment that helps new students acclimate to campus

Students Advocating for Disability Awareness, *Altoona, PA* August 2014 – May 2015
THON Captain

- Planned and coordinated 7-10 fundraising events per academic year, which generated \$100,000+ annually
- Educated donors and sponsors on importance of supporting pediatric cancer research
- Collaborated with 100+ student groups from 24 Penn State campuses to raise \$13M+ annually in support of pediatric cancer treatment and research

Student-Athlete Resume Sample

Robert Athlete

1234 Everyplace Way, Anytown, PA 12346
(814) 987-6543 • robertathlete@gmail.com

EDUCATION

The Pennsylvania State University, University Park, PA
Bachelor of Science in Kinesiology
Dean's List (Multiple Semesters)

May 2018
GPA: 3.56

ATHLETICS & LEADERSHIP

The Pennsylvania State University, Division 1 NCAA Football
Athlete, University Park, PA

September 2015-Present

- Committed 20-30 hours per week to weight training, skill work, practice, conditioning, film study, and meetings
- Mentored 5 new team members on how to balance athletics with academics
- Improved communication among team members by leading team building exercises
- Earned a full scholarship
- Competed as a two-year starter

Nittany Lions Intramural Department

August 2014-August 2015

Rock Climbing Leader, University Park, PA

- Individually motivated and coached climbers to meet goals
- Trained junior co-leaders: developed team-building and leadership activities included in programs' first staff training manual
- Led rock climbing lessons for students and adolescents, helping participants build self-esteem

Red Cross

September 2014-Present

Certified Medical First Responder, Anyplace, MD

- Manage general medical complaints, altered mental status, seizures, environmental emergencies, behavioral emergencies and psychological crises
- Trained in providing first aid services during medical emergencies
- Obtained CPR certification

Nittany Reads

March 2012-May 2014

Team Leader, Anytown, PA

- Managed a team of 5 in creating and implementing a reading schedule for elementary aged students
- Read stories to elementary school children on a monthly basis

CAMPUS INVOLVEMENT

- Member, Penn State Student Athlete Advisory Board May 2016-Present
- Volunteer, Special Olympics January 2015
- Student Liaison, Penn State Kinesiology Department August 2016-Present

SKILLS

Languages: Bilingual (English and Spanish), French (Beginner)

Computer: Microsoft Excel, Adobe Photoshop, Adobe Illustrator

Resume Action Word List

Achieved	Counseled	Improved	Programmed
Administered	Created	Increased	Projected
Advised	Decided	Initiated	Promoted
Advocated	Defined	Instructed	Proposed
Allocated	Delegated	Integrated	Provided
Analyzed	Demonstrated	Interpreted	Raised
Anticipated	Designed	Introduced	Received
Applied	Developed	Invented	Recommended
Approved	Devised	Investigated	Reduced
Arranged	Diagnosed	Launched	Reorganized
Assessed	Directed	Learned	Reported
Attained	Documented	Led	Researched
Audited	Drafted	Maintained	Responded
Balanced	Edited	Managed	Reviewed
Briefed	Eliminated	Mastered	Revised
Budgeted	Enforced	Maximized	Screened
Built	Enhanced	Mediated	Sold
Calculated	Ensured	Mentored	Solved
Cared	Established	Met	Strategized
Coached	Estimated	Minimized	Streamlined
Collaborated	Evaluated	Modified	Strengthened
Collected	Examined	Monitored	Studied
Comforted	Exceeded	Negotiated	Supervised
Communicated	Expanded	Observed	Supported
Compared	Facilitated	Obtained	Targeted
Competed	Financed	Offered	Taught
Completed	Formulated	Operated	Tested
Composed	Fostered	Organized	Trained
Computed	Founded	Partnered	Upgraded
Conducted	Gained	Performed	Utilized
Consulted	Generated	Planned	Validated
Contributed	Guided	Prepared	Visualized
Converted	Identified	Presented	Won
Coordinated	Implemented	Produced	Wrote

Requesting References

At any point in the job or graduate school application process you may be asked to provide professional or personal references.

References can have a strong impact on your candidacy.

Who Should I Ask to Be a Reference?

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.

Examples of potential references include:

- Faculty members
- Employment supervisors (current and previous)
- Advisers for extracurricular activities
- Colleagues with whom you have worked closely
- Coach or volunteer leader (personal reference only)

If there is hesitation or refusal to serve as a reference know that this individual may be encouraging you to seek someone else who would write more positively or comprehensively on your behalf.

Typically, you would not ask family or friends to serve as a reference.

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

- Approach 3-5 individuals and ask if they are willing to serve as a reference for you
- Obtain complete contact information for each reference
- Share your resume and a copy of the job description or graduate program to which you are applying
- Offer to meet with the reference to discuss
- Follow up to check on the status of your reference
- Thank your references and let them know the outcome of your application



PennState
College of Medicine



Enhance your career with a
graduate degree or certificate
in Public Health Sciences

To study in Hershey, visit med.psu.edu/phs

Find **SAMPLE REFERENCES** on
PAGE 30 to use as a guideline.

Sample References

JANE RESEARCHER

309 NOWHERE AVE., APT. #4000
ANYTOWN, PA 12346
CELL PHONE: 814-555-0055
E-MAIL: JANERESEARCHER@GMAIL.COM

Professional References

Dr. William Write
English Professor
The Pennsylvania State University
101 Sparks Building
University Park, PA
814-800-8000
wwrite@psu.edu

Mr. Michael Brown
Internship Site Supervisor
XYZ Logistics
123 Learning Lane
Anywheretown, PA 74185
717-500-500
Michael.Brown@xyz.com

Ms. Samantha Smith
Shift Manager
Sheetz
56 South Street
Knowledgeville, PA 17110
570-700-7000
SSmith@sheetz.com

Stay here, then go anywhere.

Penn State Law graduates start their careers all over the country. Want to work in Los Angeles? We're there. Fargo? We're there, too.

You already know the power of the Penn State alumni network. Let Penn State Law help you take full advantage of it.

Spend another three years in Happy Valley, and then start your legal career where you want to work.

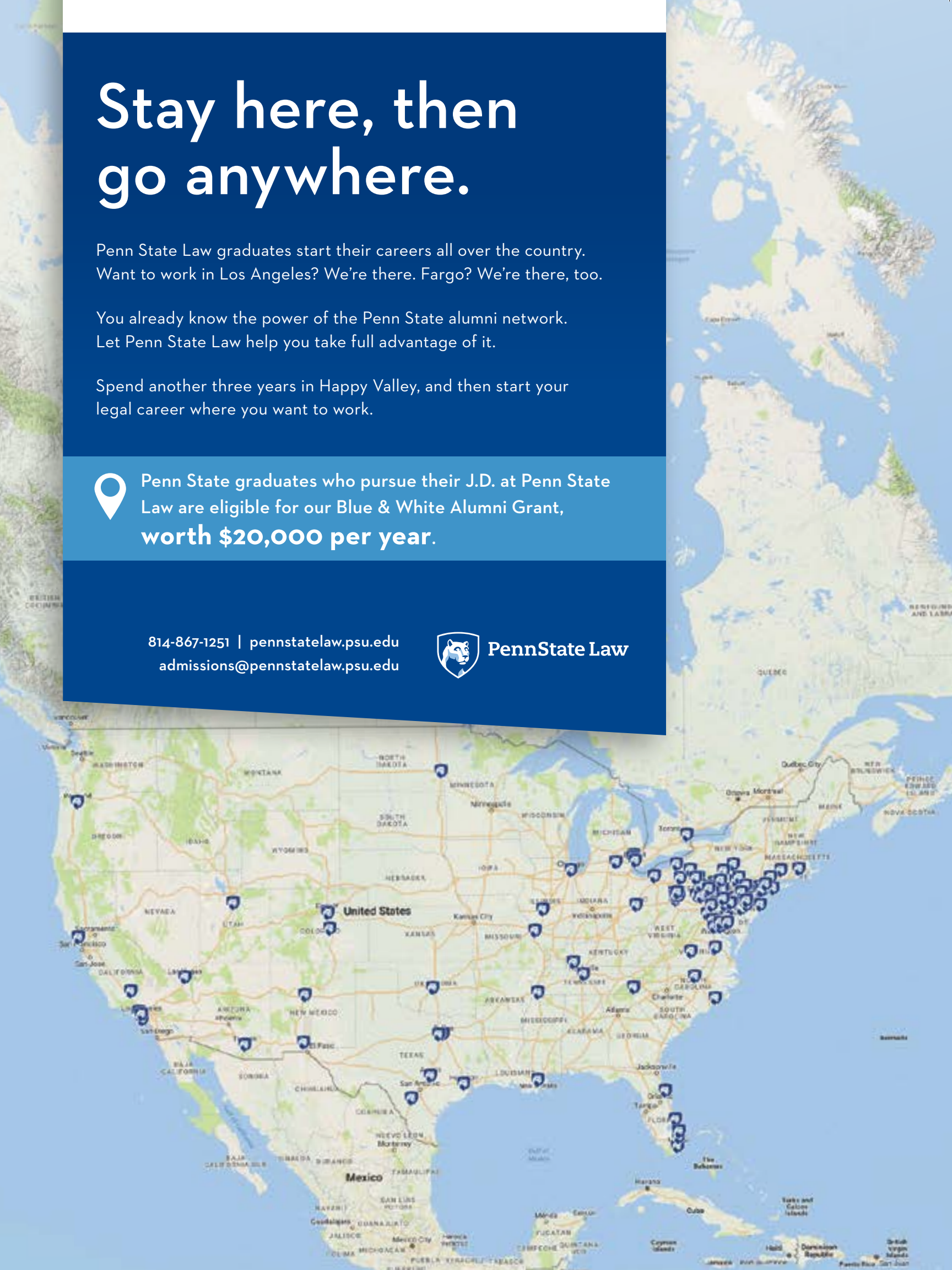


Penn State graduates who pursue their J.D. at Penn State Law are eligible for our Blue & White Alumni Grant, **worth \$20,000 per year.**

814-867-1251 | pennstatelaw.psu.edu
admissions@pennstatelaw.psu.edu



PennState Law



Cover Letters

Cover Letter Checklist

- Include your complete contact information at the top of the letter
- Address the person with power to hire you (avoid sir, madam, or to whom it may concern)
- Keep the letter to one page

Opening Paragraph

- State the position to which you are applying
- Indicate how you learned about the position
- Target the employer's needs

Body Paragraph(s)

- Highlight your qualifications in relation to the position description
- Draw on your experiences and site specific examples
- Do not repeat what is already on your resume
- Incorporate key words included in the job description

Closing Paragraph

- Let the reader know how you will contribute to this position
- Restate your interest in the position
- Push for a follow-up and indicate your ability to be available for an interview
- Make follow-up easy and restate your phone number and email address along with the best times to be contacted
- Express appreciation for their time and consideration
- Close with sincerely, respectfully, etc.
- Use a handwritten signature or digital version of one
- Include your typed formal name below your signature

A cover letter or letter of application accompanies your resume when you apply for a position. The letter should be tailored to the position and highlight your skills and experiences as well as your interest in the position.

Model of a Cover Letter

Make sure to use complete sentences and paragraphs when crafting your cover letter. Bullet points listed below are designed to show content outline and should not be used as a way to format a formal letter.

If you create a header for your resume, use it on your cover letter.

Your Address/Contact Information

Date of Letter

Name of Contact Person
Title
Organization
Street Address
City, State Zip

Dear Hiring Professional:

Search Committee; Human Resource Manager; Recruiter OR Name/Title of specific person, if available

FIRST PARAGRAPH:

- Opening sentence
Target the employer's needs. Indicate position for which you are applying, specific job title or job ID#
- Indicate how you learned about position
- When appropriate, include who referred you to the company

BODY PARAGRAPH(S):

Critical content: Make the connection between your skills and the position

- Include detailed examples of your skills and experiences
- Do not restate what is in your resume
- Outline your strongest qualifications matching the requirements of the position
- Incorporate words from the job description into the cover letter and resume

CLOSING PARAGRAPH:

Ask for personal contact and interview

- Push for contact and state you are available for a personal interview at his/her convenience
- Express appreciation for being considered for the position
- Make follow-up easy: list phone number(s) and when you can be contacted
- Even though this is in your resume, restate phone number and email again

Sincerely,

(Sign your name)
Your name typed

Enclosures: Resume, Reference
List all that you include

Avoid too many "I" statements

See Sample Cover Letters on PAGE 33 & 35

Sample Cover Letter

Internship Cover Letter

300 College Ave
State College, PA 16803

February 1, 2017

Human Resources
Independence Blue Cross
1901 Market Street
Philadelphia, PA 19103-1480

Dear Hiring Professional:

I am writing to express my interest in the Financial Investigations Department Internship. While reviewing the announcement for the position that was posted on the College of Liberal Arts department listserv at Penn State, I was immediately drawn to the opportunity of working with such a philanthropic and successful corporation. Independence Blue Cross plays an integral part in the health and well-being of community members and is one of the nation's leading health insurers. This innovative corporation is changing lives on a daily basis through programs like The Blue Crew and the Independence Blue Cross Foundation. I have always aspired to join a company whose values I share.

My experiences and ability to work cooperatively with a team and successfully complete assigned tasks in a timely manner will serve me well in this position. Through my previous experience as a participant in Target's case competition, I learned how to effectively articulate my thoughts and manage my time. My involvement in Penn State's UNICEF organization allowed me to develop strong interpersonal relationship skills. Joining such a charitable organization has led me to think and act selflessly. It is my goal to one day join a giving company, like Independence Blue Cross.

Working for Independence Blue Cross as an intern will provide me with the opportunity to apply these skills and assist me in further developing my communication skills in a professional work environment. I would appreciate the opportunity for an interview at your convenience. Please contact me at sarah.star@gmail.com or 814-888-9191 to further discuss my education and experiences as they relate to this internship. Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

Sarah Star

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Stefanie Austin (USO)
Alma Mater – PSU

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or visit our website
arl.psu.edu

Employment opportunities can be found at
<https://psu.jobs>
using the keywords
“Applied Research Laboratory”

U.S. Citizenship is required for employment at ARL.



PennState
Applied Research Laboratory

Sample Cover Letter

Full-Time Cover Letter

3100 Main Street
State College, PA 16803

February 1, 2017

Smithsonian Institution
Office of Human Resources
600 Maryland Avenue, MRC 517, Suite 5060
Washington, DC, 20013-7012

Dear Hiring Manager,

I would like to express my interest in the Museum Technician position at the Smithsonian Institution. I discovered this employment opportunity through the USAJOBS website. My goal is to contribute my skills toward fulfilling the Smithsonian Institution's vision of shaping the future through preservation of heritage, discovering new knowledge, and sharing resources with the world. After reviewing the job requirements for this position in more detail, I am confident my educational background and work experience in the museum field qualify me for this position.

Through my employment at the Pennsylvania Military Museum in Boalsburg, Pennsylvania, I have gained significant experience in the museum field. Managing the front desk and gift store have provided me with extensive experience in customer service and an understanding of the importance of becoming familiar with a museum's collections, events, and overall mission. In addition to these responsibilities, I also provided assistance for educational events, including tours for school groups, as well as an annual celebration honoring Pennsylvania's veterans, and numerous military re-enactments. This museum experience provided me with knowledge and skills that I can apply to the Museum Technician position at the Smithsonian Institution.

As a student at the Pennsylvania State University, I have completed classes relevant to art history, museum studies, and preservation. In "Archival Management", I gained knowledge and experience in digitization and descriptive techniques. In addition to technical knowledge, a modern art and photography class titled "Art Since 1940" led to my comprehensive study of modern American art and art theory. In Fall 2015, I participated in supervised research of post-war Japanese pottery and prints that culminated in an exhibition at the Palmer Museum of Art in University Park, Pennsylvania.

I would appreciate the opportunity to meet in person and discuss how my knowledge of American art and museum studies will benefit the Smithsonian Institution. You may contact me by telephone at any time at (814) 222-9871, or by email at jessica.smith@gmail.com. Thank you for your consideration.

Sincerely,

Jessica Smith

Additional Correspondence

A career counselor can help you craft your correspondence if you need guidance or someone to review.

Prospecting Letter

This may be used when you are interested in obtaining experience with a specific organization but cannot find available posted positions.

- State why you are interested in working for the organization
- Demonstrate the skills you possess that could benefit the organization
- Outline an action plan. Ask for an interview or indicate when and how you will follow-up

Networking Letter

This type of letter should be used if you know someone who is recommending you apply for a specific position.

- Make the connection between you and the reader
- Include the networking contact and their job title
- Indicate why and how that contact is recommending you apply for the position

Thank You Letter

This letter should be sent as soon as possible after an interview to express thanks for the opportunity.

- Address the individual specifically
- Use the letter to express your continued interest in the position and organization
- Supply any additional information that was requested at the time of your site visit or interview
- Offer your contact information and your willingness to connect in the future to discuss the opportunity

Acceptance Letter

Often an organization will ask you to formally accept a job offer in writing for their records.

- Tailor your message and never use a sample letter to avoid sounding insincere
- Address those who interviewed you
- State why your accepting the offer
- Include some details about what impressed you about the organization and the opportunity

Withdrawal Letter

This letter is appropriate when you are withdrawing your consideration for a position or are rejecting the offer made by the organization.

- Address the individual specifically
- Turn down the offer or site visit graciously
- Thank them for their consideration or offer
- Briefly state why you are declining without being too personal

Rejection Response Letter

Do not be discouraged if you receive a rejection letter notifying you that the position is no longer available.

- Acknowledge receipt of the letter
- Thank the interviewer for considering you
- State what you enjoyed about the position or organization
- Indicate your interest in additional opportunities that may become available
- Always be professional in your response

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THE JOB SEARCH

Searching For a Job or Internship

It is important to diversify your search and use multiple methods to give a personal spin that sets you apart.





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FALL 2019 - May 15, 2019

*The Education Abroad office or your academic department may have internal deadlines that are earlier.

For more information:

 www.IESabroad.org/ies-internships


 internships@IESabroad.org



 @IESinternships

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THE JOB SEARCH

Search Methods

The most successful job search plan is one in which a variety of search strategies are used.

Career Fairs

BENEFITS

- Meet with multiple recruiters in person and in one location
- Build networking contacts
- General and major-specific events available

CHALLENGES

- Not all fields and areas of study are equally represented

MORE INFORMATION

- Review preparing for career fairs on PAGE 50

On-Campus Interviewing

BENEFITS

- Employers are specifically seeking Penn State students
- Convenient: interviews can be planned around classes and commitments

CHALLENGES

- Not all industries utilize on-campus interviewing

MORE INFORMATION

- Review On-Campus Interviewing information on PAGE 48

Nittany Lion Careers

BENEFITS

- Access to a wide variety of jobs posted to Penn State students and alumni

CHALLENGES

- Not all fields and areas of study are equally represented

MORE INFORMATION

- Review accessing Nittany Lion Careers on PAGE 41

Networking

BENEFITS

- Build a network of professionals in a field of interest
- Learn more about a company or industry

CHALLENGES

- Takes time and effort to build network
- Requires skill in organizing contacts and following through on recommendations received

MORE INFORMATION

- Review how to effectively network on PAGE 10

Targeted Job or Company Search

BENEFITS

- Be more proactive instead of waiting for companies to post positions

CHALLENGES

- Investment of time to find specific job postings for each organization

MORE INFORMATION

- Use resources found through the Career resource Center on PAGE 6

Internet

BENEFITS

- Identify types of positions available

CHALLENGES

- Overwhelming number of sites and positions
- May not receive responses

MORE INFORMATION

- Review how to best conduct an internet job search on PAGE 38

Professional Associations

BENEFITS

- Build contacts with individuals with shared professional interests
- Remain current on industry-specific trends and topics

CHALLENGES

- Entry-level positions may be limited
- May need to belong to association to access job postings



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Over 30,000 organizations at your fingertips.

Nittany Lion Careers is your gateway to endless opportunities.

Apply to job postings

Regardless of your major, college, or campus, search and apply to thousands of opportunities posted for Penn State students and alumni.

Utilize On-Campus Interviewing opportunities and apply for the chance to interview on campus at Behrend, Harrisburg, and University Park.

On-Campus Interviewing is open to all Penn State students regardless of campus affiliation.

Find career events on campus

Search and find upcoming **career fairs** that are open to you.

View **information sessions** on campus and attend to learn more about the organization and opportunities.

Learn about **career workshops** on campus. Search for events on your campus or across the University.



nittanylioncareers.psu.edu

THE JOB SEARCH

Avoiding Scams while Searching for Jobs and Internships

Tips to Avoid Scams

DO NOT:

- Give your personal bank account, PayPal account, or credit card numbers to a new employer.
- 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.
- 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).
- Transfer money and retain a portion for payment.
- Respond to suspicious and/or “too good to be true” unsolicited job emails.
- Pay a fee to obtain a job. There are some rare exceptions, so be careful, and consult with a Career Services professional first.
- Participate in high priced international internships. Not only are these internships unpaid, but the students must pay the organization to intern with them.
- Fall for high-pressure sales pitches that require you to “pay now” or risk losing out on an opportunity.

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

Please visit studentaffairs.psu.edu/career/resources/internship-and-job-search/avoiding-scams 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.

Three R's to Remember

- **Research**
- **Review**
- **References**
Check company references to check validity



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: bbb.org
- National Association of Attorneys General: naag.org
- Federal Trade Commission (FTC): ftc.gov
- National Association of Colleges and Employers: naceweb.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 ftc.gov.

Signs of a Possible Scam

- Broad-based employment web sites or an unsolicited email is sent directly to you
- "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
- Involves money transfers of any kind and/or as part of the interview process
- Poor spelling, grammar, and punctuation
- Asks you to generate "leads" as part of your interview

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.
- Contact local Secret Service field agent for international fraud or payment forward scams.
- File a police report with local law enforcement officials.
- Report the company name, job posting, and all contact names to job sites where the scam was posted.
- Permanently close all email addresses that were associated with the job fraud where possible.
- Notify Career Services.

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Masters/Post Baccalaureate

Campuses in Erie and Greensburg, PA and Bradenton, FL

THE JOB SEARCH

Government Employment

Federal Jobs

usajobs.gov

Students may want to check out Pathways for Students and Recent Graduates to Federal Careers, available at usajobs.gov/StudentsAndGrads/.

Some agencies are exempt from the USA jobs application process. If interested in a specific agency, also visit their direct website.

Federal resumes differ from standard resumes in the amount of information necessary, included transcripts, application forms, narrative descriptions of competencies, questionnaires, etc. Follow instructions very carefully or your application may not be evaluated.

State Jobs

statelocalgov.net

State and local government opportunities exist in all 50 states. The application process, information required, and procedures will vary by state.

PA State Jobs/Civil Service

scsc.state.pa.us

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.

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.

Additional Opportunities

- Nonprofit foundations
- Charitable organizations
- Lobbyists
- Professional associations
- Consulting firms
- Legislative agencies
- Personal staff of members of Congress
- Judicial system



Job Search for International Students

If you wish to work in the U.S. you must plan ahead and be prepared to be persistent. An organized and target search is key to finding an opportunity.

Understand Eligibility

It is important you understand your status and the circumstances in which you can apply for work authorization.

- Learn about different types of employment for international students
- Discover student work options and what authorizations are needed for each
- Maintain up-to-date information about your employment eligibility
- Connect with resources early to help guide you through the process

Start Early

Being active in your job search early and gaining experience is key in making you a competitive candidate.

- Explore opportunities and get involved on campus through classes, student organizations, and research
- Actively network with advisers, faculty, alumni
- Attend campus career fairs and information sessions to connect with companies seeking international students
- Maintain a network in your native country to explore existing opportunities

Be prepared to provide formal documentation and discuss your eligibility status with employers.

Target Your Search

Not all organizations are able to or willing to hire international students.

- Use resources to identify organizations that are receptive to working with international students
- Most government agencies or organizations that receive U.S. government contracts are unable to hire non-U.S. citizens
- Meet with a Career Counselor to help identify organizations and have your resume and cover letter reviewed

Advocate and Educate

Some organization may not understand the process of hiring an international student. Be your own advocate and educate employers with accurate information.

- Always be honest and up-front about your status and explain what that means for you and the employer
- When asked always include complete and accurate visa information
- Depending on your status consider including 'US Permanent Resident' or your visa status
- Educate employers on the process of hiring and what they may need to research
- Have materials from appropriate offices available to share with potential employers

Key Resources

Campus Resources

Global Penn State
global.psu.edu
 DISSA-Adviser@psu.edu

Directorate of International Student and Scholar Advising (DISSA office) helps current students with immigration and visa concerns, employment, and much more.

Career Services
studentaffairs.psu.edu/career
 AskCS@psu.edu

Career Counselors provide advice and strategy on conducting a job search, preparing a resume, and how to search for organizations seeking international students.

Career Resources

GoInGlobal
studentaffairs.psu.edu/career/resources

Provides a database of visa sponsoring employers as well as information on conducting an international job search. Access via the Career Services website.

H1VisaJobs.com
H1visajobs.com

Online resource housing multiple databases of companies that have sponsored visas in the past according to the federal government.

ForeignMBA.com
foreignmba.com

An online community for M.B.A. students from around the world that includes a list of organizations that have hired international students.

Government Resources

U.S. Department of Labor
foreignlaborcert.doleta.gov

On-Campus Interviewing

Career Services' on-campus interviewing (OCI) program is part of Nittany Lion Careers and offers students the opportunity to interview for positions with a variety of employers from business, industry, and government.

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.

Students in all fields should learn to conduct a full-scale job search.

If interested in on-campus interviewing at your campus, please contact your campus career office for more information on availability and scheduling.

When Should I Participate in On-Campus Interviewing?

OCI is constantly changing and adding new opportunities. Start early and check often as some employers only come to campus once a year.

Access Nittany Lion Careers:
nittanylioncareers.psu.edu

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On-Campus Interviewing Guidelines

Use of the System

Sharing your account or submitting resumes for other candidates is strictly forbidden and will result in dismissal from the system.

Personal and Academic Profile

Without this information, you will not be able to apply for jobs or get notified of interview invitations or information sessions. Falsifying information on your personal or academic profile will result in dismissal from the system.

Deadlines

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.

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 Careers 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.



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 and 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 Careers 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 Careers being withdrawn permanently.

Information Sessions

Many employers schedule sessions, usually the night before their interviews, to present information about their company and opportunities. Check the Nittany Lion Careers Events menu for upcoming information sessions. Students attending information sessions should wear business casual attire, unless otherwise noted by the employer.

The Day of the OCI Interview

Arrive to your interview location 10 to 15 minutes ahead of your scheduled time with your student ID. If you have any questions after arriving see a staff member.

Review the Guidelines

Review the OCI Guidelines, view instructions and access the system via the Career Services website.

[studentaffairs.psu.edu/career/
resources/interviewing/OCI](http://studentaffairs.psu.edu/career/resources/interviewing/OCI)

Making the Most of Career Fairs

Throughout the fall and spring semesters, several career fairs are sponsored by various colleges, campuses, and Career Services.

Talk with employers to learn about opportunities and careers in various industries and get advice on increasing your marketability within your field. 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 process yourself!

For information on career fairs, visit careerfairs.psu.edu or contact your campus career office (SEE PAGE 2)

Making the Most of Career Fairs

- Prepare and review your resume and have several copies available to bring with you that day. Attend workshops and employer information sessions listed in Nittany Lion Careers.
- 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.
- 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.
- 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.
- Give the representative a resume. If looking for a job be ready to discuss your background, qualifications, and career goals. Ask what you should do to apply for a position.
- Tell what your interests are, such as
 - a particular career or job with that organization
 - something of interest you learned from their website
 - more about what someone in a particular career does internship or summer job opportunities.
- Prepare questions regarding your area(s) of interest. Take notes on what you learn. Find example questions in the Informational Interviewing and Interviewing sections of this guide (PAGE 8 and PAGE 51).
- Make sure you obtain the representative's name and contact information. Use 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.

Sample 30-Second Introduction

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 _____.



Interviewing

An interview is used to determine a match between you and the organization, sell your skills and qualifications, determine if it's what you want, and secure a job offer.

3 criteria employers are looking for:

- Can you do the job? (skills)
- Will you do the job? (interest and motivation)
- Are you a good fit with the organization? (personal qualities)

To interview effectively you need to know what you have to offer, what the employer is like, and the kind of position you want.

Style of Interviews

An interview can take place in many forms. Be prepared to experience a variety of the types of interview listed below:

- Screening
- Behavioral
- Phone
- Skype
- Team
- Group
- Meal
- Case
- Stress

Use Career Services

Workshops

Workshops on interview skills are presented throughout the semester. Check with your campus career office to learn about the schedule.

Mock Interview

Career Services' in-house studio offers video-taped, 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:

studentaffairs.psu.edu/career/resources

Meet with a Career Counselor

Discuss your questions about your interview.

How Can I Prepare?

Research

Determine the basics about the company (size, location, and product) and details about the job (description, training, advancement paths).

Use information sessions, online resources via the Career Resource Center (SEE PAGE 6) and Nittany Lion Careers (SEE PAGE 41), general websites, and the company website.

Reflect

As you are preparing for an interview it is important to realize the link between the opportunity and your experiences and skills. Take some time to reflect and review the following:

- Career objective
- Academic background
- Experience (with examples)
- Unique experiences that give an edge
- Your resume and what is on it
- Strengths

Explore Approach to Answering

Take time to think about the basics of answering interview questions:

- There is no right answer
- Be honest and genuine
- Give details of a related event even when not asked of you
- Have 3-5 strengths to pull from when faced with a question you weren't prepared for
- Be mindful of your non-verbals (fillers, eye contact, nervous habits)
- Be concise, focus on the question, and don't ramble
- Remember that the person interviewing you does not know you and does not recognize jargon (THON, CAS100, etc.)
- Relate your skill set to the position
- Connect as you would in a conversation but remain professional

Types of Interview Questions

Similar to the various styles of interviews, there are several different types of interview questions. Each is designed to elicit a different type of response from a candidate.

TRADITIONAL

Designed to help employers get a feel for who you are and what makes you unique.

BEHAVIORAL

Designed to discover how you have handled situations in the past.

CASE

Designed to test your ability to think analytically under stress with incomplete information.



There are different preparation techniques for various types of interview questions. Behavioral and case questions are unique and require a bit more preparation to give a fulfilling answer.

Behavioral Questions

Think of recent situations that demonstrate some of the most commonly sought after behaviors. Focus on leadership, teamwork, initiative, planning, and customer service.

Prepare brief descriptions remembering STARR:

- S** Describe the **SITUATION**.
 - T** What **TASKS** did you identify that needed to be completed?
 - A** What **ACTION** did you take?
 - R** What was the **RESULT** of your action?
 - R** **REFLECT**. What did you learn?
- Be honest. Do not exaggerate or omit any part of the story.
 - Be specific. Do not generalize about several events; give a detailed account of one event.

Case Questions

- Listen carefully to the material being presented. Take notes if you'd like and be sure to ask questions if you are unsure about the details.
- Take your time. If you need a minute to collect your thoughts and work through your answer, make sure to 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 that outline or 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.
- Try to enjoy the challenge or analyzing tough problems and coming up with reasonable solutions.

Examples of Interview Questions

Interview questions come in all shapes and forms. There are three primary types of questions and you may see a combination of all three types in a single interview. Prepare for all types of questions prior to your interview.

Traditional

SAMPLE QUESTIONS:

- Tell me about yourself.
- Why are you interested in our organization?
- What interests you about this job?
- What areas of study have excited you most?
- 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've 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 on achieving 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?

Behavioral

SAMPLE 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?
- Give me an example of a time when you were asked to do something you had never done before.
- How have you handled the challenge of developing your skills in a situation where feedback was delayed or limited?
- 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 a time when you successfully prioritized your goals and objectives.
- Tell me about a time when you felt it necessary to compromise your own needs to help others.

Case

SAMPLE QUESTIONS:

- You are consulting for a major personal care products manufacturer that mainly produces products such as soaps, shampoos, conditioners, etc. Every year their profits are shrinking. What could be the cause of this?
- You are in marketing for one of the 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?
- You are working in a program with the goals of assisting your client to return to work. They do not want to return to work as they do not enjoy their job. How would you manage this client and situation?
- An officer approaches you and states the court has issued a protective order against him due to a domestic dispute he had with his partner. What should you do as a supervisor?

Asking Questions During an Interview

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 in 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?

How to Respond to Salary Questions

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 at studentaffairs.psu.edu/career/resources



GRADUATE STUDIES

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Teaching (M.A.T.)

Site Interviews

The site interview is at the employer's facility. It is an opportunity to conduct a more in-depth assessment of each other. After a site interview you can make a more informed decision about the position, people, environment, long-term career opportunities, and the community.

Before

- 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.
- When accepting, ask the person coordinating the trip who will be responsible for making the arrangements and if you should keep track of expenses. Some companies will pay your expenses but some may not.
- Request a schedule and contact information.
- Learn as much as you can about the company by reading their literature, visiting their website, reviewing industry publications, and by using LinkedIn. You can also talk to employees who are Penn State alumni using LionLink (PAGE 41).
- Bring several copies of your resume, requested paperwork, and a notebook and pen.
- Travel lightly to avoid checking luggage if you can. When you arrive, make a trial run to the office location.

During

- Expect a variety of meetings and interviews, possibly including a tour or meal. You may meet potential co-workers, department managers, and potential supervisors.
- If you attend a lunch or dinner meeting remember to remain professional.
- You should be prepared to discuss salary. Remember that 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 expenses if applicable.
- You might find yourself with an offer at the end of the day or shortly afterward. Ask for time to consider the offer in terms of your needs and in comparison to other offers you may have.

After

- Send thank-you notes to the people that you met.
- Feel free to contact the company if you have not received a response in the agreed upon time frame. Also contact any of the interviewers for whom you have additional questions.

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 the opportunity or cannot make an interview, contact the employer as soon as possible and let them know. Career Services expects that students using Nittany Lion Careers maintain professional behavior. Review the no-show policy on PAGE 47.

Writing Thank You Letters

As soon after the interview as possible, a letter or email should be sent to express your appreciation for the opportunity to present yourself. Learn what to include on PAGE 36.

INTERVIEWING & OFFERS

Dress for Interview Success

Depending on the field that you are entering, dress expectations can vary. When in doubt, be cautious and remain more conservative.

Business Professional

- Pant/skirt suit
 - Sport coat or blazer
 - Dress pants or skirt
- Dress shirt or blouse
- Tie with color or pattern
- Dress shoes
- Dress socks or stockings

Business Casual

- Dress pants with shirt
 - Khakis or neutral color pants
 - Polo, shirt, blouse, or sweater
- Dress or casual shoes

Everyone

- Turn your cell phone off
- Carry a small leather padfolio to hold materials
- Avoid strongly scented perfume, cologne, lotion, or soap

- Consider your own values and company culture when choosing to interview with an organization.
- Always research dress code policies when considering appropriate attire for interviews.
- Clothes should always be clean and freshly pressed. Avoid wearing anything too casual.
- Meet with a career counselor to discuss any questions about attire for an upcoming interview.



Career Opportunities

Bethany Children's Home, a nonprofit 501(c)(3) organization in rural Berks County Pennsylvania, provides services to youth between the ages of 6 and 20 on our beautiful residential campus. We offer emergency shelter, short-term, residential, independent living and supervised independent living programs to families and youth in need of out-of-home placement. Bethany has used the Houseparent model since 1863 to provide a temporary home to children and youth who are unable to live with their own or a substitute family.

Bethany's mission is to provide a safe place of nurture, protection, and supportive care to aid our residents in their self-understanding, growth, and healing towards a brighter, healthier future.

Bethany offers entry level, clinical, and administrative career opportunities to those who are interested in meaningful employment with today's youth. Perfect for students who are seeking careers in the education, psychology, human services, or social work fields, Bethany provides ongoing mentorship and development opportunities for personal and professional growth.

"I enjoy working at Bethany because it is great to work with professionals that have a genuine heart for our kids. I stay at Bethany because I am proud to work for a company that values their commitment to the kids they serve." ~ From CB, a cottage staff person who responded to, "What makes you stay at Bethany?"

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Job Offers and Negotiation

Evaluate the Entire Job Offer:

Consider factors such as reputation of the organization, the quality of their training program, possibilities for promotion, satisfaction of the employees, and financial compensation.

The Type of Work

Your assignment should be challenging, satisfying, and a good match with your skills and interests.

Training/Continuing Education

Explore whether you will be offered continuing education or training to keep you current in your field via company courses, professional seminars, and tuition reimbursement.

Salary

Research the average salaries for positions of comparable type and level. Factor in the geographic location, cost of living differences and level of experience and skill sets.

Benefits

Review insurance coverage, retirement plan, health care plan, paid vacation and sick leave, income supplements (such as profit sharing), and relocation assistance.

Company Culture

The company's culture should match your own values so you feel no conflict of interest.

Supervisor and Colleagues

You will want to choose a job that involves people with whom you feel comfortable. Is your supervisor-to-be interested in your professional growth? Are you compatible with your colleagues?

Opportunity for Growth

A position that serves as a springboard provides professional development, 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

jobsearchintelligence.com/salary-calculator-intro-etc

Wage, Earnings, and Benefit Data from the U.S. Department of Labor

bls.gov/oes

Company Salaries, Reviews, and Inside Connections for Thousands of Companies

glassdoor.com/

Penn State Post-Graduation Data

studentaffairs.psu.edu/career



Negotiating 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. Approach your negotiation with the attitude that both you and the employer should benefit from the interaction.

Negotiation Is Not a Bad Word

In most cases, employers expect some degree of negotiation. Be respectful and understand that you may have to give a little to get a little. Always express appreciation that you have received an offer.

Timing Is Key

Negotiation occurs at the point that you have been extended an offer of employment. 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.

Do Your Research

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.

Practice, Practice

In the same way that you might prepare for a job interview, place similar effort into your negotiation preparation. Career Counselors can help you with preparing a negotiation strategy, answering your specific negotiation questions, as well as help you role play a mock negotiation scenario.



Understanding the Ethics of Offers

Once you have accepted a job offer, verbally or in writing, you are bound by ethical standards and values.

Once you accept a job, you should:

- Withdraw from the job application process with all other organizations.
- 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.
- Send a formal acceptance letter. Learn what to include on PAGE 36.

If you face extreme circumstances that force you to renege on an acceptance (i.e., family emergency, 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, timeline of the hiring process, 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 by providing candidates with a reasonable amount of time to make a decision about an offer.
- Offer fair and equitable assistance (financial assistance or placement services) if an employer must revoke a job offer that you have already accepted due to changing conditions (downsizing or withdrawn contracts).

Negotiating offers should be done over the phone or in person.



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- Organizational Development and Leadership (MS, Certificate)
- Aging and Long-Term Care Administration (MS, Certificate)
- Public Health Management and Administration (MS, Certificate)
- Applied Behavior Analysis (Online Certificate)

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GRADUATE SCHOOL PLANNING

Considering Graduate or Professional School

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.

Why immediately attend?

- Uninterrupted studies
- May be easier while still in the student mode
- Job market isn't good and may be better in the future
- Avoid disrupting career pursuits later in life
- Profession requires additional education
- Admissions and/or entrance exams may be more difficult later
- Assistantships and/or financial assistance is available now

Why work then return?

- Obtain good position after completing undergraduate education
- Career change
- Advanced degree is necessary to "climb the corporate ladder"
- Practical, hands-on experience makes for more serious, interested student
- Seeking employment after company downsizing requires new skills and knowledge
- Establish solid experience first
- Employer will pay for further education (or a portion of it)
- Technology in the field is changing and skills/knowledge needs to be updated

Career counselors can work with you to devise an action plan for exploring and applying to graduate programs, and discussing the pros and cons of seeking graduate-level education as it relates to your career goals.

Reasons NOT to Attend Graduate School

- You're going to grad school to please someone else.
- You're clueless about a subject to study.
- You're secretly trying to avoid the job market.

Comparing Master's and Doctoral Degrees

	Master's Degree	Doctoral Degree
ENROLLMENT	<ul style="list-style-type: none"> • Enroll full-time or part-time • 1-3 years full-time 	<ul style="list-style-type: none"> • Enroll full-time or part-time • 3-7 years full-time
COURSEWORK	<ul style="list-style-type: none"> • Field specific rather than broad based 	<ul style="list-style-type: none"> • Field specific rather than broad based
FACULTY	<ul style="list-style-type: none"> • Advised by a faculty member 	<ul style="list-style-type: none"> • Advised by a faculty member
PRACTICAL EXPERIENCE	<ul style="list-style-type: none"> • Likely includes graduate assistantship or internship 	<ul style="list-style-type: none"> • Likely includes teaching, internship, or research assistantship
RESEARCH	<ul style="list-style-type: none"> • May involve a progression from coursework to research 	<ul style="list-style-type: none"> • Involves a progression from coursework to research
END OF PROGRAM	<ul style="list-style-type: none"> • May end with thesis, paper, and/or comprehensive exam 	<ul style="list-style-type: none"> • Typically ends with a dissertation
CAREERS	<ul style="list-style-type: none"> • Leads to professional work, teaching, or further education 	<ul style="list-style-type: none"> • Leads to teaching, research, professional work, or post-doctoral work

Evaluating Grad Programs

Consider all factors before committing to a graduate program to ensure you are successful and make the most of your time in pursuit of an advanced degree.

Programs Offered

- What specializations are available?
- Does the program focus on theory and original research or practical application?
- Does the program provide real work experience such as practicums or internships?
- Is the curriculum structured or flexible?
- Are there opportunities to work on research projects?

Faculty

- Who are they and what are their credentials?
- What research projects have they conducted or published?
- Do the top scholars in the program teach or are they primarily involved in research?
- What is the faculty/student ratio?

Reputation

- Is the university accredited?
- Is the program nationally ranked in terms of excellence?
- Is the program well established or relatively new?

Multicultural Opportunities

- What is faculty and student composition?
- Will you have an opportunity to work with students from other cultures?
- What multicultural experiences do the faculty bring to the classroom?

Cost

- What are the tuition and fees?
- What financial aid is available (loans, scholarships, internships, work study)?
- Are teaching and research assistantships available?

Geographic Location

- Consider weather and political/social climate. Do you want to live here for several years?
- Would you be happier in a small town or a large urban area?
- Does the area offer cultural and recreational activities?
- What are the employment opportunities in the area?

Other Things to Consider

- Size of institution
- State regulations or residency requirements
- Career assistance
- Networking contacts



—
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GRADUATE SCHOOL PLANNING

Applying to Graduate or Professional School

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.



Admissions Criteria

Relevance of Undergraduate Coursework or Degree

You generally do not need to have an undergraduate degree in the same field. Articulate strongly why you want to enter a program in your application essay or personal statement.

Do not assume that you can never get into a discipline. Admission requirements differ from one graduate program to another. Check the program website for application timelines and admission criteria.

Completed Application Form

Check the program website to see deadlines and application forms that need to be submitted.

Graduate Admissions Test

Required tests vary by type of graduate study. Plan to take the appropriate tests approximately one year before your anticipated matriculation date.

- GRE ets.org/gre
- GMAT gmac.com/gmat
- LSAT lsac.org
- MCAT aamc.org/students/applying/mcat
- MAT milleranalogies.com

Studying for these exams is best done by using suggested registration materials. Decide if you learn better independently or by instruction before deciding the best study methods.

Official Transcripts

Contact the Registrar's office to request a formal copy of your transcript.

Letters of Recommendation

Most graduate programs require that two or three letters be sent. Schools prefer or require that 1-2 references be on the faculty from your undergraduate program of study. If you have worked in a job related to the field, a workplace supervisor may provide an excellent reference.

Application Essay or Personal Statement

Many schools will 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 used to measure your ability to write, build arguments, and think critically. They also assess your enthusiasm for the field of study, creativity, maturity, and uniqueness.

Be clear about your career goals and reasons for applying to that institution. Demonstrate your understanding of how that particular program will assist you in achieving your career goals. Incorporate specific research being conducted by faculty members or particular classes of interest.

Financial Aid

Three key kinds of financial aid are available and vary by institution or program.

- **Work Programs**
Usually through grad assistantships or college work study programs
- **Monetary Awards**
Grants, scholarships, and fellowships
- **Loans**
Administered through banks, government, or institution

Grad assistantships often pay tuition and provide a stipend for living expenses. Most involve 10-20 hours of work per week. Teaching assistantships involve assisting professors with grading, office hours, recitation sections, or teaching of one or more courses. Research assistantships provide the opportunity to participate in ongoing research can evolve into conducting your own research for a thesis.

Many schools require that the applicant submit the FAFSA (Free Application for Federal Student Aid). Learn how to complete this and gather the most up-to-date information at fafsa.ed.gov.

When schools list priority deadlines for applications, those dates are often used for consideration of scholarships, graduate assistantships, and fellowships. For rolling deadlines, students are accepted on a continuous basis and when the acceptance slots are full, the program no longer takes 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 SCHOOL PLANNING

Finishing a Graduate Degree and Planning Your Next Steps

Once completed, a graduate degree can lead to a career in academia or in a non-academic setting.

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.

Beginning a non-academic job search requires preparation and organization. Review strategies for finding a job or internship on PAGE 38.



	Academic Jobs	Non-Academic Jobs
WAYS TO PREPARE	<ul style="list-style-type: none"> • Gain research experience • Gain teaching experience • Publish • Present at conferences • Get involved with professional conferences • Get a post-doc 	<ul style="list-style-type: none"> • Find internships • Network with industry professionals • Attend career fairs • Get involved with professional conferences
APPLICATION MATERIALS	<ul style="list-style-type: none"> • Curriculum Vitae • Cover Letters • Letters of Reference • Transcripts • Philosophy of Practice • Writing Samples • Lesson Plans • Student Evaluations 	<ul style="list-style-type: none"> • Resume (1-2 pages) • Cover Letter • Transcripts • References

Reviewing Job Listings

Advertisements for potential job openings may be found in a variety of locations.

- Professional associations' publications
- Journals
- Periodicals
- Websites
- Departmental bulletin boards
- Conferences
- Career Services
- Word of mouth via faculty or alumni

Post Doctoral Opportunities

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 experience prior to pursuing an academic career or a career in industry. They may feature an opportunity to teach.

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. Post-doctoral positions also 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.

Academic Job Opening Posting Sites

The Chronicle of Higher Education
chroniclevitae.com

Higher Education Recruitment Consortium
njepadeherc.org

Academic 360
academic360.com

Academic Employment Network
academploy.com

Academic Jobs Today
academicjobstoday.com

Academic Keys
academickeys.com

Higher Ed Jobs
higheredjobs.com

University Council for Educational Administration
ucea.org

PhDs.org
phds.org

National Postdoctoral Association
nationalpostdoc.org

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GRADUATE SCHOOL PLANNING

Curriculum Vitae (CV)

Begin your vita preparation by brainstorming. List everything that you can imagine could be included; both your educational and professional history. 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.

If sending a resume and not a CV, tips for preparation can be found on PAGE 18

What is the Difference between a Resume and a Curriculum Vitae?

	Resume	Curriculum Vitae
PURPOSE	<ul style="list-style-type: none">• Outlines your personal, educational and work related experiences	<ul style="list-style-type: none">• Comprehensive summary of your educational and professional experience, including publications, presentations, professional activities, honors, and additional information
LENGTH	<ul style="list-style-type: none">• One- or two-page document	<ul style="list-style-type: none">• Generally three or more pages in length, depending on your qualifications and level of experience
FOCUS	<ul style="list-style-type: none">• Strengths and qualifications for a particular position	<ul style="list-style-type: none">• Comprehensive biographical statement
OBJECTIVE STATEMENT	<ul style="list-style-type: none">• Inclusion is optional	<ul style="list-style-type: none">• Not included
POSITION TYPE	<ul style="list-style-type: none">• Business, non-profit, other non-academic positions	<ul style="list-style-type: none">• Faculty, research, clinical, scientific positions, or when requested





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- Infrastructure
- Logistics
- Natural Resource
- Product Development
- Spacecraft/Aerospace
- Sustainability
- Systems Design & Optimization
- Transportation

Research Areas:

- Energy Systems
- Environment and Water Resources
- Food Systems
- Health Systems
- Manufacturing Systems
- Space Systems
- Systems Design & Architecture
- Transportation Systems

The CV

CV FORMATTING

Ideally your vitae should emphasize your strong points while expressing your uniqueness and individuality. There are two basic formats to choose from. With either format, you should present yourself clearly, succinctly, and confidently.

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 of your area of academic study.

Get Feedback from Outside Readers/Critics

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

- A person who knows you well enough to spot any significant information you may have left out
- A person who will read critically
- A faculty adviser or career counselor

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

See an example of a CV on PAGE 68

NAME	
ADDRESS	
PHONE NUMBER	
EMAIL	
EDUCATION	
The Pennsylvania State University Ph.D. Degree, Concentration Dissertation	Date
Institution, City, State M.A. Degree, Major Thesis	Date
Institution, City, State B.A./B.S. Degree, Major	Date
POSTDOCTORAL TRAINING (If Applicable)	
Description	
FELLOWSHIPS	
Field of Research, Place, Title Description	
PUBLICATIONS	
Use standard formatting	
PRESENTATIONS	
Use standard bibliographic format for your field, minus the author portion <i>If co-authoring, supply the co-author's name(s) in parentheses</i>	
GRANTS AND AWARDS	
PROFESSIONAL AFFILIATIONS	
SKILLS	
Languages Computer	
LICENSURE/CERTIFICATION (If Applicable)	
Type of License or Certification	
REFERENCES	

Content of Your Vitae

Heading/Contact Info

Your name is your heading (do not put “Curriculum Vitae” 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.

Education

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.

Honors and Awards

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.

References

References are usually listed as a part of the vitae. Three to five references are appropriate. Consider individuals familiar with your academic achievements, research or teaching skills, and/or your work habits. Include the reference’s name, title, organization, mailing address, phone number, and e-mail address. You should always seek prior approval from individuals you plan to list as references and provide them with a copy of your vitae.

Experience

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 and start each with a strong action word.

Skills

You may want to consider a special skills section to highlight skills. You could also include certifications in this category.

Activities

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 vitae, you may want to include unusual or interesting items.

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



CV Example

Candidate, Vitae. 1

CURRICULUM VITAE

Alexander B. Candidate

111-C Burrowes Building
University Park, PA 16802
acandidate@outlook.com

EDUCATION

- | | |
|---|-------------|
| Doctor of Philosophy in Comparative Literature
The Pennsylvania State University, University Park, PA (Expected) | 2018 |
| Master of Arts in Comparative Literature
Brown University, Providence, RI
Thesis: 20th century writers and the industrial revolution | 2013 |
| Bachelor of Arts in English
Gettysburg College, Gettysburg, PA | 2009 |

CERTIFICATIONS

Graduate School Teaching Certificate & Graduate Online Teaching Certificate, *University Park, PA*
Institutional Research Certificate, *University Park, PA*

PROFESSIONAL AND RESEARCH EXPERIENCE

- | | |
|--|-----------------------------------|
| Research Assistant
Department of Comparative Literature, University Park, PA | August 2015 – Present |
| <ul style="list-style-type: none">• Participate in three ongoing research projects.<ul style="list-style-type: none">○ Conduct extensive literature reviews, write analyses, and submit research work for publication.○ Collate university statistical data into a single, coherent presentation.• Collaborate with History and Women's Studies Departments on teaching and research projects. | |
| International Literature Collections Consultant
The Library of Congress, Washington, DC | September 2013 – July 2015 |
| <ul style="list-style-type: none">• Coordinated the acquisition and archival of 16th - 18th century French literary works.• Guided the Council of Mayors to information on the establishment of Cities.• Gained experience using Oracle Database System. | |
| Undergraduate Research Assistant
Department of English Literature, Gettysburg, PA | May 2008 – Dec. 2008 |
| <ul style="list-style-type: none">• Categorized open-ended responses from research participants.• Performed descriptive statistics of raw data including data entry from all team members' research.• De-identified questionnaires filled out by research participants to maintain privacy. | |
-
- | | |
|--|-----------------------------|
| <u>TEACHING EXPERIENCE</u>
The Pennsylvania State University, Undergraduate
Instructor, <i>Comparative Literature 400 - Literary Critique Theory</i> | Aug. 2016 – Dec 2016 |
| <ul style="list-style-type: none">• Taught 50 students to develop, refine, and apply knowledge of literary critiques to different forms of writing. | |

CV Example

Candidate, Vitae. 2

Instructor, *English 482 - Contemporary Literary Theory and Practice* **Jan. 2017 – May 2017**

- Taught 16 students contemporary literary theories and their implication for critical practice as applied to British, American, and other English-language literary works.

FOREIGN LANGUAGES

Fluent in French and Spanish
Conversational in Portuguese

PUBLICATIONS

Candidate, Alexander B., “The mission of our education.” *Journal of Comparative Literature*, vol. 14, no 3, 2017, pp. 14-19.

Ferguson, Darryl K, and **Candidate, Alexander B.**, “Writing National Constitutions.” *Journal of Comparative Literature*, Vol 12, no 2. April 2016, pp. 32-39.

PRESENTATIONS

“The Mission of Our Education.” Paper presented at *The University of Pennsylvania Symposium on Comparative Literature*, Philadelphia, PA. February 14, 2016.

“Writing National Constitutions.” Paper presented at *The National Comparative Literature Convention*, Salt Lake City, UT. June 24, 2016.

“The Value of a Major in Comparative Literature.” Presentation offered at *Spend a Summer Day, The Pennsylvania State University*, University Park, PA. July 15, 2017.

PROFESSIONAL ASSOCIATIONS

American Institute of Comparative Literature (AICL)
Society of Excellence in Comparative Literature
International Comparative Literature Association (ICLA)

COMMUNITY SERVICE

America Reads Program, The Pennsylvania State University	2015 – Present
Mid-State Literacy Council, State College, PA	2015 – 2016
Study Abroad Volunteer, Gettysburg College, Gettysburg, PA	2006 – 2007

AWARDS AND HONORS

Outstanding Scholarship Award, American Institute of Comparative Literature, 2016
Outstanding Graduate Student Award, The Pennsylvania State University, 2017

OTHER WORK EXPERIENCE

Office Assistant , <i>Office of International Student Services, Brown University</i>	Nov. 2011 – Jan. 2013
Director, Student Membership , <i>Alumni Association, Gettysburg College</i>	May 2008 – May 2009
Office Assistant , <i>Residence Life, Gettysburg College</i>	May 2006 – May 2007

Career Services is a department within Student Affairs. U.Ed. STA 18-340

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