

## Contents

Career Contacts for Students .....	2
The Career Planning Process .....	4
Meeting with a Career Counselor .....	5
Career Information Center .....	6
Informational Interviewing .....	8
How to Effectively Network .....	10
Maximize Your Online Job Search with a LinkedIn Profile .....	12
Managing Your Online Presence .....	14
Gain Experience and Develop Marketable Skills .....	16
Experience on Your Resume .....	17
Resume Formatting .....	18
Content of Your Resume .....	19
Resume Samples .....	20
Resume Action Word List .....	28
Requesting References .....	29
Sample References .....	30
Cover Letters .....	32
Sample Cover Letters .....	33
Additional Correspondence .....	36
Searching for a Job or Internship .....	38
Job Search Methods .....	40
Nittany Lion Career Network .....	41
Avoiding Scams While Searching for Jobs or Internships .....	42
Government Employment .....	44
Job Search for International Students .....	45
On-Campus Interviewing .....	46
Making the Most of Career Fairs .....	48
Interviewing .....	49
Types of Interview Questions .....	50
Examples of Interview Questions .....	51
Asking Questions During an Interview .....	52
Site Interviews .....	53
Dress for Interview Success .....	54
Job Offers and Negotiation .....	55
Negotiating Strategies and Tips .....	56
Considering Graduate or Professional School .....	58
Applying to Graduate or Professional School .....	60
Finishing a Graduate Degree and Next Steps .....	62
Curriculum Vitae (CV) .....	64
CV Examples .....	68

CAREER  
PLANNING

PREPARATION

RESUMES,  
COVER LETTERS &  
CORRESPONDENCE

THE  
JOB SEARCH

INTERVIEWING  
& OFFERS

GRADUATE  
SCHOOL  
PLANNING



PennState

# CAREER SERVICES

## UPDATED CAMPUS CONTACT INFO

### Penn State Abington

The Career Development Center  
206 Lares Building  
215-881-7529 | [careers-ab@psu.edu](mailto:careers-ab@psu.edu)  
[abington.psu.edu/career-development](http://abington.psu.edu/career-development)

### Penn State Altoona

Career Services  
205 Slep Student Center  
814-949-5620 | [jws5@psu.edu](mailto:jws5@psu.edu)  
[altoona.psu.edu/career-services](http://altoona.psu.edu/career-services)

### Penn State Beaver

Career Services, Student Development Center  
101C Student Union Building  
724-773-3961 | [CareerServicesBeaver@psu.edu](mailto:CareerServicesBeaver@psu.edu)  
[beaver.psu.edu/career](http://beaver.psu.edu/career)

### Penn State Berks

Office of Career Services  
10 Perkins Student Center  
610-396-6368 | [paj7@psu.edu](mailto:paj7@psu.edu)  
[berks.psu.edu/career-services](http://berks.psu.edu/career-services)

### Penn State Brandywine

Advising and Career Services  
104 Main Building  
610-892-1390 | [bw-careers@psu.edu](mailto:bw-careers@psu.edu)  
[brandywine.psu.edu/acs](http://brandywine.psu.edu/acs)

### Penn State DuBois

Career Services  
102 Hiller Building  
814-372-3015 | [aaa39@psu.edu](mailto:aaa39@psu.edu)  
[dubois.psu.edu/career-services](http://dubois.psu.edu/career-services)

### Penn State Erie, The Behrend College

Academic and Career Planning Center  
125 Reed Union Building  
814-898-6164 | [askACPC@psu.edu](mailto:askACPC@psu.edu)  
[behrend.psu.edu/acpc](http://behrend.psu.edu/acpc)

### Penn State Fayette, The Eberly Campus

Student Success Center  
107G Williams Building  
724-430-4123 | [spw5026@psu.edu](mailto:spw5026@psu.edu)  
[fayette.psu.edu/career-services](http://fayette.psu.edu/career-services)

### Penn State Great Valley

The Career Management Center  
Main Building  
610-725-5389 | [CareerMgmtPSGV@psu.edu](mailto:CareerMgmtPSGV@psu.edu)  
[greatvalley.psu.edu/career-services](http://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](mailto:eec16@psu.edu)  
[greaterallegheny.psu.edu/career-services](http://greaterallegheny.psu.edu/career-services)

### Penn State Harrisburg

Career Services  
Student Enrichment Center (SEC) 212  
717-948-6260 | [Ask4CareerAdvice@psu.edu](mailto:Ask4CareerAdvice@psu.edu)  
[harrisburg.psu.edu/career-services](http://harrisburg.psu.edu/career-services)

### Penn State Hazleton

Career Services Office  
6 Schiavo Hall  
570-450-3566 | [kak6071@psu.edu](mailto:kak6071@psu.edu)  
[hazleton.psu.edu/career-services](http://hazleton.psu.edu/career-services)

## Penn State Lehigh Valley

Advising and Career Services  
154 Saucon Building  
610-285-5002 | [lvcareerservices@psu.edu](mailto:lvcareerservices@psu.edu)  
[lehighvalley.psu.edu/career-services](http://lehighvalley.psu.edu/career-services)

## Penn State Mont Alto

Career Services  
101D General Studies Building  
717-749-6104 | [careerservices@ma.psu.edu](mailto:careerservices@ma.psu.edu)  
[montalto.psu.edu/academics/careers](http://montalto.psu.edu/academics/careers)

## Penn State New Kensington

Career Services  
Academic & Career Success Center, Student Union  
724-334-6065 | [CareersNK@psu.edu](mailto:CareersNK@psu.edu)  
[newkensington.psu.edu/career-services](http://newkensington.psu.edu/career-services)

## Penn State Outreach and Online Education

World Campus Career Services  
223 Outreach Building, University Park  
814-867-3672 | [careercounseling@outreach.psu.edu](mailto:careercounseling@outreach.psu.edu)  
[student.worldcampus.psu.edu/career-services](http://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](mailto:tmr24@psu.edu)  
[schuylkill.psu.edu/careers](http://schuylkill.psu.edu/careers)

## Penn State Shenango

Office of Career Services  
201 Sharon Hall  
724-983-2844 | [hmf1@psu.edu](mailto:hmf1@psu.edu)  
[shenango.psu.edu/career](http://shenango.psu.edu/career)

## Penn State Wilkes-Barre

Career Services  
Struthers Family Career Services Center  
570-675-9208 | [wbcareer@psu.edu](mailto:wbcareer@psu.edu)  
[wilkesbarre.psu.edu/career-services](http://wilkesbarre.psu.edu/career-services)

## Penn State Worthington Scranton

Career Services  
Hawk Student Success Center, Study Learning Center  
570-963-2684 | [jrt16@psu.edu](mailto:jrt16@psu.edu)  
[worthingtonscranton.psu.edu/career-services](http://worthingtonscranton.psu.edu/career-services)

## Penn State York

Advising and Career Development Center  
134A Main Classroom Building  
717-771-4053 | [advising@yk.psu.edu](mailto:advising@yk.psu.edu)  
[york.psu.edu/academics/support/advising-and-career](http://york.psu.edu/academics/support/advising-and-career)



# 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 Information 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.

#### Reasons to meet with a Career Counselor:

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



# CAREER PLANNING

## Career Information Center

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Managed by a Career Library Assistant, the Career Information 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

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### Access these resources:

[studentaffairs.psu.edu/career/CIC](http://studentaffairs.psu.edu/career/CIC)

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#### Candid Careers

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

#### Careers Internet Database

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

#### Career Information Center Handouts

Handouts highlighting internal and external print and online resources related to careers, occupations, and majors.

- Click “Salaries, Guides, and Handouts”

#### 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 Information 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.



# PSYCHOLOGISTS

# AND PHYSICIANS

# WORKING TOGETHER

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- School Psychology (PsyD, EdS, MS)
- Mental Health Counseling (MS)
- Counseling and Clinical Health Psychology (MS)
- 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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# 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.



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[towson.edu/gradstudies](http://towson.edu/gradstudies)





**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 you 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

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### 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.

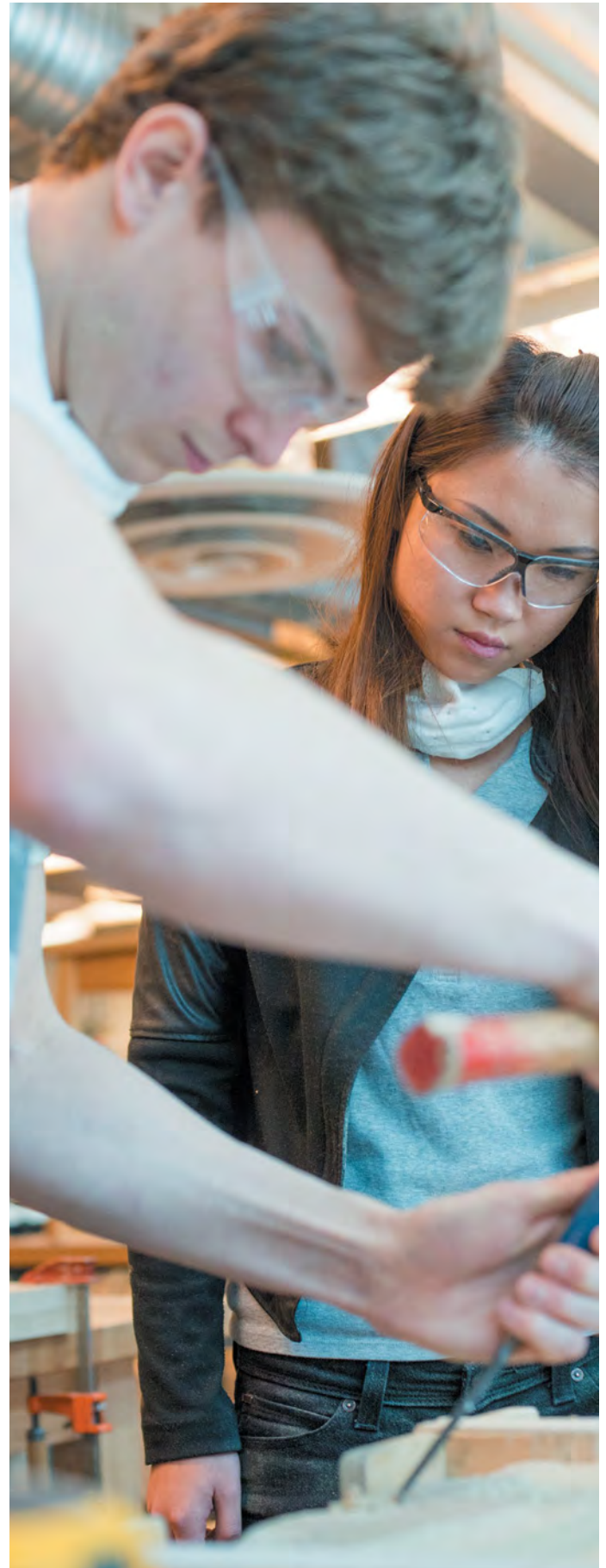
### I'm Ready, How Do I Find Contacts?

- Use LionLink - a database of alumni who have volunteered their time to serve as a networking resource for students. Review the Nittany Lion Career Network 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.

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### 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
- 



## 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 co-workers 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.



## 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.

## 87.4%

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

2014 NACE Student Survey

## 92.6%

of employers report using LinkedIn during college recruiting efforts

2014 NACE Recruiting Benchmarks Survey

The Penn State Alumni Association LinkedIn Group has

## 73,000

members to connect with

## 52.4%

of employers plan to use social media more during the 2017 hiring year

2017 National Association of Colleges and Employers Job Outlook Survey

### 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.

- Worked closely with all Greek THON Chairs to ensure all Greek organizations had necessary information and tools for a successful year.
- Planned and executed Greek Hour during THON weekend.
- Collaborated with the entirety of Volunteer Communications Team throughout the year.
- Prepared and presented fundraising seminars for all THON Chairs.

#### Volunteer

Habitat for Humanity at Penn State

Sep 2012 - Present • 4 yrs 3 mos

- Participate in various community events with Habitat for Humanity at Penn State.
- Traveled to assist during the Spring Break Collegiate Challenge in 2013.

#### Featured Skills & Endorsements

- Marketing** 1 Endorsed by Ashley Citarella and 1 other mutual connection
- Advertising** 2 You and 1 connection have given endorsements for this skill
- Online Marketing** 2 You and 1 connection have given endorsements for this skill

View 9 more

#### Recommendations

Received (2) Given (0) Ask to be recommended



**Ashley Citarella**

Assistant Director for Information Management and Strategic Planning, Penn State Career Services

July 11, 2013. Ashley was a client of mine. As one of Sara's clients, I have been very impressed by her level of service in only three months. Sara is highly responsive, communicates clearly via phone and email, and produces quality work. She has developed two strong advertisements for us, which I attribute to her advanced knowledge of Adobe Creative Suite. I look forward to working with her more during the upcoming year.



**Jenna Kyger Lewis**

Marketing Communications Specialist Career Services at Penn State University

July 13, 2015. Jenna managed Sara directly. Sara is a passionate, motivated and enthusiastic individual. I have had the pleasure to collaborate with Sara on several marketing projects while she was an intern at Young & Rubicam. I am positive that Sara will reach great heights and will be an asset to any company she chooses to work for.

#### Accomplishments

3 Courses

Marketing Research • Marketing Strategy • Personal Selling

1 Organization

Phi Mu - Beta Mu Chapter of Penn State

#### Interests



**Banking & Finance**

11,314,588 followers



**Entrepreneurship**

16,631,519 followers



**Economy**

15,816,384 followers



**Penn State University**

456,695 followers

# 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.

**93% of recruiters plan to use social media in their recruitment efforts**

*2014 Jobvite Social Recruiting Survey*

### 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.





► ***It's not rocket science...  
or is it?***



**We're looking for the best  
and brightest researchers to join us.  
Is that *you*?**

For a listing of student and full-time vacancies visit: **[arl.psu.edu](http://arl.psu.edu)**

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



**PennState**  
Applied Research Laboratory

# 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 38 ATTRIBUTES EMPLOYERS SEEK ON A CANDIDATE'S RESUME**

ATTRIBUTE	% OF RESPONDENTS
Ability to work in a team	78.0%
Problem-solving skills	77.3%
Communication skills (written)	75.0%
Strong work ethic	72.0%
Communication skills (verbal)	70.5%
Leadership	68.9%
Initiative	65.9%
Analytical/quantitative skills	64.4%
Flexibility/adaptability	63.6%
Detail-oriented	62.1%
Interpersonal skills (relates well to others)	58.3%
Technical skills	56.8%
Computer skills	49.2%
Organizational ability	47.7%
Strategic planning skills	37.9%
Friendly/outgoing personality	25.8%
Tactfulness	25.8%
Creativity	21.2%
Entrepreneurial skills/risk-taker	19.7%
Fluency in a foreign language	4.5%

**FIGURE 42 EMPLOYERS HIRING PREFERENCES RELATIVE TO EXPERIENCE, BY PERCENT OF RESPONDENTS**

HIRING PREFERENCE	2017	2016	2015	2014	2013
I prefer to hire candidates with relevant work experience	64.5%	64.2%	72.5%	74.1%	71.0%
I prefer to hire candidates with any type of work experience (doesn't matter if it's relevant or not, just some type of experience)	26.1%	27.0%	20.1%	20.7%	19.9%
Work experience doesn't typically factor into my decision when hiring a new college graduate	5.1%	6.3%	3.9%	1.1%	4.8%
Other	4.3%	2.5%	3.4%	4.0%	4.3%

**FIGURE 39 INFLUENCE OF ATTRIBUTES**

ATTRIBUTE	2017 AVERAGE INFLUENCE RATING*	2016 AVERAGE INFLUENCE RATING
Major	4.0	4.0
Has held leadership position	3.9	3.9
Has been involved in extracurricular activities (clubs, sports, student government, etc.)	3.6	3.6
High GPA (3.0 or above)	3.6	3.5
School attended	2.9	2.9
Has done volunteer work	2.6	2.8
Is fluent in a foreign language	2.1	2.2
Has studied abroad	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.

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.

<b>Anita Job</b> 123 Goingmy Way College Town, PA 54321 (814)123-4567 abc123@psu.edu					
<b>OBJECTIVE</b> 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					
<b>EDUCATION</b> The Pennsylvania State University Bachelor of Science in Human Development and Family Studies Minor in Psychology Work 25-30 hours per week while a full-time student in order to pay tuition and expenses Coursework: Adolescent Development Family Development Introduction to I/O Psychology Introduction to Developmental Psychology					
<b>EXPERIENCE</b> <table border="0"> <tr> <td> <b>XYZ Agency, Inc.</b>  <b>Life Skills Volunteer</b>            • 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         </td> <td style="text-align: right; vertical-align: top;">           State College, PA            September 2011 - present         </td> </tr> <tr> <td> <b>Human Resources, H.J. Heinz Corporation</b>  <b>Job Shadower/Observer</b>            • 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         </td> <td style="text-align: right; vertical-align: top;">           Pittsburgh, PA            December 2011 &amp; March 2012         </td> </tr> </table>		<b>XYZ Agency, Inc.</b> <b>Life Skills Volunteer</b> • 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	State College, PA September 2011 - present	<b>Human Resources, H.J. Heinz Corporation</b> <b>Job Shadower/Observer</b> • 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	Pittsburgh, PA December 2011 & March 2012
<b>XYZ Agency, Inc.</b> <b>Life Skills Volunteer</b> • 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	State College, PA September 2011 - present				
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<b>ADDITIONAL EXPERIENCE</b> <table border="0"> <tr> <td><b>Findlay Dining Commons, Server</b></td> <td style="text-align: right;">August 2011 - December 2011</td> </tr> <tr> <td><b>Stahl Community Pool, Lifeguard</b></td> <td style="text-align: right;">May - August 2010 &amp; 2011</td> </tr> </table>		<b>Findlay Dining Commons, Server</b>	August 2011 - December 2011	<b>Stahl Community Pool, Lifeguard</b>	May - August 2010 & 2011
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<b>Stahl Community Pool, Lifeguard</b>	May - August 2010 & 2011				
<b>ACTIVITIES</b> <table border="0"> <tr> <td> <b>Penn State Dance Marathon (THON), Moraler</b>            • Provided emotional support to assigned dancer, dancing for 46 hours            • Raised \$2,000 through mail and sidewalk solicitations         </td> <td style="text-align: right; vertical-align: top;">           January - May 2012         </td> </tr> </table>		<b>Penn State Dance Marathon (THON), Moraler</b> • Provided emotional support to assigned dancer, dancing for 46 hours • Raised \$2,000 through mail and sidewalk solicitations	January - May 2012		
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## 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**

*Newscast Training Program*

Spring 2017  
*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”**

*Documentary Producer*

Fall 2016  
*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)**

*Production Assistant Volunteer*

Fall 2015 – Spring 2016  
*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**

*Radio Show Co-host*

Spring 2015 – Spring 2016  
*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**

*Layout Team Member- Business Division*

Spring 2015 – Spring 2016  
*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  
*THON Captain*

Fall 2016 – Present  
*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

<b>OBJECTIVE</b>	To obtain a full-time position in the field of electrical engineering, with an emphasis on digital signal processing.	
<b>EDUCATION</b>	<b>Bachelor of Science in Electrical Engineering</b> (Graduation: May 2018) The Pennsylvania State University, University Park, PA (GPA: 3.63)	
<b>RELEVANT COURSES</b>	Electronic Circuit Design Embedded Microcontrollers Continuous-Time Linear Systems Discrete-Time Linear Systems	Communication Systems/Networks Digital Signal Processing Digital Image Processing Computer Organization and Design
<b>INTERNSHIP</b>	<b>Electrical Engineering Intern</b> (May 2017 - August 2017) <i>Integrated Networks, Inc.</i> – Someplace, PA <ul style="list-style-type: none"> <li>• Performed installation and troubleshooting of ISDN and fiber optic communication lines, Cat5e Ethernet and Cat3 analog voice lines.</li> <li>• Programmed Nortel, Avaya, and Merlin phone systems.</li> <li>• Updated customer building schematics using AutoCAD.</li> <li>• Collaborated with supervisor to propose and complete over 4 projects.</li> </ul>	
<b>OTHER EXPERIENCE</b>	<b>Clothing Retail Associate</b> (June 2014 - Present) <i>American Eagle Outfitters</i> – Anytown, PA  <b>Rock Climbing Wall Operator</b> (May 2013 - July 2015) <i>Pacific Wallnuts</i> – Somewhere, PA	
<b>LEADERSHIP &amp; INVOLVEMENT</b>	<ul style="list-style-type: none"> <li>• IEEE – PSU Student Chapter, <i>Member</i> (May 2016 - Present)</li> <li>• Society of Penn State Electrical Engineers, <i>President</i> (January 2016 - Present)</li> <li>• Audio Engineering Society–PSU Student Chapter, <i>Member</i> (August 2015 - Present)</li> <li>• Penn State Blue Band, <i>Section Leader</i> (August 2015 - Present)</li> </ul>	
<b>TECHNICAL SKILLS</b>	<ul style="list-style-type: none"> <li>• 1D and 2D Filter design simulation</li> <li>• Analysis using MATLAB</li> <li>• Circuit design and layout using Capture/PSpice including PCB layout</li> <li>• Programming in assembly for both the Motorola 68HC11 and MIPS instruction sets, as well as C++</li> <li>• VHDL design simulation using Synopsys VSS</li> </ul>	

# 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	<b>Major GPA: 3.89</b>
<i>Information Systems Option</i>	<b>Cumulative GPA: 3.26</b>
<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, <b>President</b>	August 2016 – Present
Information Technology Club, <b>Secretary</b>	January 2015 – Present
Penn State Alumni Association, <b>Lion Ambassador</b>	August 2014 – Present
Big Brother Big Sisters of America, <b>Big Brother</b>	September 2010 – June 2013

### HONORS AND AWARDS

James B. Thomas Trustee Matching Scholarship	2014 – 2015
National Society of Collegiate Scholars, <b>Member</b>	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

Science and Technology of Muscle Foods

Unit Operations of Food Processing

Physical Principles in Food Processing

Food Preparation

Food Microbiology

Food Chemistry

Chemical Methods of Food Analysis

Food Evaluation

Physiology of Nutrition

Principles of Nutrition

Careers in Nutrition

Assessing Nutritional Status

Nutrition Metabolism I

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)

Institute of Food Technologists (Student Member)

Penn State Women's Water Polo Club Team (Member, THON chair)

Club Sports Advisory Council (Secretary)

*Fall 2016—Present*

*Spring 2015—Spring 2016*

*Fall 2015—Spring 2017*

*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 – 4<sup>th</sup> 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
- Volunteer, Special Olympics
- Student Liaison, Penn State Kinesiology Department

May 2016-Present

January 2015

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

## Are you ready to make a change?



**DO YOU HAVE WHAT IT TAKES  
TO BECOME A PITT NURSE?**

**Continue your education** at one of the top-ranked nursing programs in the United States through an accelerated second-degree BSN, BSN to DNP, or one of many graduate options.

Visit [nursing.pitt.edu/degree-programs](https://nursing.pitt.edu/degree-programs) or call 1-888-747-0794 for more information.

**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

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On the move and making a difference in healthcare!



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**Guardian has over 5,500 professional and skilled employees impacting thier communities across Pennsylvania, Ohio and West Virginia in careers including:**

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Dietetics  
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Human Resources  
Heathcare Administration

Social Work  
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**Call: 814.265.1164 ext. 105**

**[www.GuardianElderCare.com](http://www.GuardianElderCare.com)**

Equal Opportunity Employer /Disability/Veterans

## 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.

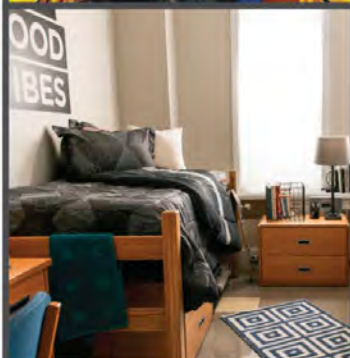
My experiences and ability to work cooperatively with a team and successfully complete assigned tasks in a timely manner will serve me well in this position. Through my previous experience as a participant in Target's case competition, I learned how to effectively articulate my thoughts and manage my 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](mailto: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





# REAL STUDENTS AND INTERNS. REAL HOUSING.

## REAL NYC.

Educational Housing Services (EHS) is NYC's top student and intern housing provider with several convenient locations in NYC's most sought-after neighborhoods.

To see how real student-interns are enjoying all EHS has to offer, visit [studenthousing.org](https://studenthousing.org) or explore [#StudentLivingEHS](https://twitter.com/StudentLivingEHS)



[studenthousing.org](https://studenthousing.org)  
888-466-8056

#StudentLivingEHS

# 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](mailto: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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to join our team

Geisinger Health System is seeking skilled graduates, committed to caring, for clinical and nonclinical positions across the system.

**Open positions include, but are not limited to:**

Finance and accounting	Registered nurses
Medical coders	Research and development
Nursing assistants	Respiratory therapists
Patient access representatives	Scheduling service specialists

Temporary staffing positions are also available.

Geisinger offers competitive compensation, a comprehensive benefits package and a generous paid time-off policy.

View all available positions and apply online at [geisinger.org/careers](https://geisinger.org/careers).

Call 877-JOIN-GHS (877-567-6447) for application assistance.

# Geisinger

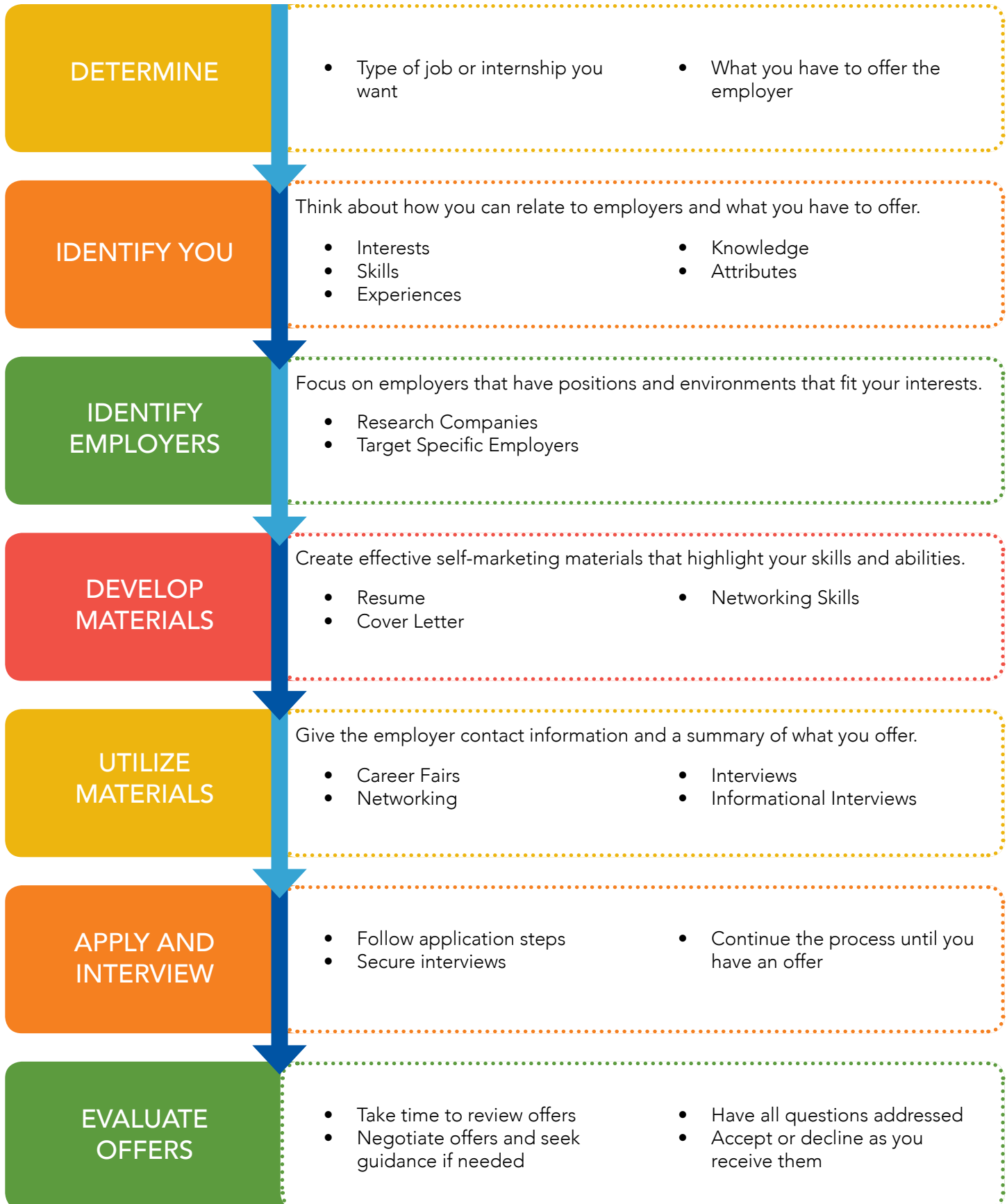
[geisinger.org/careers](https://geisinger.org/careers)



# 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.





Be the change  
you want to see in  
the world.



#### HIGHEST QUALITY CARE

PinnacleHealth, located in Harrisburg, is one of Pennsylvania's top hospitals and healthcare organizations.



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PinnacleHealth offers a wide range of services from primary care to the most complex surgeries and received Magnet® recognition for nursing excellence.



#### OUR SYSTEM

Our healthcare network includes three acute care hospitals—Community General Osteopathic Hospital, West Shore Hospital and Harrisburg Hospital—as well as private care practices, specialty institutes, imaging centers, walk-in clinics and more!



#### OUR SERVICES

We offer comprehensive medical and healthy living services to the region, from imaging to family practice, inpatient and outpatient surgery, cardiovascular expertise, weight loss services and bariatric procedures, oncology and beyond.



[pinnaclehealth.org/careers](http://pinnaclehealth.org/careers)

PinnacleHealth is an Equal Opportunity Employer.

#### You can change lives with a career in healthcare.

For workers in healthcare, helping others is the core of their jobs. Whether they treat illness and help people stay well through direct patient care, interpret test results or provide support in departments such as finance, pharmacy, patient transport or customer service—healthcare workers make a difference in the lives of patients and their families.

The demand for qualified employees continues to grow, and starting your career in healthcare can open doors to millions of jobs.

#### So why not start your career with us?

**The Harrisburg region offers endless possibilities:** city excitement, rural respite and suburban community. Enjoy easy commutes to work, fabulous dining and low cost of living. We are a day-trip away from New York City, Philadelphia, Baltimore and Washington, D.C.

# 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 Career Network

#### 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 Career Network 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 Information 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

# Nittany Lion Career Network (NLCN)

Nittany Lion Career Network (NLCN) is an online job board and career resource available to Penn State students and alumni.

## Student Login:

[studentaffairs.psu.edu/career/students/NLCN.shtml](http://studentaffairs.psu.edu/career/students/NLCN.shtml)

Enter and update your profile, including privacy settings



## Events

Explore career fairs, workshops, and information sessions, and RSVP to reserve your space.

### Career Fairs

Recruiting events open to all Penn State students:

- Fall Career Days
- Graduate & Professional School Week
- Spring Career Days

Additional career fairs available by college and campus. Contact your career office for information.

### Information Sessions

Employers offer sessions open to students to learn more about the organization and opportunities.

### Workshops

Search a wide variety of scheduled career-related workshops at each Penn State campus.

## Job & On-Campus Interview Postings

Search full-time and part-time jobs and internships and apply for On-Campus Interview (OCI) opportunities at Erie, The Behrend College, Harrisburg, and University Park campuses.

- Select relevant criteria to filter your search by keyword, location, type of position, etc.
- Follow application instructions under 'HOW TO APPLY'

OCI is available to all Penn State students regardless of campus affiliation.

## LionLink

Connect with Penn State alumni interested in mentoring and coaching current students

Search for mentors by job title or organization

Consider setting up an informational interview or job shadow through LionLink (see PAGE 8)

## eCredentials

Store confidential letters or recommendation and certifications for job search or graduate/professional school applications

Pay a minimal fee to send confidential letters of recommendation via mail or email

## Documents

Add, update, and maintain career-related documents including resume, cover letter, and transcripts

Always label documents with a professional title and make sure file name is appropriate

## Information Updates

Sign up for NLCN email announcements and updates in My Account

Contact your career office for more information on utilizing NLCN and its features.



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

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

## Three R's to Remember

- Research
- Review
- References

Check company references to check validity





# THE JOB SEARCH

## Government Employment

### Federal Jobs

[usajobs.org](https://usajobs.org)

Students may want to check out Pathways for Students and Recent Graduates to Federal Careers, available at [usajobs.gov/StudentsAndGrads/](https://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](https://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](https://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](http://global.psu.edu)

[DISSA-Adviser@psu.edu](mailto: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](http://studentaffairs.psu.edu/career)

[AskCS@psu.edu](mailto: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/CIC](http://studentaffairs.psu.edu/career/CIC)

*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](http://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](http://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](http://foreignlaborcert.doleta.gov)



# INTERVIEWING & OFFERS

## On-Campus Interviewing

Career Services' on-campus interviewing (OCI) program is part of Nittany Lion Career Network 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 Career Network:  
[studentaffairs.psu.edu/career/NLCN.shtml](http://studentaffairs.psu.edu/career/NLCN.shtml)



# 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 Career Network by the deadline listed on the job posting. Do **NOT** cancel your interview directly with the employer as the message often does not get to the recruiter arriving on campus.



## 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 Career Network will be withheld until a letter of explanation and apology is written to the employer. This letter and a stamped envelope must be provided to Career Services. We will mail it with our cover letter and reactivate your interviewing privileges. Please check with Career Services for the contact information of the recruiter with whom you were scheduled to meet. A second missed interview or late cancellation will result in your on-campus interviewing privileges within Nittany Lion Career Network being withdrawn permanently.

## Information Sessions

Many employers schedule sessions, usually the night before their interviews, to present information about their company and opportunities. Check the Nittany Lion Career Network 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/students/OCIpolicies.shtml](http://studentaffairs.psu.edu/career/students/OCIpolicies.shtml)

# INTERVIEWING & OFFERS

## Making the Most of Career Fairs

Throughout the fall and spring semesters, several career fairs will be 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](http://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 Career Network.
- 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:

[psu.interviewstream.com](http://psu.interviewstream.com)

### 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 Information Center (SEE PAGE 6) and Nittany Lion Career Network (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



# INTERVIEWING & OFFERS

## 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?

# INTERVIEWING & OFFERS

## 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

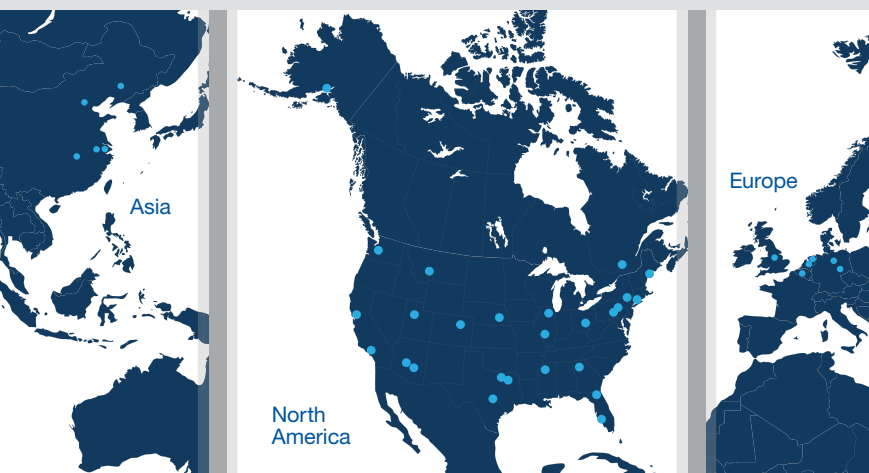
- Can you describe a typical first year assignment?
- What are the most challenging aspects of the job?
- How would you describe your organization's culture?
- Why do you enjoy working for your organization?
- What initial training will I receive?
- What opportunities for professional growth does the 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](http://studentaffairs.psu.edu/career)



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## 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 Career Network 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.



Meet with a career counselor to discuss dressing for an upcoming an interview.

Clothes should always be clean and freshly pressed. Avoid wearing anything too casual for an interview.



Check out the Career Services Pinterest page for examples of appropriate professional and business casual attire.

[pinterest.com/psucareer](https://pinterest.com/psucareer)

# 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](http://salary.com)

### NACE Salary Calculator

[jobsearchintelligence.com/salary-calculator-intro-etc](http://jobsearchintelligence.com/salary-calculator-intro-etc)

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

[bls.gov/oes](http://bls.gov/oes)

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

[glassdoor.com/](http://glassdoor.com/)

### Penn State Post-Graduation Data

[studentaffairs.psu.edu/career/postgrad.shtml](http://studentaffairs.psu.edu/career/postgrad.shtml)



# INTERVIEWING & OFFERS

## 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](mailto: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:

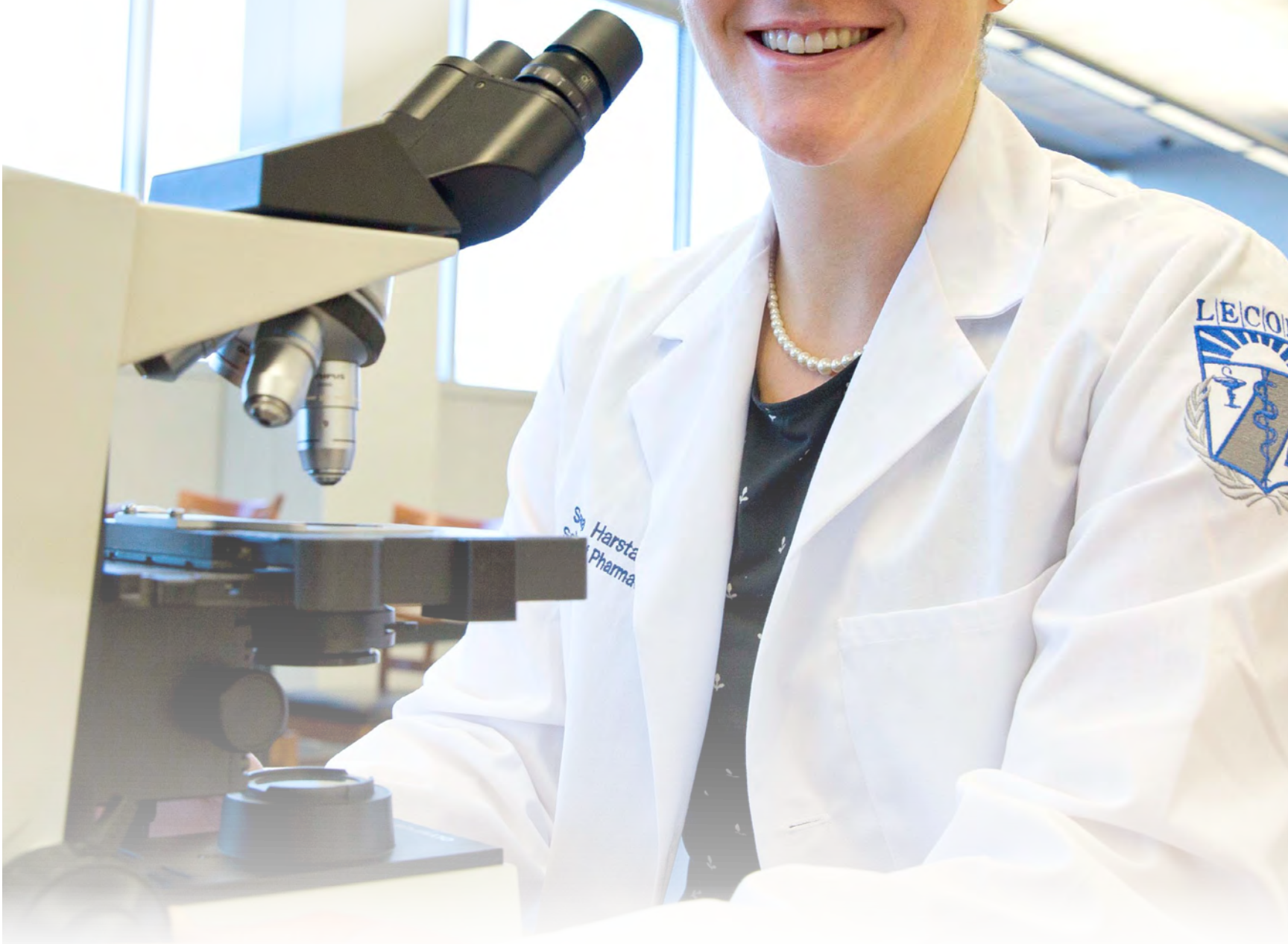
- Provide accurate information about their organization, timeline of the hiring process, positions, career advancement opportunities, and benefits, as well as timely information on your status in the hiring process and any hiring decisions.
- Not exert undue pressure by providing candidates with a reasonable 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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# 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"><li>• Enroll full-time or part-time</li><li>• 1-3 years full-time</li></ul>	<ul style="list-style-type: none"><li>• Enroll full-time or part-time</li><li>• 3-7 years full-time</li></ul>
COURSEWORK	<ul style="list-style-type: none"><li>• Field specific rather than broad based</li></ul>	<ul style="list-style-type: none"><li>• Field specific rather than broad based</li></ul>
FACULTY	<ul style="list-style-type: none"><li>• Advised by a faculty member</li></ul>	<ul style="list-style-type: none"><li>• Advised by a faculty member</li></ul>
PRACTICAL EXPERIENCE	<ul style="list-style-type: none"><li>• Likely includes graduate assistantship or internship</li></ul>	<ul style="list-style-type: none"><li>• Likely includes teaching, internship, or research assistantship</li></ul>
RESEARCH	<ul style="list-style-type: none"><li>• May involve a progression from coursework to research</li></ul>	<ul style="list-style-type: none"><li>• Involves a progression from coursework to research</li></ul>
END OF PROGRAM	<ul style="list-style-type: none"><li>• May end with thesis, paper, and/or comprehensive exam</li></ul>	<ul style="list-style-type: none"><li>• Typically ends with a dissertation</li></ul>
CAREERS	<ul style="list-style-type: none"><li>• Leads to professional work, teaching, or further education</li></ul>	<ul style="list-style-type: none"><li>• Leads to teaching, research, professional work, or post-doctoral work</li></ul>

## 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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UNIVERSITY**

School of Pharmacy

# GRADUATE SCHOOL PLANNING

## Applying to Graduate or Professional School

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### 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](https://ets.org/gre)  
 GMAT [gmacc.com/gmat](https://gmacc.com/gmat)  
 LSAT [lsac.org](https://lsac.org)  
 MCAT [aamc.org/students/applying/mcat](https://aamc.org/students/applying/mcat)  
 MAT [milleranalogies.com](https://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](https://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.

Career Services can help you organize your credentials through the eCredentials service, accessed via Nittany Lion Career Network. Learn more about this service on PAGE 41.



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

## 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](http://chroniclevitae.com)

Higher Education Recruitment Consortium  
[njepadeherc.org](http://njepadeherc.org)

Academic 360  
[academic360.com](http://academic360.com)

Academic Employment Network  
[academploy.com](http://academploy.com)

Academic Jobs Today  
[academicjobstoday.com](http://academicjobstoday.com)

Academic Keys  
[academickeys.com](http://academickeys.com)

Higher Ed Jobs  
[higheredjobs.com](http://higheredjobs.com)

University Council for Educational Administration  
[ucea.org](http://ucea.org)

PhDs.org  
[phds.org](http://phds.org)

National Postdoctoral Association  
[nationalpostdoc.org](http://nationalpostdoc.org)





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







# See Yourself in Public Health!

By 2020, America will need more than 250,000 additional public health professionals, one-third of the workforce required to keep our diverse communities healthy.

Prepare for an exciting career preventing disease, disability, and premature death by investing in a two-year master's or a joint degree integrating anthropology, business, international development, law, public and international affairs, or social work.

**DIVERSE GRADUATE PROGRAMS** include behavioral and community health, biostatistics, environmental and occupational health, epidemiology, health policy and management, human genetics, and infectious diseases and microbiology.

**PROFESSIONAL CERTIFICATES** are community-based participatory research and practice, environmental health risk assessment, evaluation of public health programs, global health, health care systems engineering, health equity, health systems leadership and management; LGBT individuals' health and wellness, and public health genetics.

## University of Pittsburgh

Graduate School of Public Health

[WWW.PUBLICHEALTH.PITT.EDU/NITTANY](http://WWW.PUBLICHEALTH.PITT.EDU/NITTANY)



# GRADUATE SCHOOL PLANNING

## 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  
*If co-authoring, supply the co-author's name(s) in parentheses*

#### 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



# GRADUATE SCHOOL PLANNING

## 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** 2018  
The Pennsylvania State University, University Park, PA (Expected)

**Master of Arts in Comparative Literature** 2013  
Brown University, Providence, RI  
Thesis: 20th century writers and the industrial revolution

**Bachelor of Arts in English** 2009  
Gettysburg College, Gettysburg, PA

### CERTIFICATIONS

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

### PROFESSIONAL AND RESEARCH EXPERIENCE

**Research Assistant** August 2015 – Present  
Department of Comparative Literature, University Park, PA

- Participate in three ongoing research projects.
  - 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** September 2013 – July 2015  
The Library of Congress, Washington, DC

- 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** May 2008 – Dec. 2008  
Department of English Literature, Gettysburg, PA

- 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.

### TEACHING EXPERIENCE

**The Pennsylvania State University, Undergraduate**  
Instructor, *Comparative Literature 400 - Literary Critique Theory* Aug. 2016 – Dec 2016

- 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

Mid-State Literacy Council, State College, PA

Study Abroad Volunteer, Gettysburg College, Gettysburg, PA

**2015 – Present**

**2015 – 2016**

**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**, *Office of International Student Services, Brown University*

**Director, Student Membership**, *Alumni Association, Gettysburg College*

**Office Assistant**, *Residence Life, Gettysburg College*

**Nov. 2011 – Jan. 2013**

**May 2008 – May 2009**

**May 2006 – May 2007**



Career Services is a department within Student Affairs. U.Ed. STA 18-03

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