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

Penn State Altoona
Career Services
205 Slep Student Center
814-949-5620 | jws5@psu.edu
altoona.psu.edu/career-services

Penn State Beaver
Career Services, Student Development Center
101C Student Union Building
724-773-3961 | CareerServicesBeaver@psu.edu
beaver.psu.edu/career

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

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

Penn State DuBois
Career Services
102 Hiller Building
814-372-3015 | aaa39@psu.edu
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
behrend.psu.edu/acpc

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

Penn State Great Valley
The Career Management Center
Main Building
610-725-5389 | CareerMgmtPSGV@psu.edu
greatvalley.psu.edu/career-services

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

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

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

### The Career Planning Process

#### 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.
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

**Access these resources:**
studentaffairs.psu.edu/career/CIC

**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.
PCOM DEPARTMENT OF PSYCHOLOGY OFFERS THE FOLLOWING PROGRAMS:

• Clinical Psychology (PsyD, Certificate)
• 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)

PHILADELPHIA COLLEGE OF OSTEOPATHIC MEDICINE

4170 CITY AVENUE, PHILADELPHIA PA 19131
PCOM.EDU
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.
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 is be possible to setup a time to talk? I would be available to meet in person or if that’s not convenient via phone.

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

How to Conduct a Successful Interview

- Write out questions and don’t be afraid to refer to them. Ask open ended questions to stimulate discussion.
- Start the interview centered on the person you’re interviewing and his or her career path.
- Ask focused questions such as “What do you do during a typical workday?”
- Ask follow-up questions to gather more information and promote discussion.
- Take notes. You’ll be surprised how much you will forget!
- If on site, ask for a tour of the building and examples of the person’s work. Take note of the work environment, ways people communicate, the dress, etc.
- If you have a resume, take it with you. You can ask for advice on how to improve your resume and what you need to do to enhance your skills and experiences.
- Be yourself and approach the interview as a conversation.

After the Interview

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

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

Potential Interview Questions

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

About the Job:
- What do you do during a typical workday?
- What do you like most or find most interesting about your work?
- What kinds of problems do you face? What do you find most difficult?
- What skills or abilities do you find are most important in your work?
- What other career areas do you feel are related to your work?
- Tell me about your experience working at your company.

About the Career Field:
- What are the basic skills and experiences needed for jobs in the field?
- What is the typical work environment like for a person in this career area?
- What entry-level jobs qualify one for this field?
- What does the step or position above the one you hold now involve? How long does it usually take to move from one step to the next in this career path?

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

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 your 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
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.

**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.

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

2014 Jobvite Social Recruiting Survey

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.
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

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

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, individuals with disabilities, and other protected groups.
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

**IN VolVEMENT**

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

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

### FIGURE 42 Employers Hiring Preferences Relative to Experience, by Percent of Respondents

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I prefer to hire candidates with relevant work experience</td>
<td>64.5%</td>
<td>64.2%</td>
<td>72.3%</td>
<td>74.1%</td>
<td>71.0%</td>
</tr>
<tr>
<td>I prefer to hire candidates with any type of work experience</td>
<td>26.1%</td>
<td>27.0%</td>
<td>20.1%</td>
<td>20.7%</td>
<td>19.9%</td>
</tr>
<tr>
<td>Work experience doesn't typically factor into my decision when hiring a new college graduate</td>
<td>5.1%</td>
<td>6.3%</td>
<td>3.9%</td>
<td>1.1%</td>
<td>4.8%</td>
</tr>
<tr>
<td>Other</td>
<td>4.3%</td>
<td>2.5%</td>
<td>3.4%</td>
<td>4.0%</td>
<td>4.3%</td>
</tr>
</tbody>
</table>

### FIGURE 39 Influence of Attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>2017 Average Influence Rating*</th>
<th>2016 Average Influence Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Has held leadership position</td>
<td>3.9</td>
<td>3.9</td>
</tr>
<tr>
<td>Has been involved in extracurricular activities (clubs, sports, student government, etc.)</td>
<td>3.6</td>
<td>3.6</td>
</tr>
<tr>
<td>High GPA (3.0 or above)</td>
<td>3.6</td>
<td>3.5</td>
</tr>
<tr>
<td>School attended</td>
<td>2.9</td>
<td>2.9</td>
</tr>
<tr>
<td>Has done volunteer work</td>
<td>2.6</td>
<td>2.8</td>
</tr>
<tr>
<td>Is fluent in a foreign language</td>
<td>2.1</td>
<td>2.2</td>
</tr>
<tr>
<td>Has studied abroad</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

Reprinted from Job Outlook 2017, with permission of the National Association of Colleges and Employers, copyright holder.
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.

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 Resume Sample

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

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

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

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

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

TELEVISION PRODUCTION EXPERIENCE
Centre County Report  Spring 2017
Newscast Training Program  University Park, PA

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

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

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

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

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

OTHER RELEVANT EXPERIENCE
ComRadio  Spring 2015 – Spring 2016
Radio Show Co-host  University Park, PA

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

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

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

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

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

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

---

**Tamarah Financer**  
1234 Everyplace Way ● Anytown, PA 12346 ● (814) 987-6543 ● tamfinancer@outlook.com

**EDUCATION**  
The Pennsylvania State University, University Park, PA  
Smeal College of Business  
Bachelor of Science in Finance, Minor: International Business

**Expected May 2018**  
GPA: 3.7

**INTERNSHIP EXPERIENCES**  
The PNC Financial Services Group, Inc.  
Intern, Treasury Management Sales  
Sometown, PA  
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.  
Research Analyst Intern, Investment Team  
SomeCity, PA  
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  
Analyst, Energy & Consumer Staples Sector  
University Park, PA  
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  
Certified Analyst  
University Park, PA  
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  
Executive Vice President  
University Park, PA  
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  
Student Mentor  
University Park, PA  
February 2015 – December 2017

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

814-555-1212 • sengineer@outlook.com

Current Address
540 Nowhere Avenue
Anytown, PA 12346

Permanent Address
1000 Everywhere Lane
Somewhere, PA 12345

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

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

RELEVANT COURSES
Electronic Circuit Design
Embedded Microcontrollers
Continuous-Time Linear Systems
Discrete-Time Linear Systems

Communication Systems/Networks
Digital Signal Processing
Digital Image Processing
Computer Organization and Design

INTERNSHIP
Electrical Engineering Intern (May 2017 - August 2017)
Integrated Networks, Inc. – Someplace, PA
• Performed installation and troubleshooting of ISDN and fiber optic communication lines, Cat5e Ethernet and Cat3 analog voice lines.
• Programmed Nortel, Avaya, and Merlin phone systems.
• Updated customer building schematics using AutoCAD.
• Collaborated with supervisor to propose and complete over 4 projects.

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

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

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

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

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

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

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

RELEVANT PROJECT EXPERIENCE
Systems Integration – Group Leader
August 2016 – December 2016
• Designed and developed an ASP.Net Web Forms Application using Visual Studio 2015.
  The project incorporated the .NET Framework, JavaScript, jQuery, AJAX, and JSON.

Emerging Issues and Technologies – Group Member
January 2016 – May 2016
• Collaborated with a team to design, develop and implement a home security system
  with Python scripts using Linux and Raspberry Pi. The security system integrates email
  and SQLite database logging.

Introduction to Computer Languages – Team Leader
August 2015 – December 2015
• Designed and developed a missile defense simulation program using Microsoft Visual
  Studio 2012. The project was designed with an object-oriented design with XML and
  C#.

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

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

HONORS AND AWARDS
James B. Thomas Trustee Matching Scholarship
2014 – 2015
National Society of Collegiate Scholars, Member
2016
JANE RESEARCHER

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

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

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

Expected Graduation: December 2018

Relevant coursework:
- Management of Food Quality
- Food Microbiology
- Principles of Nutrition
- Food Chemistry
- Careers in Nutrition
- Unit Operations of Food Processing
- Chemical Methods of Food Analysis
- Assessing Nutritional Status
- Physical Principles in Food Processing
- Food Evaluation
- Nutrition Metabolism I
- Food Preparation
- Physiology of Nutrition
- Community Food Security

Research Experience
R&D Intern  Nestle R&D Center, Ice Cream Coatings/Confectionary—Someplace, PA  05/2017—12/2017
- Developed formulae and processes for a novel ice cream coating on bench-top
- Utilized analytical and sensory testing to define a product for patent description
- Scaled up bench-top recipes for pilot plant production
- Produced batch trials of ice cream coating and ice cream bars using pilot plant equipment

Lab Technician  Dairy Microbiology Lab—University Park, PA  09/2015—Present
- Collaborated in the production of dairy products in pilot plant for Short Courses hosted by Penn State
- Co-taught labs for Penn State’s Ice Cream Short Course and Ice Cream 101
- Collaborated with graduate students to complete various parts of research
- Maintained a clean work environment

Undergraduate Research Assistant  Cocoa Development Lab—University Park, PA  05/2016—08/2016
- Conducted experiments in the development of cocoa pods to efficiently produce flavonoids for heart health
- Recorded experimental data electronically and in laboratory notebooks
- Communicated with several other stations to ensure proper flow of cocoa development

Other Work Experience
Lifeguard  Jungleberry Parks and Recreation—Everywhere, PA  06/2012—08/2014
Barista  Starbucks—Anywhere, PA  09/2016—03/2017

Leadership Experience
Penn State Food Science Club (Philanthropy Committee, Recruitment Committee)  Fall 2016—Present
Institute of Food Technologists (Student Member)  Spring 2015—Spring 2016
Penn State Women’s Water Polo Club Team (Member, THON chair)  Fall 2015—Spring 2017
Club Sports Advisory Council (Secretary)  Spring 2016—Spring 2017
Education Resume Sample

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

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

Study Abroad Experience
Universidad Granada, Granada, Spain January 2014
Spanish Language and Literature

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

TEACHING EXPERIENCE
North Mountain Elementary School North Mountain, PA
Student Teacher, 3rd Grade January 2016 – May 2016
• Created and organized learning centers and visual displays to reinforce science concepts.
• Assessed reading comprehension, fluency, and words per minute using Read Naturally for 25 students.
• Collaborated with IEP team members for 6 students to ensure proper compliance with accommodations.
• Developed and implemented approximately 10 lesson plans on a weekly basis.
• Designed an inquiry-based social studies lesson where students used primary source documents to explore the rights guaranteed by the first amendment.

North Mountain Elementary School North Mountain, PA
Early Field Experience, 1st Grade October 2015 – December 2015
• Created and implemented a classroom writing activity that resulted in a class book with 24 students.
• Developed, administered and scored an Individualized Reading Inventory
• Guided Students in generating a class graph with a Halloween theme by measuring candy corn levels.

EXPERIENCE WITH CHILDREN
Boy Scouts of America Abington, PA
Camp Counselor January 2016 – May 2016
• Ensured the safety and wellbeing of 35 male youth, ages 10-13, during daily camp activities.
• Created and Implemented activities using interactive instructional methods to keep campers engaged.
• Demonstrated strong communication skills through conversation with parents, camp leadership and team members.

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

Helping Services Resume Sample

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

**Education**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree/Program</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pennsylvania State University</td>
<td>Bachelor of Science in Human Development and Family Studies</td>
<td>May 2017 (Anticipated)</td>
</tr>
<tr>
<td></td>
<td>Life Span Human Services Option. GPA: 3.85</td>
<td>May 2015</td>
</tr>
<tr>
<td></td>
<td>Associate Degree in Human Development and Family Studies (Altoona)</td>
<td></td>
</tr>
</tbody>
</table>

**Experience Working with Youth and Children**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Title</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altoona Daycare Center, Everyplace, PA</td>
<td>Teacher Assistant</td>
<td>June 2016 – Present</td>
</tr>
<tr>
<td></td>
<td>• Support Lead Teacher with delivery of engaging classroom lessons to 15 4-year-olds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monitor students and effectively manage classroom organization</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Effectively implemented 2 school wide activities by collaborating and communicating with staff and supervisors</td>
<td></td>
</tr>
<tr>
<td>Martin Luther King Jr. Memorial Library, Mainspot, DC</td>
<td>Teen Aide</td>
<td>May 2015 – August 2015</td>
</tr>
<tr>
<td></td>
<td>• Facilitated an early literacy program for 12 students ages 7-12 through one-on-one reading sessions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Planned and organized a city-wide teen event that promoted summer reading and healthy life choices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Assisted students with researching scholarships, colleges, and writing personal statements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Maintained young adult book collection and operated book check-in system</td>
<td></td>
</tr>
</tbody>
</table>

**Other Relevant Experience**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Title</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Help Centre, Altoona, PA</td>
<td>Administrative Assistant</td>
<td>September 2015 – April 2016</td>
</tr>
<tr>
<td></td>
<td>• Provide front desk support and answer the volunteer services’ phone line</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Assist people in finding volunteer opportunities in Centre county based on their interests</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enroll students into the Youth Offenders Program as mandated by a judge</td>
<td></td>
</tr>
<tr>
<td>Children’s Home Society and Family Services, Oneplace, MD</td>
<td>Adoption Intern</td>
<td>May 2014 – August 2014</td>
</tr>
<tr>
<td></td>
<td>• Produced post-placement reports based on information gained from home visits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Developed, organized, and updated clients’ files in adoption database</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Assisted social worker by taking notes on the adopting family and adopted child’s adjustment progress during post-placement home visits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Represented agency at North American Council on Adoptable Children and consulted with interested parties on the international adoption process</td>
<td></td>
</tr>
</tbody>
</table>

**Leadership Experience**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Title</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pennsylvania State University, University Park, PA</td>
<td>Orientation Leader</td>
<td>August 2016 – September 2016</td>
</tr>
<tr>
<td></td>
<td>• Led groups of 20-25 students through Penn State’s New Student Orientation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Worked as a team to plan and publicize week-long schedule of campus-wide events</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fostered an environment that helps new students acclimate to campus</td>
<td></td>
</tr>
<tr>
<td>Students Advocating for Disability Awareness, Altoona, PA</td>
<td>THON Captain</td>
<td>August 2014 – May 2015</td>
</tr>
<tr>
<td></td>
<td>• Planned and coordinated 7-10 fundraising events per academic year, which generated $100,000+ annually</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Educated donors and sponsors on importance of supporting pediatric cancer research</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Collaborated with 100+ student groups from 24 Penn State campuses to raise $13M+ annually in support of pediatric cancer treatment and research</td>
<td></td>
</tr>
</tbody>
</table>
Student-Athlete Resume Sample

Robert Athlete

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
Rock Climbing Leader, University Park, PA
August 2014-August 2015
• 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
Certified Medical First Responder, Anyplace, MD
September 2014-Present
• 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
Team Leader, Anytown, PA
March 2012-May 2014
• Managed a team of 5 in creating and implementing a reading schedule for elementary aged students
• Read stories to elementary school children on a monthly basis

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

SKILLS
Languages: Bilingual (English and Spanish), French (Beginner)
Computer: Microsoft Excel, Adobe Photoshop, Adobe Illustrator

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

studentaffairs.psu.edu/career/
### Resume Action Word List

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

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

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 or call 1-888-747-0794 for more information.
Jane Researcher

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
Accelerate your career and set your GPS to Guardian...
On the move and making a difference in healthcare!

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

- Nursing
- Dietetics
- Rehabilitative Therapy
- Business
- Human Resources
- Healthcare Administration
- Social Work
- Pharmaceuticals
- Sales and Marketing

Get YOUR Career Moving TODAY!
Call: 814.265.1164 ext. 105
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 you 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
Internship Cover Letter

300 College Ave
State College, PA 16803

February 1, 2017

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

Dear Hiring Professional:

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

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

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

Sincerely,

Sarah Star
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 or explore #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. 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 you are 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
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
- Medical coders
- Nursing assistants
- Patient access representatives
- Registered nurses
- Research and development
- Respiratory therapists
- 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](http://geisinger.org/careers).

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

- **DETERMINE**
  - Type of job or internship you want
  - What you have to offer the employer

- **IDENTIFY YOU**
  - Interests
  - Skills
  - Experiences
  - Knowledge
  - Attributes

- **IDENTIFY EMPLOYERS**
  - Research Companies
  - Target Specific Employers

- **DEVELOP MATERIALS**
  - Resume
  - Cover Letter
  - Networking Skills

- **UTILIZE MATERIALS**
  - Career Fairs
  - Networking
  - Interviews
  - Informational Interviews

- **APPLY AND INTERVIEW**
  - Follow application steps
  - Secure interviews
  - Continue the process until you have an offer

- **EVALUATE OFFERS**
  - Take time to review offers
  - Negotiate offers and seek guidance if needed
  - Have all questions addressed
  - Accept or decline as you receive them
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 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

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)

eCredentails
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.
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 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
- National Association of Attorneys General: naag.org
- National Association of Colleges and Employers naceweb.org

You may file a consumer complaint with the FTC by calling (1-877-382-4357) or by using the FTC’s online filing system, located at ftc.gov.

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

I’ve Been Scammed! What Can I Do?
- Close all bank accounts at the bank(s) where transactions were made related to the scam.
- Order a credit report from all three credit bureaus every 2 to 3 months. Look for unusual activity.
- Contact local Secret Service field agent for international fraud or payment forward scams.
- File a police report with local law enforcement officials.
- Report the company name, job posting, and all contact names to job sites where the scam was posted.
- Permanently close all email addresses that were associated with the job fraud where possible.
- Notify Career Services.

Three R’s to Remember
- Research
- Review
- References
  Check company references to check validity
Government Employment

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

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

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

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

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

Local Government
Locate the agencies and departments in which you are interested and contact them to learn about the application procedures. Look online to learn about local municipalities and their application processes.

Additional Opportunities
• Nonprofit foundations
• Charitable organizations
• Lobbyists
• Professional associations
• Consulting firms
• Legislative agencies
• Personal staff of members of Congress
• Judicial system
Job Search for International Students

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

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

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

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

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

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

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

Key Resources

**Campus Resources**

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

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

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

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

- GoinGlobal
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

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

- ForeignMBA.com
foreignmba.com

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

**Government Resources**

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

- studentaffairs.psu.edu/career/
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
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-Show
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
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 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

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

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

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

Meet with a Career Counselor
Discuss your questions about your interview.
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?
• 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 you own needs to help others.

Case

SAMPLE QUESTIONS:
• You are consulting for a major personal care products manufacturer that mainly produces products such as soaps, shampoos, conditioners, etc. Every year their profits are shrinking. What could be the cause of this?
• You are in marketing for one of the fastest growing supermarket chains in the country. This chain is considering opening its own bank branches in its supermarket locations. What is your advice?
• Your client is a small regional bank in the U.S. They are considering closing branch locations and diverting their resources to telephone and internet banking facilities. Should they implement this strategy? What are some of the basic areas they need to research before this strategy is recommended?
• You are working in a program with the goals of assisting your client to return to work. They do not want to return to work as they do not enjoy their job. How would you manage this client and situation?
• An officer approaches you and states the court has issued a protective order against him due to a domestic dispute he had with his partner. What should you do as a supervisor?
Asking Questions During an Interview

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

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

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

Questions to Ask Employers

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

How to Respond to Salary Questions

Fortunately, it is seldom asked during the initial interview. When asked, you need to answer carefully. It is usually best to give a salary range and to have an idea what the range is for your field. Salary information is available online at studentaffairs.psu.edu/career.
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.

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.

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.
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 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/pсуcareer
Job Offers and Negotiation

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

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

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

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

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

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

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

Opportunity for Growth
A position that serves as a springboard provides professional development, additional responsibilities, and a variety of activities in which you can become involved.

Resources for Researching Salary

- A Comprehensive Site for Researching Salary Information
  salary.com

- NACE Salary Calculator
  jobsearchintelligence.com/salary-calculator-intro-etc

- Wage, Earnings, and Benefit Data from the U.S. Department of Labor
  bls.gov/oes

- Company Salaries, Reviews, and Inside Connections for Thousands of Companies
  glassdoor.com

- Penn State Post-Graduation Data
  studentaffairs.psu.edu/career/postgrad.shtml
Negotiating Strategies and Tips

**Adopt a Win/Win Mindset**
The ultimate goal is to achieve an outcome that is pleasing to both you and your employer. Approach your negotiation with the attitude that both you and the employer should benefit from the interaction.

**Negotiation Is Not a Bad Word**
In most cases, employers expect some degree of negotiation. Be respectful and understand that you may have to give a little to get a little. Always express appreciation that you have received an offer.

**Timing Is Key**
Negotiation occurs at the point that you have been extended an offer of employment. Prior to an offer, the focus should be on explaining how you can add value to their organization and on obtaining information about the specifics of the actual job and the organization.

**Do Your Research**
Present a well-reasoned argument that is backed up by data, such as average salary, adjustments due to geography, and your level of education, background, and skills.

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

---

**Understanding the Ethics of Offers**

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

**Once you accept a job, you should:**
- Withdraw from the job application process with all other organizations.
- Let all employers who are actively considering you know that you are no longer available and that they should consider other candidates.
- Notify Career Services via an email at interviewing@psu.edu so that we will not refer your resume to any other employers.
- Cancel all pending interviews.
- Send a formal acceptance letter. Learn what to include on PAGE 36.

If you face extreme circumstances that force you to renege on an acceptance (i.e., family emergency, marriage), you should notify your employer immediately and withdraw the acceptance. If you have accepted a signing bonus, you should return it.

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

**Negotiating offers should be done over the phone or in person.**
Lake Erie College of Osteopathic Medicine (LECOM) is the LARGEST* medical school in the nation. LECOM’s medical* and pharmacy schools attract the MOST APPLICANTS and it is a TOP TEN* ranked college for preparing primary care physicians. For more information visit LECOM.edu

* U.S. News and World Report Best Medical Colleges
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

<table>
<thead>
<tr>
<th></th>
<th>Master’s Degree</th>
<th>Doctoral Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENROLLMENT</strong></td>
<td>• Enroll full-time or part-time</td>
<td>• Enroll full-time or part-time</td>
</tr>
<tr>
<td></td>
<td>• 1-3 years full-time</td>
<td>• 3-7 years full-time</td>
</tr>
<tr>
<td><strong>COURSEWORK</strong></td>
<td>• Field specific rather than broad based</td>
<td>• Field specific rather than broad based</td>
</tr>
<tr>
<td><strong>FACULTY</strong></td>
<td>• Advised by a faculty member</td>
<td>• Advised by a faculty member</td>
</tr>
<tr>
<td><strong>PRACTICAL</strong></td>
<td>• Likely includes graduate assistantship or internship</td>
<td>• Likely includes teaching, internship, or research assistantship</td>
</tr>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESEARCH</strong></td>
<td>• May involve a progression from coursework to research</td>
<td>• Involves a progression from coursework to research</td>
</tr>
<tr>
<td><strong>END OF PROGRAM</strong></td>
<td>• May end with thesis, paper, and/or comprehensive exam</td>
<td>• Typically ends with a dissertation</td>
</tr>
<tr>
<td><strong>CAREERS</strong></td>
<td>• Leads to professional work, teaching, or further education</td>
<td>• Leads to teaching, research, professional work, or post-doctoral work</td>
</tr>
</tbody>
</table>

58 CAREER GUIDE
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

A REVOLUTION IN HEALTHCARE REQUIRES A REVOLUTIONARY DEGREE

EARN YOUR DOCTOR OF PHARMACY AT FDU
Fairleigh Dickinson University’s School of Pharmacy offers an innovative PharmD degree. Led by renowned faculty, the dynamic curriculum incorporates brand new facilities, the latest technology, and hands-on experience in laboratories and professional settings. You’ll emerge with crucial skills that leading pharmaceutical employers demand.

You can even choose to earn a dual degree by working toward a master’s simultaneously with your Doctor of Pharmacy—without additional years of study.

A professional education with a personalized approach.

LEARN MORE
fdu.edu/pharmacy
973-443-8401
GRADUATE SCHOOL PLANNING

Applying to Graduate or Professional School

Application Action Plan

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

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

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

Spring of your Senior year
- Check with all institutions before the deadline to make sure your file is complete.
- Visit institutions that accept you. Send a deposit to your institution of choice.
- Notify other colleges and universities that accepted you of your decision so that they may admit students on their waiting lists.
- Send a thank-you note to people who wrote your recommendation letters, informing them of your success.
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](http://ets.org/gre)
- **GMAT** [gmac.com/gmat](http://gmac.com/gmat)
- **LSAT** [lsac.org](http://lsac.org)
- **MCAT** [aamc.org/students/applying/mcat](http://aamc.org/students/applying/mcat)
- **MAT** [milleranalogies.com](http://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](http://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.
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

**WAYS TO PREPARE**
- Gain research experience
- Gain teaching experience
- Publish
- Present at conferences
- Get involved with professional conferences
- Get a post-doc

**APPLICATION MATERIALS**
- Curriculum Vitae
- Cover Letters
- Letters of Reference
- Transcripts
- Philosophy of Practice
- Writing Samples
- Lesson Plans
- Student Evaluations

### Non-Academic Jobs

**WAYS TO PREPARE**
- Find internships
- Network with industry professionals
- Attend career fairs
- Get involved with professional conferences

**APPLICATION MATERIALS**
- Resume (1-2 pages)
- Cover Letter
- Transcripts
- References
Reviewing Job Listings
Advertisements for potential job openings may be found in a variety of locations.

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

Post Doctoral Opportunities
Short for postdoctoral fellow, a post-doc is a research appointment of a fixed length of time for those holding a doctorate. It provides Ph.D.s with the opportunity to deepen their research in an area of expertise or acquire new areas of research experience prior to pursuing an academic career or a career in industry. They may feature an opportunity to teach.

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

Finding a post-doc is similar to the job search for other academic positions. The key for post-docs is to start early, as some post-doc positions in top locations can be filled 1½ or 2 years in advance.

Academic Job Opening Posting Sites

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

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

<table>
<thead>
<tr>
<th></th>
<th>Resume</th>
<th>Curriculum Vitae</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PURPOSE</strong></td>
<td>• Outlines your personal, educational and work related experiences</td>
<td>• Comprehensive summary of your educational and professional experience, including publications, presentations, professional activities, honors, and additional information</td>
</tr>
<tr>
<td><strong>LENGTH</strong></td>
<td>• One- or two-page document</td>
<td>• Generally three or more pages in length, depending on your qualifications and level of experience</td>
</tr>
<tr>
<td><strong>FOCUS</strong></td>
<td>• Strengths and qualifications for a particular position</td>
<td>• Comprehensive biographical statement</td>
</tr>
<tr>
<td><strong>OBJECTIVE STATEMENT</strong></td>
<td>• Inclusion is optional</td>
<td>• Not included</td>
</tr>
<tr>
<td><strong>POSITION TYPE</strong></td>
<td>• Business, non-profit, other non-academic positions</td>
<td>• Faculty, research, clinical, scientific positions, or when requested</td>
</tr>
</tbody>
</table>

If sending a resume and not a CV, tips for preparation can be found on PAGE 18
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
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
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
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.
  o Conduct extensive literature reviews, write analyses, and submit research work for publication.
  o 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.

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
• Taught 50 students to develop, refine, and apply knowledge of literary critiques to different forms of writing.
CV Example

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


PRESENTATIONS


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

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

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

OTHER WORK EXPERIENCE
Director, Student Membership, Alumni Association, Gettysburg College May 2008 – May 2009
Office Assistant, Residence Life, Gettysburg College May 2006 – May 2007
Career Services is a department within Student Affairs. U.Ed. STA 18-03

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

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