Welcome! The Career Center is the central resource that builds collaborative relationships among the Temple community, and empowers undergraduate and graduate students and alumni through comprehensive career development services, driving successful careers. We provide students with the tools and guidance required for them to explore their career options, build their professional brand, gain experience, and make their path in the professional world.

THE CAREER CENTER’S SERVICES INCLUDE:

- Guidance, strategies, and expert coaching to help you understand your interests, set goals, create solid professional documents, and shine on LinkedIn.
- Mock interviews with Career Coaches or through InterviewStream to perfect your interviewing skills.
- Job and internship fairs, networking and professional development events, and industry-specific Career Talks, which allow students to connect with employers and industry experts and optimize their job, internship or graduate school search.
- Professional Development Corner to enhance your LinkedIn headshot, resume, CV, and business cards.

Learn more about the Career Coaches and other members of our team at temple.edu/careercenter/about/staff.html.

TEMPLE UNIVERSITY CAREER NETWORK
In addition to the University Career Center, all students have access to career services specific to their fields of study. The network includes career professionals with 9 schools and colleges, Ambler and Japan campuses, as well as Alumni Career Services for alumni who graduated more than 5 years ago. For a full list of the schools and colleges offering these services, please see page 42 and visit temple.edu/careercenter/about/career-network.html.

THE ONLINE CAREER CENTER INCLUDES:

- Handshake, Temple’s online portal for internships and job searches. Here students can select their industry clusters of interest, search and apply to over 1,500 active job and internship opportunities every week, and receive targeted information about events, organizations, and job or internship opportunities throughout the year.
- An active presence on Facebook, Twitter, LinkedIn and Instagram to keep students informed of trends, job and internship opportunities, and career advice from a world of sources.
- Additional online career resources InterviewStream, CandidCareer, JobScan, or GoinGlobal help students and alumni develop their skills and explore an exciting and diverse array of career paths locally and globally.

Learn more about the Online Career Center and each resource at temple.edu/careercenter/about/online-career-center.html.

EXPLORE YOUR OPTIONS

- Use assessment tools, including Myers Briggs Type Indicator (MBTI), Strong Interest Inventory, and Focus 2, to gain an understanding of career paths and graduate school options based on your interests, skills, and values.
- Meet with a career coach who will interpret career assessments.
- Explore career paths with the virtual resource, What Can I Do With This Major?
- Discover employers who are recruiting Temple students and explore internship opportunities in Handshake at temple.joinhandshake.com or your school or college’s job board.
- Complete your Career Interests Profile in Handshake to learn more about specific career opportunities and events.
- Gain an understanding of career paths where graduate school may be necessary and begin to explore steps to advanced degrees.
- Find opportunities that align with your academic and future professional goals with Office of Scholar Development and Fellowships Advising.

BUILD YOUR BRAND

- Meet with a Career Coach at the Career Center or Career Advisor at the Professional Development Center at your school or college.
- Develop your resume and other professional materials, such as a CV, personal website or portfolio. Modify these materials as you progress through your college career by adding courses, internships, projects, and volunteer and leadership experiences.
- Write a cover letter for each internship and/or job application.
- Visit the University Career Center’s Professional Development Corner for your LinkedIn headshots, business cards and to print your resume. With your LinkedIn photo and critiqued resume, build your LinkedIn profile.
- Learn how to interview one of two ways: 1) Schedule a mock interview with a career coach, 2) use InterviewStream, an online resource.
- Build your professional wardrobe, which includes an interview suit, casual business attire, dress shoes, and a handbag.
- Attend professional development events for career advice and to network with alumni and employers. Loook for these events at the Career Center, the Professional Development Center at your school or college, campus department or student organization.

GAIN EXPERIENCE

- Access Handshake or your school or college’s job board to search for internships and jobs, including professional, part-time or on-campus opportunities, and learn about career fairs, networking and graduate school events to attend.
- Be an active volunteer, member or leader of a club or organization on campus or in your community.
- Learn about study abroad options and internship abroad opportunities by visiting the office of Education Abroad and Overseas Campuses and by using GoinGlobal on the Career Center’s website.
- Conduct an informational interview with someone who works in your field or area of interest.
- Seek out opportunities to gain research experience working with a faculty member.

MAKE YOUR PATH

- Search for full-time jobs, fellowships and postgraduate internships on Handshake or your school or college’s online job board.
- Decide if graduate school is appropriate for your career goals and explore graduate school options.
- Explore fellowships and post-graduate scholarships.
- Share your future plans with us by completing our brief First Destination Survey.
- Senior year, join Temple U Connect to meet alumni mentors within your industry of interest.
- Stay connected to Temple University! The Career Center offers career resources and advice for alumni.

Visit temple.edu/careercenter today to take advantage of our online career resources:

CandidCareer | careershift | GoinGlobal | What Can I Do With This Major? | Jobscan | InterviewStream | Focus 2 | Vault | The Versatile PhD |
EXPLORE YOUR OPTIONS

- Explore career paths with the virtual resource, What Can I Do With This Major?
- Complete your Career Interests Profile in Handshake to learn more about specific career opportunities and events.
- Discover employers who are recruiting Temple students and explore internship opportunities in Handshake at temple.joinhandshake.com or your school or college’s job board.
- Consider how assessments will help you understand yourself and your interests better. Our tools include FOCUS 2, Strong Interest Inventory, and the Myers Briggs Type Indicator. Meet with a Career Coach to learn more.
- Learn about career paths where graduate school may be necessary and begin to explore steps to advanced degrees.
- Find opportunities that align with your academic and future professional goals with Office of Scholar Development and Fellowships Advising.

Assess Yourself

Interests
1) Make a list of the activities you are most enthusiastic about, the ones you most enjoy and find interesting:

2) In your past work and volunteer experiences, which tasks did you enjoy the most?

3) Are there any causes that you are truly passionate about?

4) Are there career paths to pursue where those passions can (at least in part) be realized?

Skills
5) Make a list of the talents you possess, the things you do best:

6) Now identify the talents or skills you have not yet demonstrated but feel could be developed with the right opportunity:

7) Identify the person who knows you best:

8) If that person were asked to identify your main skills, talents, or what you do best, what would he or she say:

9) List the accomplishments in your life that you are most proud of, and identify skills you demonstrated:

10) Which of these talents and accomplishments best relate to your field of interest?

Values
11) What do you think might motivate you to work?

12) What might be important to you in a career?
How to Create a Winning Resume

RESUMES

A resume is a brief summary of your qualifications, education, and experiences relevant to your job search objective. The purpose of a resume is to obtain an interview. Employers will spend less than 30 seconds reviewing your resume; therefore, the information must be conveyed in a clear, well-organized style. The sections of a resume are listed below.

Why and How Freshmen Can Build on Your Experiences in a Resume

Change is a constant of your first year in college, and your resume is no exception. While you might already have an existing resume, here are some tips to consider in transitioning to reflect your new status as a Temple student.

- Should it stay or be updated? Review your resume to identify three most valuable activities and focus on those. Those should be prominently featured near the top of your resume. Keeping your resume to six pages shows employers that you know how to prioritize and organize the most important information about you.

- Temple first! Don’t forget to list Temple University first in an education section, as that is your current educational focus. If you don’t have a major to list yet, that is OK! Meet with a Career Coach to help you determine the right language.

- Get connected! You may be joining one or several groups here at Temple, which has many benefits for your success in college. Even if you’re new to the group, you can list it on your resume and provide verifiable and measurable responsibilities.

- Skills are your best friend! You would be surprised how valuable your extracurricular activities and work experience can be. Meet with a Career Coach to help identify and understand your skills in a meaningful way.

Active Verbs for Your Resume

THE FOLLOWING LISTS are divided into categories to facilitate your ability to identify some great, active verbs to make your resume stand out. Begin each of your bullet points with an active verb. Keep the tenses consistent using past verbs for past experiences and present verbs for the current ones.

- Design
- Exchange
- Format
- Improve
- Install
- Fix
- Function
- Measure
- Insure
- Inventory
- Market
- Maximize
- Minimize
- Multipurpose
- Process
- Project
- Purchase
- Redefine
- Relocate
- Reorganize
- Synthesize
- Transform
- Unite
- Universal
- Act
- Apply
- Anticipate
- Change
- Check
- Cover
- Create
- Defend
- Diagnose
- Effect
- Eliminate
- Emphasize
- Establish
- Facilitate
- Forecast
- Found
- Give
- Navigate
- Offer
- Perform
- Propose
- Refer
- Register
- Reinforce
- Resolve
- Retrieve
- Select
- Serve
- Simplify
- Study
- Take
- Travel
- Use
- Write

Weak Verbs DO NOT USE

- Aid
- Assist
- Deal
- Enhance
- Expand
- Gain
- Handle
- Help
- Learn
- Receive
- Seek Out
- Set Up
- Tolerate
- Understand

Adapted with permission from Letters & Science and Human Ecology Career Services, University of Wisconsin-Madison.

Your Name
Web page and or LinkedIn address (if pertinent)
Email address • Phone number

Present Address (optional)
Permanent Address (optional)

Education

This section should include:
- Name of the degree-granting institutions; List most recent first. May also include city and state of institution.
- Degree received and major
- Graduation date or projected graduation date
- Overseas academic experience
- Optional:
- Any minors, specialization or focus areas
- Courses relevant to the position for which you are applying
- Honors and GPA (if they are a strong selling point)
- GPA based on a 4.0 scale.
- Senior research/projects/honors thesis title and brief description
- Optional:
- Name of the degree-granting institutions; List most recent first: Don’t forget to list Temple University first in an education section, as that is your current educational focus. If you don’t have a major to list yet, that is OK! Meet with a Career Coach to help you determine the right language.
- Why and How Freshmen Can Build on Your Experiences in a Resume

Transfer Students: Set up an appointment with a Career Coach to determine an individualized action plan.

Adapted with permission from Stanford University’s 2015-2016 Career Guide.
Focus on Skills, Not Tasks

**SKILLS (Active Verbs) + WHAT YOU DID (Responsibilities) + RESULTS/OUTCOME (How/Why)**

**SKILLS v. ABILITIES**

Skills: Proficiencies developed through training or experience. Something learned and developed

Abilities: The qualities of being able to do something

Take inventory of your skills versus your abilities, understanding the difference will make interviewing easier and will help you better generate content for your resume and cover letter.

**TYPES OF SKILLS:**

- Knowledge Based (Hard Skills): specific to job function, tend to be technical and specialized
- Personal Traits/Attitudes (Soft Skills): Traits that contribute to performing work, rooted in temperament – Often includes Transferable Skills: actions to perform tasks, transferable to different functions and industries

Knowledge Based (Hard Skills)

- Industry specific computer software and application knowledge
- Design—graphic, web
- Data analysis
- Sales, negotiation
- Marketing, search engine optimization (SEO), social media, content
- Mathematics, finance, manufacturing, logistics

Personal Traits/Attitudes (Soft Skills)

- Problem solving
- Communication (verbal/written)
- Teamwork
- Leadership
- Organization
- Flexible/Adaptable

**DEVELOP YOUR RESUME:** Turn those skills into bullet points.

Using the list on page 7 consider the following to develop bullet points for the experiences on your resume and in your cover letter.

**CONSIDER:** What did you do? What were your responsibilities?

Take time to list your responsibilities within each of your job experiences before creating your bullet points. Consider how they may or may not relate to the position you are applying for. Did you work with people? Data? Products/services? Were you creative? Design something? Create? Innovate? Lead? Manage? (Use the active verbs to find your skills).

**GIVE YOURSELF CREDIT:** Explain your accomplishments.

Remember to be specific; tell them why/how you accomplished the key responsibilities in your positions. Consider the details employers want to hear and demonstrate the results and outcomes!

Use your job experience formula “Skills + what you did + Results/Outcomes” to create your own bullets.

**Weak Bullet Point**

- “Worked with social media platforms.”

**Improved Bullet Point**

- “Created LinkedIn, Twitter, and Flickr accounts to increase participation.”

**Best Bullet Point**

- “Created LinkedIn, Twitter, and Flickr accounts to increase alumni engagement. Organic growth of 300 LinkedIn connections and 30% increase in engagement with $0 budget.”

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**TEMPLE UNIVERSITY SCHOOL OF PODIATRIC MEDICINE**

Committed to Excellence in Podiatric Medical Education

The Newark Board of Education is seeking teacher candidates for all teaching positions, especially the hard-to-staff areas of:

- Bilingual/Bicultural Education
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- English
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- French
- Graphic Design
- Mathematics
- Science
- Special Education
- Swim
- Travel & Tourism

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Apply today at
www.teachnewark.com

Questions?
Email us: teach@nps.k12.nj.us

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8 Career Center | www.temple.edu/careercenter
Using Job Descriptions and Keywords...

What are keywords?
Keywords are nouns, phrases, industry “buzzwords”, or acronyms used within a particular field, job description, or list of employer requirements. The keywords in a resume give important information about the job seeker to the recruiter, or whoever is reviewing your resume. Some examples of keywords are: technical expertise, management skills, education and training, and/or work history. Employers use resume screening software to identify skilled and qualified candidates. If your resume includes job-specific keywords it is more likely to be selected.

What are job descriptions?
They are broad, general statements of a specific job an employer is trying to fill. When developing the application materials for a specific position, you want to focus on how you fit the job description. The job description will include duties and responsibilities — look for the “keywords” in these sections and make sure that they are included in your cover letter and resume. This is how you will be “matched” to the job description. Make sure you relate how your skills, knowledge and experiences fit the description.

Do not worry if you do not have everything listed in the description — most students do not. Job descriptions are typically hiring guidelines not mandatory requirements. Address how you will develop the skills that they are seeking.

What are the right keywords?
No set list of keywords works for all jobs. The list varies from one job opening to the next, depending on the job requirements. Job postings are great for identifying important keywords and will tell you exactly what employers want. You can even take a job posting, highlight keywords, and use it as a checklist of keywords for your resume for that particular position.

How should I use keywords and job descriptions in my resume?
Weave keywords, responsibilities and qualifications into the bullet points in your resume. For example, you could describe your communication skills in one of your statements, “Managed communication with internal and external clients throughout marketing project.” Also, look for ways to make lists of your keywords under logical headings. For example, you could put all of your computer applications under a “Computer Skills” heading.

Take a moment to look at which keywords are emphasized in the job description below and how those keywords are placed in Sam’s Resume.

Client Services and Operations Controller

Responsibilities:
• Work with all team sponsors and their media/marketing departments for advertising specifications on strict deadlines
• Manage and implement all in-arena sponsor signage
• Execute and oversee all game day giveaways
• Organize and distribute sponsor tickets and merchandise
• Help to execute any sponsorship and client events
• Manage and track all client-specific social media posts
• Manage contracts when sold
• Oversee promotional game day pieces
• Any other tasks needed to execute contracted sponsorship elements
• Hours will vary depending on the schedule that week

Qualifications:
• Excellent communication skills, both written and oral
• Manage partnership and client relationships
• Detail-oriented and organized
• High level of self-motivation and initiative; desire to be successful
• Professional phone presence
• Bachelor’s degree in sports management or related field

...In Your Resume and Cover Letters

Sam Wilson
Philadelphia, PA
sam.wilson@xyz.com
215.204.0000

June 1, 20XX
RE: Client Services and Operations Coordinator

Dear Mr. Towl,

I am writing to apply for the Client Services and Operations Coordinator position with the Philadelphia Soul. I discovered the position through a posting on Temple University’s student job portal, Handshake.

I received my Bachelor of Science degree in Sport and Recreation Management in May of this year. My internship experiences have honed my skills in effectively communicating and fostering lasting relationships. I have coordinated regularly with marketing departments generating in-game advertising specifications, managed inventory and logistics, and assisted with client engagement via social media. Researching potential partners has helped me better understand the development of solid sponsor relationships and the forces driving brand needs.

Additionally, I have operational experience with Aramark at Citizens Bank Park, where I had the opportunity to manage employees directly and ensure concessions ran efficiently. I am versed in managing a varying schedule based around games and events.

The Client Services and Operations Coordinator opportunity strongly aligns to my desire to work in a unique, competitive environment; on that I can truly make an impact and help further organizational goals. I look forward to the opportunity to discuss how my qualifications may be in line with your needs for this role.

Thank you for your consideration,

Sincerely,
Sam Wilson

NOTES
A Cover letters should be tailored to each position application.
B Identify the purpose of your letter, how you learned about the position and why you are interested in the specific position and company.
C Mention of the degree that corresponds to the job description.
D Emphasize communication and relationships to mirror the keywords in the job description.
E Highlight your relevant skills, experiences and qualifications.
F Summarize why you are the best person for the position and ALWAYS thank them for taking time to consider you for the role.
Sam Wilson  
Philadelphia, PA
sam.wilson@abc.edu

EDUCATION  
Temple University  
School of Sport, Tourism and Hospitality Management  
Bachelor of Science, Sport and Recreation Management

EXPERIENCE  
Philadelphia Union  
Corporate Partnership Intern  
March 2016 – Present
- Work with team partners to help accomplish partner goals at sponsor branded events, game days
- Conducted research on potential partners and sponsorship opportunities for the Union
- Develop partnership packages for the respective brand partners
- Manage and track all client-specific social media posts

Aramark, Citizens Bank Park  
Operations Supervisor  
February 2015 – Present
- Assisted with Philadelphia’s Special Olympics events through research and onsite tasks
- Supported events by identifying, contracting and securing potential partners
- Executed administrative tasks required to meet current or upcoming marketing and event goals

Special Olympics  
Special Events & Sponsorship Intern  
May 2014 – July 2014
- Developed social media coverage for and engage and manage different elements of the sport
- Assisted in vehicle marshaling and ticket sales in distribution to the development team
- Participated in onboarding sessions for new client presentations
- Provided social media coverage for local group athletes

VOLUNTEER EXPERIENCE  
Philadelphia Eagles  
Special Olympics  
October 2015 – March 2016
- Monitored all cash sales for night games and assisted in activating fundraising initiatives

Beyond Sports United  
Event Associate  
July 2015
- Navigated attendees to event breakout sessions and discussion panels
- Provided customer service to inquiring guests

Philadelphia Union  
Game Day Assistant  
November 2015
- Coordinated event parking and facilitated tailgate setup and tear down

PROFESSIONAL AFFILIATIONS & LEADERSHIP  
President, Sport Marketing Association of Temple University  
Member, Phi Phis Lambda Professional Honorary Society

Cater your resume for the industry.  
Formatting should be consistent throughout the entire resume. No abbreviations, no contractions.

Build Your Brand

How to Use Job Descriptions and Keywords in Your Resume

This page corresponds to the cover letter above to use keywords

NOTEs
A Include your GPA when required. Typically only include a 3.0 or better.
B List your relevant experiences in chronological order, beginning with most recent to least recent.
C Use bullet points—NO paragraphs.
D Identify and quantify your accomplishments, go beyond your job description.
E Cater your resume for the industry.
F Formatting should be consistent throughout the entire resume. No abbreviations, no contractions.

Temple Templeton  
H.I. N. Broad Street  
Philadelphia, PA 19122  
215-204-0600  
temple.templeton@temple.edu

Summary  
Management arts education professional experienced in creating lesson plans for both children and adults. Additional experience writing grant proposals and educational pamphlets. Solid people skills and genuine curiosity to learn and improve skills in all areas. Proficient in InDesign, QuarkXPress, Photoshop, Illustrator, and Microsoft Office on both Windows and Macintosh platforms.

Education  
Temple University, Tyler School of Art  
Bachelor of Fine Arts in Painting, GPA 3.6  
Expected: May 20XX

Experience  
Temple University Rome  
February 2015 – Present
- Developed and analyzed a minimum of four new writer submissions per week
- Complete social media coverage for and engage and manage different elements of the sport
- Assisted in vehicle marshaling and ticket sales in distribution to the development team
- Participated in onboarding sessions for new client presentations
- Provided social media coverage for local group athletes

Marketing Manager, GLOBAL PERSPECTIVES RESEARCH GROUP, Philadelphia, PA  
May 2015 – August 2017
- Developed and maintained a database of tens of thousands of students and alumni
- Participated in brainstorming sessions for new client presentations
- Provided social media coverage for local group athletes

Stable Film Programs, TEMPLE UNIVERSITY, Philadelphia, PA  
August 2015 – Present
- Worked on content repurposing for the graduate film thesis of The Rowan Citizen

Other Work Experience  
Assistant Group Supervisor, YMCA OF PHILADELPHIA  
May 2015 – May 2017
- Created and administered grant plans designed to enhance children’s learning and thinking skills
- Conducted of the “Smiling Kind” Campaign local leadership, connecting families with over 100 children

Temple Wandering Studios Filmmaking Club (Treasurer)  
- Proficient with Final Cut Pro 7 and X, Adobe Premiere Pro, and Adobe Photoshop– Editing/Design

The Totem Post  
Wrote, photographed, and researched material for the weekly camp newsletter

Coordinated the Strong Kids Campaign local fundraiser, connecting suburban families with inner-city youth

Created and administered lesson plans designed to enhance children’s critical thinking skills

Wrote two feature-length screenplays; currently developing a television pilot

Out of This World

Marcus Media

www.temple.edu/careercenter  
Career Center

 Marcus J. Medina

www.temple.edu/careercenter  
Career Center

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C Use bullet points—NO paragraphs.
D Identify and quantify your accomplishments, go beyond your job description.
E Cater your resume for the industry.
F Formatting should be consistent throughout the entire resume. No abbreviations, no contractions.
**Resume Samples**

**HooD D. Owl**

*Assistant Manager*

**RELEVANT EXPERIENCE:**

- **Digital Media:** September 20XX – Present

  - **Social Media:**
    - Creates and manages social media campaigns to increase brand awareness.
    - Manages online customer service inquiries and complaints.
  - **Content Creation:**
    - Develops and executes content strategies to engage target audience.
    - Coordinates with internal teams to ensure timely delivery of content.
  - **Email Marketing:**
    - Compiles and sends out daily newsletters to subscribers.
    - Designs and sends out promotional email campaigns.

**EDUCATION:**

- **Bachelor of Arts in Digital Media:**
  - Philadelphia, PA
  - Major: Digital Media
  - GPA: 3.5

**SPECIAL SKILLS:**

- **Adobe Creative Suite:**
  - Premiere, After Effects, Photoshop
  - Proficient in graphic design, video editing, and web design.

**HOOVER, M. Moore**

*Manager of Social Media Engagement*

**RELEVANT EXPERIENCE:**

- **Digital Media:** September 20XX – Present

  - **Social Media:**
    - Manages social media presence across multiple platforms.
    - Responds to customer inquiries and tracks metrics for social media campaigns.
  - **Content Creation:**
    - Develops content calendar and distributes content on scheduled basis.
    - Monitors and analyzes content performance to refine strategies.

**EDUCATION:**

- **Bachelor of Business Administration:**
  - Philadelphia, PA
  - Major: Marketing
  - GPA: 3.7

**SPECIAL SKILLS:**

- **Marketing:**
  - Proficient in digital marketing, social media management, and content creation.

**Resume Samples**

**HooD D. Owl**

*Assistant Manager*

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  - Premiere, After Effects, Photoshop
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**Resume Samples**

**HooD D. Owl**

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  - **Email Marketing:**
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    - Designs and sends out promotional email campaigns.

**EDUCATION:**

- **Bachelor of Arts in Digital Media:**
  - Philadelphia, PA
  - Major: Digital Media
  - GPA: 3.5

**SPECIAL SKILLS:**

- **Adobe Creative Suite:**
  - Premiere, After Effects, Photoshop
  - Proficient in graphic design, video editing, and web design.

**HOOVER, M. Moore**

*Manager of Social Media Engagement*

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**Resume Samples**

**HooD D. Owl**

*Assistant Manager*

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**HOOVER, M. Moore**

*Manager of Social Media Engagement*

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**EDUCATION:**

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  - Philadelphia, PA
  - Major: Marketing
  - GPA: 3.7

**SPECIAL SKILLS:**

- **Marketing:**
  - Proficient in digital marketing, social media management, and content creation.
RESUME SAMPLES

Government, Non-Profit

Victor E. Owl
University of Washington

EDUCATION

- Bachelor of Arts in Economics
  - University of Washington
  - 2008-2012

EXPERIENCE

- Field Representative, Seattle, Washington
  - Field Representative for the vigorous outreach, organizing, and canvassing efforts to support
    President Barack Obama’s re-election campaign in 2012.
  - Conducted door-to-door campaigns in the Seattle area, registering new voters and
    encouraging them to vote in the upcoming election.
  - Assisted in the planning and execution of various events such as community meetings,
    rallies, and voter registration drives.


definitions:

- Field Representative: A role focused on grassroots organizing, voter registration,
  and campaign outreach.
- Door-to-door campaigns: A method of canvassing door-to-door to register voters.
- Voter registration drives: Community efforts to register new voters for an election.

Knowledge: Microsoft Office, Excel, Google Drive, Social Media.

SALARY: $35,000

LESLIE LIBERTS

EDUCATION

- Bachelor of Arts in History
  - Temple University
  - 2010-2014

EXPERIENCE

- Archivist II
  - Temple University
  - May 2015 – Present

- Archivist I
  - Temple University
  - September 2015 – May 2015

Skills: Archival management, metadata creation, digital preservation, and research.

SALARY: $30,000

RESUMES & COVER LETTERS

- Academic / Professional Services
- Government / Non-profit

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18

19

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Resumes Samples

Government, Non-Profit

Frederick Federal

EDUCATION

- Bachelor of Science in Business Administration
  - Temple University
  - 2014-2018

EXPERIENCE

- Financial Analyst
  - Frederick Federal Bank
  - March 2019 – Present

- Team Lead, Loan Processing
  - Frederick Federal Bank
  - May 2018 – March 2019

- Loan Processor
  - Frederick Federal Bank
  - June 2017 – May 2018

Skills: Banking, Client Services, Microsoft Office.

SALARY: $50,000

LEON KUSHNER

EDUCATION

- Bachelor of Science in Business Administration
  - Temple University
  - 2013-2017

EXPERIENCE

- Financial Analyst
  - Frederick Federal Bank
  - April 2018 – Present

- Loan Processor
  - Frederick Federal Bank
  - June 2017 – April 2018


SALARY: $45,000

RESUMES & COVER LETTERS

- Accounting / Finance
- Government / Non-profit

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Resumes Samples
Health, Human Services

Nurse John Smith
311 Temple Avenue, Philadelphia, PA 19111 | (215) 395-9075 | nursejohnsmith@email.com

EDUCATION
Temple University, College of Public Health
Bachelor of Science in Nursing
Expected May 20XX

CERTIFICATIONS
• Certified Nursing Assistant

CLINICAL EXPERIENCE
• Worked with patients in Hospital setting
• Assisted in daily living activities

RESEARCH EXPERIENCE
• Conducted research on the impact of nurse staffing on patient outcomes

WORK EXPERIENCE
• Volunteer, Temple University Hospital, Philadelphia, PA

ADDITIONAL SKILLS
• Computer: Microsoft Office Suite including Word, Excel, Access, Publisher, PowerPoint

Work Samples
Resume Samples

Health, Human Services

Terry Templeton
123 South Broad Street, Philadelphia, PA 19106 | (215) 396-5555 | terrytempleton@email.com

EDUCATION
Temple University, College of Public Health
Bachelor of Science in Nursing
Expected May 20XX

FIELD WORK EXPERIENCE
Thomas Jefferson University Hospital, Philadelphia, PA
Social Work Intern, Field Practice Program
January 20XX to Present

- Assisted in the discharge planning process
- Developed care plans for patients with complex needs

RESIDENT EXPERIENCE
Holy Redeemer Hospital, Philadelphia, PA
VOLUNTEER EXPERIENCE
Teacher’s Assistant:

- Worked with children ages three months to four years of age.
- Prepared activities

WORK EXPERIENCE
Belmont Behavioral Health- Adolescent/ Dual Diagnosis Care (60 hours pending)
Children’s Hospital of Philadelphia-Adolescent Renal Unit (60 hours)
Temple University Hospital- Medical –Surgical Unit (45 hours pending)
Temple Physicians at Nicetown- Primary Health Care (45 hours completed, 45 hours pending)

CLINICAL EXPERIENCE
GPA: 3.74 Dean’s List: Fall 20XX-Present
Bachelor of Science in Nursing
Temple University, College of Public Health

• J. Russell Fawley Scholarship Award (Competitive award based on academic merit)

1234 North Broad Street Philadelphia, Pennsylvania 19122 (215) 555-5555 ttemple@temple.edu

SKILLS
• Computer: SPSS, Microsoft Office (Excel, Access, Word, Publisher, PowerPoint)

ACTIVITIES
• Alpha Chi Omega Sorority, Temple University
• Psychology Majors’ Association, Temple University
• Owl Team Member
• Office of Orientation and New Student Programs, Temple University

EXPERIENCE
• Clinical Work Experience

Aaron McCall
Philadelphia, PA

EDUCATION
Temple University, College of Liberal Arts
Bachelor of Science in Psychology
Expected May 20XX

CAREER CENTER
• Counseling services
• Job search strategies
• Resume and cover letter writing

123 Temple Avenue Philadelphia, PA, 19111 * (267) 555-5555 * nursejohnsmith@temple.edu

Resume Samples

Temple Oriel
Temple University’s Career Center

EDUCATION
Temple University, College of Liberal Arts
Bachelor of Science in Psychology
Expected May 20XX

CAREER CENTER
• Counseling services
• Job search strategies
• Resume and cover letter writing

123 Temple Avenue Philadelphia, PA, 19111 * (267) 555-5555 * nursejohnsmith@temple.edu
**Resume Samples**

**Law, Legal Services**

**Li Lee Legal**

**Education**

- Temple University Beasley School of Law, Philadelphia, PA
- Bachelor of Science, Graduation: May 20XX
- GPA: 3.23

**Experiences**

- American Bar Association (ABA) Representative
  - Hearings. Drafted Orders and Opinions for judge's review.
- NCPC Board meetings. Attended DC Zoning Board meetings with NCPC Board member.
- Gensler Regional Comprehensive Plan with consultants of adjacent building acquisition. Supervised assistant and summer intern.
- Fellow Coordinator
  - Produce closing binders for transactions. Research and draft memoranda on zoning and permits issues.

**Activities**

- Member, Philadelphia Bar Association Civil Law Section
- Member, Phi Alpha Delta

**Volunteer Experience**

- Dr. John Smith's Lab, Temple University, Philadelphia, PA
  - Provide research support in cellular and molecular studies which are appropriate clean up
  - Communicate with fellow staff to ensure correct food delivery and appropriate clean up

**SELECTED COURSES**

- Animal dissection
- DNA extraction
- Enzyme Kinetics

**Resume Samples**

**Science, Research**

**Student Temple**

**Education**

- Temple University, College of Science & Technology, Philadelphia, PA
- Bachelor of Arts in Political Science
- Graduation: May 20XX
- GPA: 3.6

**Experiences**

- National Taiwan Normal University, School of Education, Taipei, Taiwan
  - Wrote event proposal and received $10,000 funding from the Ministry of Culture of Taiwan government
  - Edited quarterly newsletter and distributed them through Garrison Publishing to over 4,000 alumni.
- Temple University Career Center, Philadelphia, PA
  - Edited and published an alumni newsletter, Campus Connections, to over 16,000 alumni.

**Activities**

- Member, Temple University Career Center Club
  - Created and implemented a Halloween event, which attracted more than 8,000 attendees.

**Volunteer Experience**

- Philadelphia Neighborhood Football Camp, Temple University
  - Devote 20 hours per week to daily trainings and seasonal competitions

**Skills**

- Proficient in Microsoft Office and Adobe Creative Suite

**Athletics**

**Samuel Sport**

**Education**

- Temple University, College of Liberal Arts, Philadelphia, PA
- Bachelor of Arts in Political Science
- Graduation: May 20XX
- GPA: 3.6

**Experiences**

- National Taiwan Normal University, School of Education, Taipei, Taiwan
  - Wrote event proposal and received $10,000 funding from the Ministry of Culture of Taiwan government
  - Edited quarterly newsletter and distributed them through Garrison Publishing to over 4,000 alumni.
- Temple University Career Center, Philadelphia, PA
  - Edited and published an alumni newsletter, Campus Connections, to over 16,000 alumni.

**Activities**

- Member, Temple University Career Center Club
  - Created and implemented a Halloween event, which attracted more than 8,000 attendees.

**Volunteer Experience**

- Philadelphia Neighborhood Football Camp, Temple University
  - Devote 20 hours per week to daily trainings and seasonal competitions

**Skills**

- Proficient in Microsoft Office and Adobe Creative Suite

**Ling Liu**

**Activities**

- Temple University, College of Liberal Arts, Philadelphia, PA
- Bachelor of Arts in Political Science
- Graduation: May 20XX
- GPA: 3.6

**Experiences**

- National Taiwan Normal University, School of Education, Taipei, Taiwan
  - Wrote event proposal and received $10,000 funding from the Ministry of Culture of Taiwan government
  - Edited quarterly newsletter and distributed them through Garrison Publishing to over 4,000 alumni.
- Temple University Career Center, Philadelphia, PA
  - Edited and published an alumni newsletter, Campus Connections, to over 16,000 alumni.

**Activities**

- Member, Temple University Career Center Club
  - Created and implemented a Halloween event, which attracted more than 8,000 attendees.

**Skills**

- Proficient in Microsoft Office and Adobe Creative Suite

**Language**

- English
- Mandarin

**Hobbies**

- Traveling
- Reading

**Reference**

- Melissa Smith, Director of Admissions, Temple University, Philadelphia, PA
- 123 North Temple Street | Philadelphia, PA 19122 | 215.222.2222 | Lisa.Chen@gmail.com

**Resume Samples**

**BUILD YOUR BRAND**
Jane Temple

RESUME

125 Hill Street, Philadelphia, PA 19111 • 215-204-1111 • professional.pete@temple.edu

PROFESSIONAL EXPERIENCE

Federal Reserve Bank of Philadelphia, PA Senior Retail Analyst
• Led model planning, development, and implementation for new bank capital model in line with Basel III well-capitalized rules.
• Managed nine departmental staff members to model, develop and improve predictability.
• Developed novel research to identify mortgage fulfills and track modification performance, which was presented at ARDEA conference in July 2020.
• Improved production efficiency for Home Equity portfolio CDR modeling to reduce in house computation time and deliver clean and deliverable models.
• Engaged with project sponsors and government agencies to ensure accurate picture of consumer choices for presentation to clients.
• Managed production processes for consistency with other departmental reports to aid understanding for underwriters.
• Trained new team members on data resources, computer coding, and administrative assistance to enhance team productivity.

Monetary Analysis
Econ, PA

Graduate Intern
• Assisted this research department in developing and delivering new economic forecasting tools for use internally and directly with clients.
• Collaborated on the development and creation of ARIMA forecast models.
• Wrote concise online reports explaining macroeconomic trends.

Consulation
Federal Reserve Bank of Philadelphia, PA Senior Retail Analyst

• Prepared research paper for Eastern Economics Conference 20XX
• Panel member for Federal Reserve Board, March 20XX

FINANCIAL SERVICES

1234 Kaplan Street, Philadelphia, PA 19121 • 215-204-1111 • professional.pete@temple.edu

EDUCATION

Ph.D. in Economics, Temple University, May 20XX
• Emphasis on econometrics, applied macroeconomics, industrial organization, and financial economics.
• Emphasis on econometrics, applied macroeconomics, industrial organization, and financial economics.
• Emphasis on econometrics, applied macroeconomics, industrial organization, and financial economics.
• Retained on macroeconomics department and for direct research assistance.
• Presented research paper for Eastern Economics Conference 20XX
• Panel member for Federal Reserve Board, March 20XX

CERTIFICATIONS

Bail II Retail Examiner for Large Banking Organizations (LBOs)

SERVICE & MEMBERSHIP

Member of American Economic Association, 20XX – Present
• Member of Philadelphia Economic Association, 20XX – Present

Resume Samples
Sample CV

PhD-Level Candidate

Doctoral Dan
Department of English
1539 Anderson Hall
1234 Montgomery Avenue
Philadelphia, PA 19121
215-666-7777
docental.dan@temple.edu

Education
Temple University, College of Liberal Arts
PhD in Philosophy in English Literature
West Chester University
Bachelor of Arts in English Literature

Dissertation:
The Impact of Common Shakespearean Archetypes on 21st Century Cinema
Chair: Del Temple
Committee Members: Jamie Jones and Albert Hopkins

This dissertation demonstrates the presence of several common Shakespearean archetypes in 21st century films and gives history and rationale for the heavy use of these character types.

Awards and Fellowships:
- Emerging Scholar Fellowship for Study at University of Oxford, England, 20XX-20XX
- Diamond Scholar Fellowship, Temple University, 20XX-20XX
- Russell Crowell Scholarship for the Humanities, 20XX-20XX
- Ford Fellowship, Temple University, 20XX
- Phi Beta Kappa, Inducted May 20XX

Conferences Papers and Talks:
- Shakespearean Archetypes: An Essay on the Use of Hamlet and Macbeth Character Types in Modern Film,
  Temple Film Conference, Philadelphia, April 20XX.
- ‘Romeo and Juliet in 21st Century Film’ American Film Association, Chicago, December 20XX.
- ‘Othello is Alive and Well’ Eastern Regional Film Conference, Philadelphia, May 20XX.

Teaching:
Instructor
Language in Society (Temple University, Summer 20XX)

TIPS
- Always have a professional photo
- Create a headline that showcases who you are and what you can do!
- Tell YOUR professional story

PHOTO—Dress like you would to a job interview.
HEADLINE—Be focused, where you are now and what you aspire for. It can be helpful to choose an industry and a skill.
SUMMARY—Describe what motivates you, what you are skilled at, how you can bring value and what’s next. LESS IS MORE, this is just an introduction!
ORGANIZATIONS—Have you joined any clubs on or off campus? Be sure to describe what you did with each organization.
VOLUNTEER EXPERIENCE—Admissions officers and employers often see volunteer work and community engagement as extremely valuable experiences.
HONORS & AWARDS—If you earned awards on or off campus, let the professional world know!
How to Communicate in a Job Search

Cover Letter:
The cover letter introduces you to the employer, explains your purpose for writing and highlights a few key experiences or skills demonstrating your value to the company. This letter should be tailored to each position you are applying for—it is NOT one size fits all. Cover letters are not meant to repeat exactly what’s been stated in the resume.

Traditionally, a cover letter accompanies your resume. However, with application requirements changing, and more and more communication with the employer taking place via email, the body of the email can also be used as a “non-traditional” cover letter. Be sure to pay attention to required documents and directions for applying to a specific position.

The cover letter will: (See sample letter on page 11)
- State your career interests and highlight your strengths in relation to the position and organization.
- Demonstrate your writing skills, professionalism and courtesy.
- Reveal your personality and enthusiasm for the position, the organization and the industry.

Cover Email:
Today, in certain industries, many positions do not require a cover letter—recruiters may not have the time to review them. But when you are sending your resume to someone via email you should include a brief note as to why you are a perfect candidate for the position. Again, this should be brief and well constructed— follow all English grammar rules of capitalization and punctuation, and have no spelling errors. Most important, have a professional tone—do not be too casual! These are three short paragraphs, typically with no more than 9-12 sentences in total.

The cover email should include:
- The position you are applying for and how you find out about the position.
- Keywords from the job description that may not be in your resume.
- Give an example of how your experiences match the opportunity and why you're excited to work for that particular organization.
- Thank them for their consideration.

Informational Interview Request:
Many students utilize informational interviews to connect with potential employers and explore jobs and industries in preparation for internship and job search—this request is typically made via email or through LinkedIn.

The goal of this communication is to arrange a meeting, phone call or even Skype call to learn more about the professional, their work and/or the company. It is NOT a job interview, and the objective is NOT to find openings.

Elements to include in the request: (See sample letter on page 28)
- State how you chose this individual.
- Emphasize that you are looking for information, not a job.
- Ask for a convenient time to have a 20-30 minute appointment.
- Be ready to ask questions on the spot if the person says it is a good time for him/her and that she won’t be readily available otherwise.

Follow-Up Communication:
Follow-up is essential in the job-seeking process. The job applicant may follow up after submitting an application when they have not heard from the employer for a period of time after submission, to set up an interview slot to meet, and post-interview with a thank-you note. (See sample letters on page 29)

Application Follow-Up:
Sending your resume into the job search ether—and hearing nothing—can be disheartening. But, you don’t have to sit nervously waiting for a response. If you’ve applied for a job and haven’t heard from the hiring manager in a week or two, go ahead and follow up:
- State that you have recently applied.
- Inquire about their time line in making a decision for an interview, but keep in mind they are very busy as well—Do not be demanding!
- Very briefly state your interest in the position/company and HOW your skills/abilities align with the position.

Thank-you Notes:
Thank interviewers for taking the time to meet and discuss the opportunity and how you feel you might be a good fit for the position.

Thank you for your time and consideration.
Please let me know if you require any additional information and any detail I should be aware of in this next phase.
Thank you for your time and consideration.
I look forward to hearing from you.

Sample Communications

SETTING UP AN INTERVIEW
Subject: Scheduling (position title) Interview.
Dear [hiring manager name],
Thank you for offering me an interview for [position title]. I am very excited to move forward in the process and to learn more about [company name] and discuss my interest further. I am available during the dates and time blocks listed below. If these do not work, I can provide additional options that I hope will work better for your team.

Monday, June 1 between 1am-4pm
Wednesday, June 3 between 9am-12noon
Friday, June 5 between 1am-3pm

Please let me know if you require additional information and any details I should be aware of in this next phase.
Thank you for your time and consideration.
I look forward to hearing from you.

APPLICATION FOLLOW-UP
Subject: Following up on (position title) application
Hello [hiring manager name],
I hope all is well. I know you are extremely busy, but I recently applied to [position title] position, and wanted to follow up to ensure you received my application and check in regarding the decision timeline. I am excited about the opportunity to join [company name] and help [include elements of the position you will do] with your team.

Please let me know if it would be helpful for me to provide any additional information as you move on to the next stage in the hiring process.
I look forward to hearing from you.

INFORMATIONAL INTERVIEW THANK-YOU NOTE
Re: Thank you
Dear Ms. Smith,
I enjoyed speaking with you today regarding my interest in working in a non-profit organization. I greatly appreciate you taking time out of your busy schedule to share with me your insight and knowledge of the industry.

Your reflections on your experience in working in the field of sustainable development brought to life everything I have been reading about careers in public sector. It was also gratifying to learn that working in a non-profit is one of the best ways to develop a broad range of skills that prepare one for any number of subsequent career paths.

I will certainly follow up with the two contacts you gave me and will keep you informed of my progress as my search proceeds. Thank you again for sharing your time with me. Our conversation was both informative and encouraging.

Best regards,
[Your name]

POST JOB INTERVIEW THANK-YOU NOTE
Re: Thank you
Hello [Interviewer name],
Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I am very excited about the opportunity to join [company name] and help [bring in new clients / develop world-class content / anything else awesome you would be doing] with your team.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if I can provide additional information.
Best regards,
[Your name]
How to Search for a Job or Internship

Know Your Value
1. Be prepared to communicate what skills, value, and experience you bring to an employer.
2. Ensure you have examples of previous experiences prepared as talking points.
3. Remember, the interview process is a two-way street. This mindset may make the entire experience a bit easier to handle, as you now take on a more active role in the outcome.

Know Where to Look
1. Your job search strategy has to be multifaceted. Use everything at your disposal, including websites, search engines, and University resources such as Handshake.
2. Networking is key as the number of opportunities found via simply communicating face-to-face has risen significantly over the past several years. Attend as many events as you can and go beyond your comfort zone.

Research is Key
1. Prior to submitting your application materials, ensure you understand the organization’s mission and values. You want to feel confident that your ethos and personality mesh with a potential employer. If there is a disconnect it means the position is not a good fit.
2. Use resources such as Glassdoor.com to gain a handle on potential salaries and company culture.

Be Open Minded
1. Be open to possibilities outside of your particular degree field, and focus on developing valuable skills even if your first position is not necessarily your dream job.
2. Breaden your search to a variety of geographic locations, full-time or contract work, and starting salary options.

Maintain a Presence
1. Periodically keep contact with the employer and individuals in your network.
2. Contact employers 1-2 weeks after submitting your resume to see if they received your application materials, ask any questions about the position they have, and reiterate your interest.
3. Send thank-you notes within a day of working with your contacts.

International Students
1. To find information on visa status and work authorization, go to the International Student and Scholars Services Office (1700 N. Broad Street, Suite 203) or visit https://www.temple.edu/iiss/.
2. Familiarize yourself with U.S. immigration laws including regulations and restrictions. For information on working in the U.S., please visit http://studyinthestates.dhs.gov/working-in-the-united-states.
3. Expand on communication and other skills including adaptability, independence and confidence. Come to the Career Center early on and take advantage of the Professional Development Workshops and Networking Events.
4. Check out GoinGlobal for an extensive list of job and internship opportunities around the world (https://online.goinglobal.com/default.aspx).

LGBTQIA+ Students
1. If and when you disclose your sexual orientation during the job search process is completely up to you. There are a number of organizations and companies that can help you develop an action plan, including Temple University’s Career Center and Office of Institutional Diversity, Equity, Advocacy and Leadership (IDEAL). The Office of IDEAL is extremely knowledgeable on the many aspects of the LGBTQIA+ community. It is important to identify occupations and companies that align with your values. Please visit https://diversity.temple.edu to learn more.
2. If you would like to speak with a LGBTQIA+ representative at the Career Center please reach out to Laura craig@temple.edu or Samantha.munsch@temple.edu. Diversity-friendly resources are available on the Career Center website to assist you in navigating your career path as a LGBTQIA+ person. Please visit http://www.temple.edu/provost/careercenter/resources/lgbtq.html to learn more.
3. The Human Rights Campaign (www.hrc.org) has information on corporate policies and extensive resources on navigating the workplace as a member of the LGBTQIA+ community. Check out its Corporate Equality Index for a list of over 300 businesses that earned the distinction of “Best Places to Work for LGBT Equality.”

Job Search Tips for Diverse Populations

Students With Disabilities
At Temple University, the Career Center and Disability Resources and Services (DRS) collaborate to provide additional career information and resources relevant to students with disabilities. The Career Center offers information on disclosure in work settings, seeking job accommodations, and relevant job and internship resources. DRS (www.temple.edu/studentaffairs/disability) also directs students to programs, opportunities, and support services on and off campus for student professional development.

The federal government also provides several valuable resources and programs that can be empowering and beneficial to students with disabilities in the job search. Students can look for helpful information and events on the Department of Labor’s Office of Disability and Employment Policy’s website (http://www.dol.gov/odep/), sponsor of the Federal Workforce Recruitment Program coordinated through DRS at Temple.

Students can also connect to professional likes like Career Opportunities for Students with Disabilities (COSD). COSD connects students with disabilities to employers through various networking opportunities to help students find employment.

GAIN EXPERIENCE
- Access Handshake or your school or college’s job board to search for internships and jobs, including professional, part-time or on-campus opportunities, and learn about career fairs, networking and graduate school events to attend.
- Be an active volunteer, member or leader of a club or organization on campus or in your community.
- Learn about study abroad options and internship abroad opportunities by visiting the office of Education Abroad and Overseas Campuses and by using GoinGlobal on the Career Center’s website.
- Conduct an informational interview with someone who works in your field or area of interest.
- Seek out opportunities to gain research experience working with a faculty member.

Maintain a Clean Online Presence
4. Your resume will only get you in the door, and then the employer begins researching you as a potential candidate. Be aware of what may come up in a Google search. Ensure your social media outlets are professional looking. If there is content that an employer may deem as questionable, it may adversely affect your odds of receiving a call for an interview.

Use Social Media as a Tool
5. More and more employers are posting openings on outlets such as Twitter and LinkedIn. Be aware of who are the companies and organizations that you have an interest in working for. Build your network strategically on LinkedIn and build up your profile as much as you can. Many employers use LinkedIn as a recruitment tool and if your profile appears in their search you want to ensure it speaks fully to your experience, strengths, and values.

Ask for Assistance
9. You may contact the entire process search, interview(s), and offer to hire to take approximately six months. You must maintain a positive approach throughout.
10. Be flexible in your search process. Do not rely on any single method to help you find your next professional opportunity. Rotate strategies, and be creative when you encounter obstacles in your search.

Adapted with permission from Purdue University’s 2013-2014 Career Guide.
How to Network Successfully

80% of jobs are filled through personal connections and networking! While online job searches are important, they should only consume 20% of your job-seeking energy.

4 Simple Steps to Successful Networking

1. Be Prepared
   - First, define what information you need and what you are trying to accomplish by networking. Remember, your purpose in networking is to get to know people who can provide information regarding careers and leads.
   - Second, know yourself — your education, experience, and skills. Practice a concise, one-minute presentation of yourself so that people will know the kinds of areas in which you are interested. Your networking meeting should include the following elements: introduction, self-overview, Q&A, obtaining referrals and closing.

2. Be Professional
   - Ask your networking prospects for advice — not for a job. Your networking meetings should be a source of career information, advice, and contacts. Start off the encounter with a firm handshake, eye contact, and a warm smile. Focus on asking for one thing at a time. Your contacts expect you to represent yourself with your best foot forward.

3. Be Focused on Quality Not Quantity
   - In a large group setting, circulate and meet people, but don’t try to talk to everyone. It’s better to have a few meaningful conversations than 50 hasty introductions.
   - If you are at a reception, be sure to wear a nametag and collect or exchange business cards so you can later contact the people you meet.

4. Be Proactive and Patient
   - Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you. Send a thank-you note or email if appropriate.
   - Ask if you can follow up the conversation with a phone call, or even better, with a more in-depth meeting in the near future. Stay politely persistent with your leads and build momentum.

Informational Interviews

ONE OF THE easiest and most effective ways to meet people in a professional field in which you are interested is to conduct informational interviews. Informational interviewing is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals.

The art of informational interviewing is in knowing how to balance your hidden agenda (to locate a job) with the unique opportunity to learn firsthand about the demands of your field. Thus, never abuse your privilege by asking for a job, but execute your informational interviews skillfully, and a job may follow.

What motivates professionals to grant informational interviews?

The reasons are varied. Generally, most people enjoy sharing information about themselves and their jobs and, particularly, love giving advice. Some may simply believe in encouraging newcomers to their profession and others may be scopes out prospects for anticipated vacancies. It is common for professionals to exchange favors and information, so don’t hesitate to call upon people.

How do you set up informational interviews?

One possible approach is to send a letter requesting a brief informational interview (clearly indicating the purpose of the meeting, and communicating the fact that there is no job expectation). Follow this up with a phone call to schedule an appointment. Or, initiate contact by making cold calls and set up an appointment. The best way to obtain an informational interview is by being referred from one professional to another, a process which becomes easier as your network expands.

How do you prepare for informational interviews?

Prepare for your informational interviews just as you would for an actual job interview: polish your presentation and listening skills, and conduct preliminary research on the organization. You should outline an agenda that includes well-thought-out questions.

Begin your interview with questions that demonstrate your genuine interest in the other person such as, “Describe a typical day in your department.” Then proceed with more general questions such as, “What are the employment prospects in this field?” or “Are you active in any professional organizations in our field and which would you recommend?” If appropriate, venture into a series of questions which place the employer in the advice-giving role, such as, “What should the most important consideration be in my first job?” The whole idea is for you to shine, to make an impression and to get referrals to other professionals.

Always remember to send a thank-you letter to every person who grants you time and to every individual who refers you to someone.

- Find a new interview outfit
- Get personalized help
- Access the Wardrobe by public transportation
- Shine in your next interview

For more info contact Erin Lemons at erin.lemons@temple.edu
Talk About Yourself in 30-60 Seconds

An elevator speech is like a verbal business card. It tells potential employers, or people who might connect you to potential employers, who you are and what you do. The best elevator speech will tell a potential employer why YOU would be someone they should want to get to know/interview/consider for a position. In other words, what makes you special and how will you help THEM?

Coming up with a pitch in advance helps you speak clearly and confidently when you might be nervous. It may seem silly to practice this in advance, but it has many benefits, namely increased confidence and smoother delivery. You will be able to approach new contacts decisively, and authentically tell your story.

This type of speech can be used in a wide variety of situations. Some of those include career fairs, recruiting events, career talks with alumni, and even at social gatherings. Your speech should be concise and quick. You should be able to make it in 60 seconds or less. Leave the person wanting to know more!

**Step 1: Introduction**
Hello, my name is ___________________________ and I’m a _____________ (class year) ________________________________(major).

**Step 2: Why you?**
1. What are your key strengths?
2. What adjectives come to mind to describe you?
3. What is it you are trying to ‘sell’ or let others know about you?
4. Why are you interested in the company or industry the person represents?
5. What leadership qualities do you have? Have you been involved in campus groups? What accomplishments in those groups have you had?
6. What special skills or experience do you offer (think internships or PT jobs)?
7. What problems can you solve?
8. What are the main contributions you might be able to make?

Now take the answers to these questions, and come up with the “meat” of your pitch. Don’t be afraid to throw out stuff that doesn’t seem important: remember this should be a 60 second pitch! All of these answers are not meant to fit into one pitch.

**Step 3: What are you looking for?**
I am seeking ___________ with ___________. (what kind of company) Do you know someone I can help with my skills? Are you someone who can use my skills? (In other words, what should the listener do as a result of hearing this?)

Practice examples for different situations: career fair, meeting someone for the first time at an event, informational interview request, something tailored more specifically to the arts, etc.

**Examples:**
Career Fair
Hello, my name is Laura, and I’m a Junior psychology major. I have substantial background in working with special needs children, and I wanted to learn about your camp counselor internship.

Why this works: You are approaching the employer in a clear and confident manner, while highlighting relevant information about yourself. After this type of introduction, you can expect the employer to either start sharing more information on their opportunities, or say something like “That’s great to hear! Can you tell me more about those experiences? Do you have a resume?”

Meeting Someone at an Event
Hello, my name is Russell, and I’m a senior studio art major. Your talk this evening was very interesting, and really relevant to my goal of developing my leadership skills through an internship. Would I be able to contact you to set up a time for an informational interview to discuss your experiences further? Can I get your email or phone number to follow up with you at your convenience?

Why this works: You connect your interests with what’s going on around you, but you don’t get overly specific. You clearly articulate a goal, and provide an opportunity for the listener to take action.

**Practice Your Pitch**
You do not want the first time you approach someone regarding an internship or job to be your first time networking. Practice makes perfect! Below are some tips for you to utilize as you practice introducing yourself and interacting with employers.

**Approach**
- Smile.
- Maintain eye contact.
- Offer a solid handshake— The web of your hand should meet the web of the employer’s hand to ensure a solid handshake.
- Prior to approaching an employer, be sure that you do not smell of smoke and that you have taken steps to ensure that your breath is fresh.

**Introduction**
- Complete the worksheet on page 34 of this Guide to develop your introduction.

**Preparation**
You want to make the best first impression possible to employers and demonstrate you have a genuine interest in their organization or company. To do this, you want to dress professionally and know about their organization, prior to approaching them.

**Research**
- Research the industry, understand trends and identify the positions in which you are interested.

**How to Prepare for a Career Fair**

- **Make Your Path**
  - Search for full-time jobs, fellowships and postgraduate internships on Handshake or your school or college’s online job board.
  - Decide if graduate school is appropriate for your career goals and explore graduate school options.
  - Explore fellowships and postgraduate scholarships.
  - Share your future plans with us by completing our brief post-graduation survey.
  - Senior year, join Temple’s OwlNetwork to meet alumni mentors within your industry of interest.
  - Stay connected to Temple University! The Career Center offers career resources and advice for alumni.

- **Practice Your Pitch**
  - Dress in an appropriate outfit for the type of event you will be attending. Please see below for some ideas on professional dress.

- **Following Up With Employers**
  - Ask for a business card.
  - Send a thank-you note via email.
  - Reference an aspect of your conversation— Tip: write down what you speak about with a recruiter on the back of his/her business card.
  - Based on your conversation, state what makes you qualified for the position/organization.

- **Employer Quotes**
  - “Be engaging with the employer, shake hands firmly while maintaining eye contact, and have your 30-second spot/elevator pitch prepared.”
    - Stacy McClelland, Enterprise Holdings
  - “The best thing you can do to stand out at a fair is to research the company you are speaking to, know what job opportunity you are interested in, and be prepared to provide specific examples about why you are a good fit for that job.”
    - Emily Dougherty, Vanguard

**Professional Dress**
It is important to dress appropriately for any event in which you will interact with possible future employers. We suggest you identify what type of event you will be attending, whether it is a career fair, an interview, or a networking event, and dress to match the culture and environment of the employer(s) you will meet. A general guideline of what to wear includes:
- Clothes should be solid, dark, or neutral colors, and in good condition
- Closed-toe heels (1”-2”) or dress shoes that are clean
- Suit jacket and pants/skirt should be matching colors
- Hair should be well groomed
- Nails and makeup should be neutral in style and color
- Minimal jewelry and mild perfume/cologne
- Piercing and tattoo visibility should align with company culture or standards
Interviewing is easy, convenient, and could lead to landing your dream job without having to leave campus!

- Apply through Handshake at temple.joinhandshake.com
- If you’re selected for an interview, schedule an interview time
- Interview at the Career Center
- Land your dream job!

Before the Interview
- Prepare for a phone or virtual interview as you would for an in-person interview.
- Prepare three or four questions for the end of your interview regarding the organization and/or position.

Interview Preparation Tips

- Dress the part and smile! Even though the employer can’t see you over the phone, dressing in professional attire may help you feel more confident and prepared. Additionally, when you smile, it comes across.

Frequently Asked Questions

- What if I don’t have an answer to their question?
  - Try to answer to the best of your knowledge, and if you’re unsure, ask for clarification.
- My experiences aren’t directly related to the position I’m interviewing for, can/should I talk about it?
  - Yes! Employers recognize that you are gaining experiences so think about examples from all of your current experiences that relate to skills you will need in this position.
- What should I avoid in an interview?
  - Being evasive or having poor personal appearance.
  - Not being prepared or able to answer their questions.
  - Lack of enthusiasm.
  - Strong interest in salary.

During the Interview

- First impressions are important. Be sure to arrive early (roughly 15-20 minutes) and never be late.
- Greet the interviewer(s) with confidence and a firm handshake.
- Maintain good eye contact throughout the conversation and smile.
- Sit straight but relaxed in the chair and keep hands in neutral position.
- Stay focused when answering questions and provide honest answers.

- Make small talk and answer in complete sentences. For example, if asked “How was your travel here?”, reply with “It was not too bad. I took the train. Do you ride the train to get here? Is it pretty reliable?”

After the Interview

- Send a thank-you note to the interviewer(s) by highlighting information that was shared in the interview and reiterating your interest in the company.
- See sample Post Job Interview Thank-You Note on page 29.
Questions Asked by Employers

**Personal**
- Tell me about yourself.
- What are your hobbies?
- Why did you choose to interview with our organization?
- Describe your ideal job.
- What can you offer us?
- What do you consider to be your greatest strengths?
- Can you name some weaknesses?
- Define success. Failure.
- Have you ever had any failures? What did you learn from them?
- Of which three accomplishments are you most proud?

**Education**
- Why did you choose your major?
- Why did you choose to attend your college or university?
- In which campus activities did you participate?
- Which classes in your major did you like the best? Least? Why?
- Do your grades accurately reflect your ability? Why or why not?
- Were you financially responsible for any portion of your college education?

**Experience**
- What job-related skills have you developed?
- Give an example of a situation in which you provided a solution to an employer.
- How do you think a former supervisor would describe your work and attitude?
- Give an example of a time in which you worked under deadline pressure.
- What did you enjoy most about your last employment? Least?

**Career Goals**
- What other types of positions are you considering?
- How do you feel about travel?
- How do you feel about the possibility of relocating?
- What kind of boss do you prefer?
- Are you able to work on several assignments at once?
- What are your professional aspirations? In two years? In five years?

**Resources**

**STAR Method for Behavioral Questions**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Task</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the circumstance?</td>
<td>What did you need to achieve?</td>
<td>What, why, and how did you do it?</td>
<td>What was the outcome?</td>
</tr>
</tbody>
</table>

**EXAMPLE:**

**Employer:** Walk us through a project you worked on in school or at work.

**Candidate:** At my internship, I worked with a team of six people to present on Global Offering & the Challenges of Visa Sponsorship for International Students at Company X. We discussed the meaning of this to Company X and divided the roles into teams. My role was to communicate with and interview four employers to gain knowledge on similar practices in their organizations which I did by emailing and scheduling face to face and phone interviews. My team and I presented our proposal with all of our information and had a mock interview with students in the programs to which you have applied. Conduct informational interviews with students in the programs to which you have applied to gather their perspective.

Written by Dana Werner, Director of Recruitment Services, The Graduate School, Purdue University. Adapted with permission from Purdue University’s 2013-2014 Career Planning Handbook.
5 Strong Tips: Things to Think About Before You Start Writing

1. Answer Questions Fully
   - Address the specific questions asked.

2. Follow an Outline
   - Include an introduction, detailed supporting paragraphs, concrete examples of skills, and a conclusion.

3. Pay Attention to Grammar
   - Use the active rather than passive voice.

4. Research, Research, Research
   - Incorporate the program’s mission and key qualities into your statement.

5. Seek Out Reviewers
   - Have your document reviewed by others: Career Center, Writing Center, etc.
   - Carefully proofread your work.

Now That You Are Starting to Write

- Consider including relevant stories or examples from your experience.
- Follow any instructions the school or program gives you about writing the personal statement.
- Demonstrate how your interests, skills, and past experience match the program’s opportunities and specializations.
- Never embellish or exaggerate, and be wary of statements that feel awkward or inconsistent with who you are as a person.
- Address apparent gaps or weaknesses by emphasizing that it is now a problem of the past.
- Show perseverance and progress.
- Look up as much information as you can about the program.

What’s the Magic Number?
Each situation will dictate the appropriate number of references that will be required. The average would be three to five. Generally, references are people whom you have known professionally; they should not be family or friends. When selecting people as references, choose people who know you well and have the most to say pertaining to the purpose of the letter. One person may be very appropriate for a reference for employment, while another would be best for use in admission to graduate or professional school or a scholarship application.

Encourage your reference to use strong, descriptive words that provide the evidence of your interpersonal skills—initiative, leadership, flexibility, conflict resolution, decision-making, judgment, oral and written communication skills, and grasp of your field of study. Education Majors are encouraged to request a letter from the cooperating teacher, supervising teacher, professor(s) in your major, and a current or former employer.

Maintain Professional Courtesy
Give your reference writers ample time to complete their references and provide detailed instructions and materials to submit their reference. Follow up with your letter writers and let them know the status of your plans and search. They will want to know how you are doing and whether there is anything else they may do to increase your candidacy. You never know when you will need their assistance again, and it is good manners to keep those who care about you informed of your progress. Finally, many times when two or more candidates are considered equally qualified, a strong reference can play an important role in determining who is selected for the position.

Maintaining a good list of references is part of any professional’s success. Continue to nurture valuable relationships with people who will want to do whatever they can to aid in your success. Your personal success is based on surrounding yourself with positive people who all believe in you. No one makes it alone; we all need a little help from our friends.

Help Them Help You
You must assist your reference-givers so they can do the best job possible. Provide them with a copy of your current resume, transcript, job descriptions for the type of employment you desire or other detailed information related to the purpose of the letter. Provide a one-page summary of any achievements or skills exhibited with the person who will be writing the letter. They may not remember everything you did under their supervision or time spent with you. Finally, provide them with a statement of future goals outlining what you want to accomplish in the next few years.

Try to Meet Face to Face
Never assume someone will want the responsibility to serve as your reference. Make an appointment to discuss your career goals and purpose of the reference. A personal meeting is always best because you can observe your potential reference’s body language to see how interested he or she is in assisting you. A slow response to a question or a neutral facial expression may be this person’s way of trying to show you that he/she doesn’t feel comfortable serving as your reference. Trust your instincts. If you don’t feel that you want to pursue this person as a reference you are not required to inform them of your decision. At any rate, always thank the person and end the meeting on a positive note.

Selecting People to Serve as References
Select individuals whom you feel are knowledgeable of your skills, work ethic, talents and future capacity. The selection of your references is critical, as a reference that is ill-informed could sabotage all the great work you have done in a manner of minutes. Choose people who have known you for a minimum of six months. The longer they have known you the better, but they must have had regular contact with you to observe your growth and development.

A reference from someone who may have known you several years ago but you have not spoken to in a year or more is not in a position to critique your skills.

If you must choose between several people, select those who know you the best but who also hold a higher rank in their profession. A department head is a better candidate than a graduate assistant or an instructor. Do not choose people who are not committed to you or who are not very familiar with your background.

Letters of Recommendation

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An employer will interview you and then contact your references to determine consistency in your answers. You should not inflate what you are able to do or what you may have completed in work or school assignments. A reference is looked upon as someone who can confirm your skill and ability level. Any inconsistencies between what you said in your interview and a reference’s response could eliminate you from further consideration. The key is to keep your references informed of what you are going to be discussing with employers so there is a clear understanding of what is valued by the employer.

Written by Roseanne R. Bensley, Career Services, New Mexico State University.
Career Network Information

In addition to the Career Center, students may access career services specific to their field of study. The following schools and colleges offer these services. Alumni who graduated 5 years or later can connect with Temple University Alumni Career Services. Visit [http://www.temple.edu/provost/careercenter/about/careernetwork.html](http://www.temple.edu/provost/careercenter/about/careernetwork.html) for the most up-to-date information on these offices.

Temple University Alumni Career Services
100 Sullivan Hall, Suite 100
1330 Poletti Walk
Philadelphia, PA 19122
Phone: 215-204-7521
[www.alumni.temple.edu](http://www.alumni.temple.edu)

College of Education Career Development and Special Events
Ritter Hall 240
1301 Cecil B. Moore Avenue
Philadelphia, PA 19122
Phone: 215-204-8017
[education.jobs@temple.edu](mailto:education.jobs@temple.edu)
[https://sites.temple.edu/career](https://sites.temple.edu/career)

College of Engineering Office of Undergraduate Studies
3rd Floor, College of Engineering
1947 North 12th Street
Philadelphia, PA 19122
Phone: 215-204-2537
[https://engineering.temple.edu/academics/students-services/career-learning-opportunities](https://engineering.temple.edu/academics/students-services/career-learning-opportunities)

College of Liberal Arts Center for Academic Advising and Professional Development
Paley Library Suite 160, 1210 Poletti Walk
Philadelphia, PA 19122
Phone: 215-204-6501
[https://liberalarts.temple.edu/advising/professional-development](https://liberalarts.temple.edu/advising/professional-development)

College of Public Health
Bell Building (Tech Center), 3rd Floor
1101 W. Montgomery Avenue
Philadelphia, PA 19122
[https://cph.temple.edu/career-and-professional-development](https://cph.temple.edu/career-and-professional-development)

College of Science and Technology
Office of Student Professional Development and Undergraduate Research Program
Paley Library Suite 150, 1210 Poletti Walk
Philadelphia, PA 19122
Phone: 215-204-3624
[mcginnr@temple.edu](mailto:mcginnr@temple.edu)
[https://cst.temple.edu/academics/student-professional-development](https://cst.temple.edu/academics/student-professional-development)

Fox Center for Student Professional Development
134 Alter Hall
1801 Liacouras Walk
Philadelphia, PA 19122
Phone: 215-204-2371
[foxcspd@temple.edu](mailto:foxcspd@temple.edu)
[www.fox.temple.edu/cspd](http://www.fox.temple.edu/cspd)

Klein College of Media and Communication Career Services
Annenberg Hall, Room 7
2020 North 13th Street
Philadelphia, PA 19122
Phone: 215-204-6501
[luanncahn@temple.edu](mailto:luanncahn@temple.edu)
[https://klein.temple.edu/career-center](https://klein.temple.edu/career-center)

School of Sport, Tourism and Hospitality Management Center for Student Professional Development
1810 North 13th Street
Speakman Hall – Suite 108
Philadelphia, PA 19122
Phone: 215-204-8145
[sthmcspd@temple.edu](mailto:sthmcspd@temple.edu)
[https://sthm.temple.edu/current-students/center-for-student-professional-development](https://sthm.temple.edu/current-students/center-for-student-professional-development)

Tyler School of Art and Architecture Student Life
Tyler Building, Room 110B
Philadelphia, PA 19122
Phone: 215-777-9141
[miss.kari@temple.edu](mailto:miss.kari@temple.edu)
[https://tyler.temple.edu/career-services](https://tyler.temple.edu/career-services)

Temple University Ambler
Academic Advising and Career Development Office
580 Meetinghouse Road
West Hall Room 109
Ambler, PA 19002
Phone: 267-468-8200
[idev@temple.edu](mailto:idev@temple.edu)
[https://ambler.temple.edu/students/career-development](https://ambler.temple.edu/students/career-development)

Temple University Japan
Career Development Office
Azabu Hall #607
2-8-12 Minami Azabu, Minato-ku
Tokyo, Japan 106-0047
Tel: 03-5441-9873
career@tuj.temple.edu
[http://www.tuj.ac.jp/career-support/index.html](http://www.tuj.ac.jp/career-support/index.html)
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