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TUSPM excels not only in classroom education but also in clinical experience
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TUSPM offers a free summer and winter Internship Program. To learn more about this program, please visit our web site. Applications for our next incoming class will be accepted through e-aacpmas.org beginning early August through the end of June.

For more information visit our web site, podiatry.temple.edu or call 215-625-5451.
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## 2016-2017 CAREER GUIDE

CAREER CENTER
220 Mitten Hall • 1913 N. Broad Street
Philadelphia, PA 19122
www.temple.edu/careercenter
Monday - Friday 8:30 am - 5:00 pm

OwlNetwork
www.temple.edu/owlnetwork

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Own Your Future With Temple University Career Center

We are a central resource that builds collaborative relationships among the Temple community, and empowers 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 into the real world.

THE CAREER CENTER’S ONLINE RESOURCES INCLUDE:
- Career Communities which are a new way of working with the Career Center. They can help students identify unique opportunities based on industries and career fields they may not have previously considered.
- The OwlNetwork, Temple’s online portal for internships and job searches. Here students can select their career communities 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 such as InterviewStream, CandidCareer, or GoinGlobal that help students and alumni develop their skills and explore an exciting and diverse array of career paths locally and globally.

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, see page 42 and visit temple.edu/careercenter/about/career-network.html.

THE CAREER CENTER’S SERVICES INCLUDE:
- One-on-one advising with Career Coaches on your career questions, interests, and goals through Drop-Ins, Appointments, and Assessment Interpretations.
- Guidelines, strategies, and expert advice to create a solid resume, cover letter, LinkedIn profile or personal statement for graduate school.
- Mock interviews with Career Coaches or the Mock Interview Program 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 profile, resume, and business cards.

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

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

CandidCareer.com

@TempleCareers
templecareers
tucareercenter

Career Center Social Media
Own Your Future Checklist

Where are you headed? Obviously, towards a degree. But your degree is just the beginning of the journey. At Temple University Career Center, we’ll help you navigate the process of discovering your career, learning new skills, packaging your abilities, and building your network. To accomplish such an important goal, we’ve created four essential steps that will help you no matter where or when you begin, and ultimately own your future. Refer to the Temple University Career Guide and the checklist below to guide you through every aspect of the career development process.

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 recruiting Temple students and explore internship opportunities in the OwlNetwork at temple.edu/ownnetwork or your school or college’s job board.
- Join a Career Community in the OwlNetwork to learn more about specific career opportunities and events.
- Learn about career paths where graduate school may be necessary and begin to explore steps to attend.
- Find opportunities that align with your intellectual 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 that is part of your journey.
- 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 three ways: 1) Schedule a mock interview with a career coach, 2) reserve a spot through the Mock Interview Program at the Career Center, and 3) use InterviewStream, an online resource.
- Build your professional wardrobe, which includes an interview suit, casual business attire, dress shoes, and a padfolio.
- Attend professional development events for career advice and to network with alumni and employers organized by the Career Center, the Professional Development Center at your school or college, campus department or student organization.

GAIN EXPERIENCE
- Access the OwlNetwork or your school or college’s job board to search for internships and jobs, and learn about career fairs, networking and graduate school events to attend.
- Be an active 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 the OwlNetwork 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 post-graduation 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.
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 recruiting Temple students and explore internship opportunities in the OwlNetwork at temple.edu/owlnetwork or your school or college’s job board.
- Join a Career Community in the OwlNetwork to learn more about specific career opportunities and events.
- Learn about career paths where graduate school may be necessary and begin to explore steps to attend.
- Find opportunities that align with your intellectual 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. Is there anything 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 or talents, that is, 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? ____________________________________________________________
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 that is part of your journey.
- 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 three ways: 1) Schedule a mock interview with a career coach, 2) reserve a spot through the Mock Interview Program at the Career Center, and 3) use InterviewStream, an online resource.
- Build your professional wardrobe, which includes an interview suit, casual business attire, dress shoes, and a padfolio.
- Attend professional development events for career advice and to network with alumni and employers organized by the Career Center, the Professional Development Center at your school or college, campus department or student organization.
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.

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.
• Degree received and major
• Graduation date or projected graduation date, or dates of attendance if a degree was not completed
• 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/honors thesis title and brief description
• Freshmen and sophomores can include high school

Experience
List most recent experience first. You should include:
• Title of the position
• Name of the organization and location (city and state)
• Dates, including month and year
• Descriptions of responsibilities beginning with action verbs (avoid phrases such as “duties included” and “responsible for”)
• Believable, verifiable responsibilities
• Paid jobs, internships, volunteer community service, academic/extracurricular projects involving teamwork or leadership, special academic research or honors projects
• You may choose to divide your experience into two or more sections. Possible section headers might include Research Experience, Teaching Experience, Leadership Experience or Volunteer Experience

Additional Information
This section could include computer skills, languages, volunteer work, sports, and interests. If one of these areas is relevant to the job, however, you may choose to put it in the “Experience” section. You may also choose to use more specific section headers such as:
• Skills
• Activities
• Interests
• Honors and Awards

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 to transition it to reflect your new status as a Temple student:
• Should it stay or go?: A resume containing every activity you ever did in high school may have been appropriate for admissions, but it’s overwhelming to your new audiences—on campus employers, prospective internships, and more. Review your resume to identify your three most valuable activities, and focus in on those. Those should be prominently featured near the top of your resume. Keeping your resume to one page 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. Meeting with a Career Coach can help you determine the right language to use for your resume.
• 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 any detail on future projects that you’re involved with.
• Skills are your best friend: You would be surprised how valuable your lifeguarding, waiting tables, and retail experiences can be. Don’t sell yourself short, but rather meet with a Career Coach to help identify and understand your skills in a meaningful way. Once you do, you can make these entries on your resume shine!

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

Adapted with permission from Standard University’s 2015-2016 Career Guide.
Power 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 a power verb. Keep the tenses consistent using past verbs for past experiences and present verbs for the current ones.

Working With PEOPLE:
Communication
Address Clarify Collaborate Communicate Compose Correspond Demonstrate Document Edit Entertain Exhibit Explain Express Illustrate Interpret Interview Investigate Lecture Perform Plan Present Promote Proofread Read Relate Relay Report Review Revise Speak Summarize Survey Translate Transcribe Write

Teaching/ Advising
Advise Correct Counsel Demonstrate Display Encourage Enlist Ensure Grade Guide Influence Instruct Introduce Lecture Mentor Program Provide Rate

Steer Suggest Support Teach Test Train Tutor Mediate Model Motivate Negotiate Participate Provide Recommend Reconcile Rehabilitate Represent Resolve Share Suggest Treat

Public Relations
Advertise Advocate Attend Coordinate Convince Dispense Disseminate Distribute Fundraise Influence Lobby Persuade Poster Publicize Publish Recruit Screen Sell Service Target

Working With DATA:
Research/ Analysis
Acquire Analyze Classify Collect Compile Conduct Data Deliver Detect Determine Discover Dissect Evaluate Explore Examine Formulate Gather Identify Inspect Investigate Locate Name Obtain Pinpoint Prepare Prioritize Research Specify Survey Test Trace Track Verify

Administrative/ Management
Accelerate Accomplish Achieve Act Administer Allocate Approve Assign Assess Attain Benchmark Chair Commend Compromise Consolidate Control Delegate Direct Enforce Entrust Expedito Govern Head Hire Improvise Initiate Institute Judge Lead Maintain Manage Moderate Monitor Officer Order Oversee Prescreen Preside Prioritize Produce Prohibit Refer

Divide Enter (data) Estimate File Finance Formulate Increase Insure Inventory Invest Market Maximize Minimize Multiply Process Project Purchase Record Reduce Solve Quantify

Organization Appraise Apply Arrange Balance Catalog Categorize Connect Coordinate Define Edit Establish Facilitate File Group Issue Modify Orchestra Organize Overhaul Place Prepare Program Qualify Reorganize Rewrite Schedule Set Sort

Working With IDEAS:
Development Adjust Compose Develop Deviser Guide Implement Innovate Invert Make

Creating/ Generating
Construct Landscape Produce Shape Utilize

Design Enlarge Format Improve Install Fix Function Manufacture Navigate Operate Propose Refinish Renovate Repair Restore Update Upgrade

Creating/ Generating

With IDEAS:

Working With THINGS:
Development Assemble Build Customize

Transform Unite

Universal Act Apply Anticipate Change Check Contribute Cover Decide Define Diagnose Effect Eliminate Emphasize Establish Facilitate Forecast Found Give Navigate Offer Perform Propose Refer Referee Register Reinforce Resolve Respond Retrieve Save Select Serve Set Simplify Study Take Travel Use Win

Weak Verbs
Do Not Use
Aid Assist Deal Enhance 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.
Focus on Skills, Not Tasks

SKILLS (Power 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)
• Team work
• 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 power verbs to find your skills).

GIVE YOURSELF CREDIT: Explain your accomplishments.
Remember, be specific, tell them why/how your accomplished the key responsibilities in your positions – Consider the details employers want to hear and demonstrate the results and outcomes!

Now you try! Using your job experience the formula “Skills + what you did + Results/Outcomes” to create your own bullets -

1 Weak Bullet Point
• “Worked with social media platforms.”

2 Improved Bullet Point
• “Created LinkedIn, Twitter, and Flickr accounts to increase participation.”

3 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.”
We believe in the power of technology to solve just about anything. And we’ve put our sharpest minds to the task. Our solutions are empowering individuals, businesses, and communities everywhere. Join our team and you’ll create an inspiring future with the company that meets every day with one question: “What do we want to build next?” That’s the kind of work we do. And you can be a part of it.

Opportunities currently exist for:
- Customer Service Representatives
- Retail Sales Representatives

Enjoy benefits worthy of the name Total Rewards including:
- Medical, dental and vision from day one
- Award-winning training
- Generous tuition assistance program
- Company matching 401(k)
- Paid vacation and holidays

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IMAGINE YOUR IMPACT

WHETHER IT’S PROVIDING COMPREHENSIVE FOOD SERVICES, DELIVERING INNOVATIVE FACILITIES SERVICES, OR OUTFITTING A BUSINESS, ARAMARK HAS AN OPPORTUNITY FOR RECENT GRADS OR COLLEGE STUDENTS TO GAIN REAL EXPERIENCE & ADVANCE THEIR CAREERS IN OUR MANAGEMENT PROGRAM OR SUMMER INTERNSHIP.
What are keywords?
Keywords are nouns, phrases, industry “buzz words”, 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 whomever 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 or 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@abc.edu  
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 School of Tourism and Hospitality Management student job portal.

I received my Bachelor of Science degree in Sport and Recreation Management in May of this year. The experiences I have gained throughout my collegiate career in and out of the classroom have shaped my professional capabilities. This opportunity strongly aligns to my desire to work in a unique, competitive environment; one that I can truly make an impact and help further organizational goals.

My previous experience as the Corporate Partnership Intern with the Philadelphia Union honed my skills in effectively communicating and fostering lasting relationships with partners. In this role, I worked with team partners and coordinated regularly with their marketing departments generating in-game advertising specifications within the stadium and external events, managed inventory and logistics and assisted with client engagement via social media. Researching potential partners in this position helped me better understand the development of solid sponsor relationships and the forces driving brand needs.

Additionally, in my position as the Operations Supervisor with Aramark at Citizens Bank Park, I had the opportunity to manage employees and ensure concessions ran efficiently. I am versed in managing varying schedules based around games and events. I have also grown to be comfortable in handling client relationships and providing quality customer service to team sponsors, similar to your own.

I believe I will be an asset to your company as the new Client Services and Operations Coordinator. 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 on.

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.
# How to Use Job Descriptions and Keywords in Your Resume

Sam Wilson  
Philadelphia, PA  
sam.wilson@abc.edu  
215.204.0000

## EDUCATION

Temple University  
School of Tourism and Hospitality Management  
Bachelor of Science, Sport and Recreation Management  
Graduation: May 2016

## EXPERIENCE

**Corporate Partnership Intern**  
Philadelphia Union  
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 recaps](#) for the respective branded events
- Manage and track all client specific [social media posts](#)

**Operations Supervisor**  
Aramark, Citizens Bank Park  
February 2015 – Present  
- Supervise opening and closing procedures of concession stands
- Manage up to 60 employees, 20 concession stands and $2.5 million annually
- Analyze and resolve any problems with associates and guests
- [Oversee concession inventory and supplies](#) through events

**Special Events & Sponsorship Intern**  
Special Olympics  
May 2014 – July 2014  
- Assisted with Philadelphia’s Special Olympics events through research and onsite tasks
- [Supported events](#) by identifying, contacting and securing potential [partners](#)
- Executed administrative tasks required to meet current or upcoming marketing and event goals

**50/50 Raffle Seller**  
Philadelphia Flyers  
October 2015 – March 2016  
- Monitored all cash sales for [night games](#) and assisted in activating fundraising initiatives

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

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

## VOLUNTEER EXPERIENCE

**President**  
Sport Marketing Association of Temple University

**Member**  
Rho Phi Lambda Professional Honorary Society

## PROFESSIONAL AFFILIATIONS & LEADERSHIP

### 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**  
1913 N. Broad Street  
Philadelphia, PA 19122  
215-204-8000  
temple.templeton@temple.edu

**Education**
Temple University, Tyler School of Art  
Philadelphia, PA  
Bachelor of Fine Arts in Painting, GPA 3.6  
Expected: May 20XX  
Temple University Rome  
January 20XX – May 20XX

**Summary**
Motivated art education professional experienced in creating lesson plans for both children and adults. Proficient in InDesign, QuarkXPress, Photoshop, Illustrator, and Microsoft Office on both Windows and Macintosh platforms.

**Experience**

**Education Intern**  
September 20XX – December 20XX  
Philadelphia Museum of Art, Philadelphia, PA  
- Researched and assisted with grant application for the Institute of Museum and Library Sciences.  
- Developed teaching suggestions and object information guides for public use.  
- Processed and updated museum membership data.

**Sales Associate**  
September 20XX – August 20XX  
Utrecht Art Supplies, Philadelphia, PA  
- Introduced materials to enhance customer satisfaction with requests for various art supplies.  
- Coordinated with manager and assistant managers to meet department sales goals.  
- Served over 100 customers a day with painting and drawing needs.

**Art Education Volunteer**  
September 20XX – December 20XX  
North Philadelphia Art Center, Philadelphia PA  
- Assisted Teaching Artist teaching visual arts in after school program.  
- Assembled supplies for art classes.  
- Developed lesson plan for one class per month.

---

**Marcus F. Media**  
marcus.f.media@temple.edu  
1600 North Broad Street, Philadelphia, PA 19121  
215-204-1111

**Production Experience**

**Just Roommates (Work in Progress): Web-based Comedy Series**  
Role: Producer, Writer, Director. Unlikely roommates are thrown together and must learn to get along

**Career Ready? (20XX): Documentary, RT 26:40**  
Role: Producer and Director. Documentary highlights five students transitioning from college to career  
- Nextframe Film and Video Festival 20XX  
- Youtube – 10,000 views

**Philadelphia Film Society, Philadelphia, PA**  
Role: Intern, September 20XX - Present  
- Handle ticket, membership and concession stand funds of up to $10,000

**Imagined My City (20XX): Documentary RT 56:40**  
Role: Camera Operator. Documentary featuring West Philadelphia community organizers

**Untitled Hollywood Feature (20XX): Horror Feature**  
Role: Production Assistant  
- Secured locations  
- Coordinated actor transportation  
- Arranged catering

**Equipment Proficiency/Skills**
Red Scarlett  
Steadicam Pilot  
Kino Flo Lights  
Panasonic GH4  
Matthews Doorway Dolly  
HMI Lights

**Software Proficiency**
Final Cut Pro 7  
ProTools V.11  
Adobe After Effects V.8  
Adobe Photoshop V.8  
Avid MC 7  
Final Draft

**Education**
Temple University, Center for the Performing and Cinematic Arts  
Philadelphia, PA  
Bachelor of Arts in Film Media Arts  
Expected Graduation: May 20XX  
GPA: 3.4
Melvin Music
1601 North Broad Street
Philadelphia, PA 19121
Cell: (215) 111-8888 | melvin.music@temple.edu

I. Education
- Bachelor of Music in Jazz Performance, Temple University, 20XX

II. Experience
- Percussion Section Technician, Bayard Rustin High School (West Chester, PA) 20XX
- Percussion Section Technician, Bensalem High School (Bensalem, PA) 20XX
- Co-Director of Bensalem High School Lab Jazz Band (Bensalem, PA) 20XX
- Assistant for Director of Jazz Studies/Instrumental Studies (Temple University) 20XX
- Ensemble Coordinator (Philadelphia, PA) 20XX
- Private drum instructor (Philadelphia, PA) 20XX
- Professional Freelance Musician (Philadelphia, PA) 20XX

III. Awards
- Who's Who Among Students in American Universities and Colleges, 20XX
- Douty Foundation Scholarship, 20XX
- Billy Strayhorne Award Scholarship, 20XX
- James H. & Ethel L. M. Beech Book Award, 20XX
- Julian F. King Musician Scholarship, 20XX
- National Society of Leadership and Success Member, Temple University, 20XX
- Golden Key International College Honors Society Member, Temple University, 20XX
- Temple University Scholarship, 20XX

IV. Major Performances
- Devotedly, Sincerely Yours, Pearlman Sister’s Theater Company (Broadway Theater of Pitman, NJ) 20XX
  - Drum set/ Percussion
- West Side Story (Bayard Rustin High School production) 20XX
  - Drum set
- Les Miserables (Bayard Rustin High School production) 20XX
  - Drum set

V. Other Performance Venues
- Manufacturers Country Club, Fort Washington, PA
- Four Seasons Hotel, Philadelphia, PA
- Warm Daddy’s, Philadelphia, PA
- Philadelphia Marriott Downtown, Project Home Event for Bon Jovi
- Courtyard Marriott, Philadelphia, PA
- Chris’s Jazz Club, Philadelphia, PA
- Ridley Park Mansion, Ridley, PA
- Legendary Dobbs, Philadelphia, PA

VI. Recordings and CDs
- Alex Kaufman Trio (All Connected), Drum Set, 20XX
- A Greater Purpose (The Christmas Album), Drum Set, 20XX
Stella Fox  
stella.fox@temple.edu
111 South Broad Street | Philadelphia | PA | 19122 | 215.888.8888

EDUCATION:
TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 20XX
Major: Human Resource Administration
GPA: 3.0, Dean’s List: Spring 20XX–present
Selected Courses (Optional):
Managing People at Work  Communicating in Organizations
Power, Influence, and Negotiation  Labor Relations: Strategy & Practice
International Human Resource Management

ACTIVITIES & AWARDS:
Society for Human Resource Management  September 20XX - present
•  President, September 20XX - present
•  Secretary, September 20XX - May 20XX
Alfred B. Schmidt Academic Scholarship, December 20XX

EXPERIENCE:
ABC FOOD COMPANY, Philadelphia, PA
HR Intern, Staffing Services  February 20XX - present
•  Provide support to 10 staffing specialists within the Human Resource department of a Fortune 500 consumer packaged goods company.
•  Assist with the placement of internal job postings, review/sort resumes by position and/or location and distribute to appropriate team members.
•  Assist with the placement of employment classified ads via the Internet; search for qualified applicants and update job listings.
•  Conduct prior employment reference checks for new hires and coordinate/track pre-employment drug testing.

HILDA’S WATER ICE, Manayunk, PA
Assistant Manager  April 20XX - August 20XX
•  Supervised day-to-day operations for retail food concession serving more than 800 customers per day.
•  Reconciled daily deposits, coordinated opening and closing, maintained inventory and supply ordering.
•  Compiled part-time worker schedules and ensured compliance with health department guidelines for sanitation and worker safety.

SKILLS & LANGUAGES:
•  Microsoft Word, Excel, PowerPoint
•  French - fluent, Spanish - conversational
•  PADI Certified: Rescue Diver
TERRY TEMPLE
1913 N. Broad St. Philadelphia, PA 19122 | ttemple@temple.edu | 215-555-5252

EDUCATION | TEMPLE UNIVERSITY, SCHOOL OF MEDIA & COMMUNICATION, PHILADELPHIA, PA
- Bachelor of Arts in Advertising; Account Management Track
- Minor: General Business
- GPA: 3.85: Dean’s List Fall 20XX-Present
- Expected Graduation: May 20XX

PROFESSIONAL EXPERIENCE
ACCOUNT MANAGEMENT INTERN, THE KARMA AGENCY
MAY 20XX – PRESENT PHILADELPHIA, PA
- Balance public relations and advertising initiatives daily including media monitoring, research preparation, and proofreading.
- Manage execution of Trek molding and docking sell sheet including writing the release, briefing the creative team, enforcing all timelines, and communicating with the client.

RESEARCH INTERN, DAYAWAY CAREERS
NOVEMBER 20XX – SEPTEMBER 20XX, WWW.DAYAWAYCAREERS.COM
- Researched top academic institutes with sustainable technology focused curricula.
- Compiled research and wrote weekly articles for publishing department.
- Presented research to top executives on a monthly basis.

ROYAL CARIBBEAN CRUISE INTERN, SOUTHERN COMMUNITY SERVICES (SCS)
MARCH 20XX – AUGUST 20XX NEW FREEDOM, PA
- Designed and executed media plan approved by SCS Director.
- Created artwork and design for advertisements, letters, and posters.
- Wrote direct mail letter to 150 campaign volunteers and organizational leaders.

GROUP ACCOUNT MANAGER, DIAMOND EDGE COMMUNICATIONS
FEBRUARY 20XX – JANUARY 20XX PHILADELPHIA, PA
- Oversaw communication among account managers of six student teams and eight professional clients.
- Trained junior account managers to handle clients and teams proficiently.
- Approved and critiqued creative work before printing and distribution.

LEADERSHIP EXPERIENCE | AGENCY DIRECTOR, TEMPLE UNIVERSITY AD CLUB (TAC)
SEPTEMBER 20XX – DECEMBER 20XX PHILADELPHIA, PA
- Increased client list by 150% during first three months.
- Led 55 freshman- to senior-level student members.
- Facilitated brainstorming sessions to design innovative and strategic ads.

MARKETING DIRECTOR,TEMPLAR ANNUAL YEARBOOK
SEPTEMBER 20XX – MARCH 20XX PHILADELPHIA, PA
- Proposed a media plan to establish Templar as a brand with promotional materials
- Increased Parent Pride Ads by 400% over the course of three years.

SKILLS | Software: Microsoft Word, Excel, PowerPoint, and Publisher; Adobe Photoshop, InDesign, and Illustrator
- Social Media: Facebook, Twitter, Wordpress, Tumblr, Pinterest, Scoop.it, LastFM, and YouTube

Victor E. Owl
victoreowl@temple.edu | (215) 222-5555 | 1800 Broad Street, Philadelphia, PA 19100

EDUCATION:
Bachelor of Science in Education, Early Childhood Education & Special Education May 20XX
Temple University, Philadelphia PA
GPA: 3.75 Dean’s List: Spring 20XX

ESL Program Specialist (PreK-12) Certificate May 20XX
Early Childhood Education (PreK-4) Certification
Special Education (K-12) Certification

TEACHING EXPERIENCE:
Student Teacher- Tanner G. Duckrey Elementary School, Philadelphia, PA January 20XX-Present
- Teach first grade literacy, math, science, and social studies curriculum to 25 diverse students through large, small, and individual instruction.
- Collaborate with cooperating teacher to develop, teach and evaluate daily lessons and experiential activities.
- Manage classroom by encouraging student responsibility while reinforcing classroom expectations, behavior and homework.
- Taught students with moderate and severe learning disabilities, emotional disturbances, ADD/ADHD, Epilepsy and Tourette’s syndrome

Assistant Teacher- Kiddie Academy, Royersford, PA May 20XX-January 20XX
- Planned daily lessons and activities for children ranging from five months to twelve years old.
- Developed age appropriate daily schedules that included lesson plans, centers, and art activities.
- Co-taught, implemented, and evaluated lesson plans with lead teacher.

RELATED PROFESSIONAL EXPERIENCE:
Jumpstart Corps Member- Philadelphia, PA September 20XX-May 20XX
- Received intensive training and professional development in early childhood education theory and practice, language and literacy development, leadership skills, and communication with families.
- Implemented early childhood curriculum, supported family involvement, and promoted children’s language and literacy skills to prepare children attending preschool in low-income neighborhoods for school success.

SKILLS:
- Interactive Whiteboards, Microsoft Word, PowerPoint, Excel and Adobe Illustrator, Photoshop, HTML, Website Development

LEADERSHIP & COMMUNITY ENGAGEMENT:
Council for Exceptional Children (Vice President, 20xx – Present) 20XX - Present
America Reads Tutor
20XX - Present

HONORS & AWARDS:
Presidential Volunteer Service Award
Kappa Delta Pi International Honor Society Outstanding Service for the Chapter Award
TERRY TEMPLETON
1234 North Broad Street • Philadelphia, Pennsylvania 19122 • (215) 555-5555 • ttemple@temple.edu

EDUCATION
Temple University, College of Engineering
Bachelor of Science in Mechanical Engineering
GPA: 3.5, Dean’s List: Spring 20XX, Fall 20XX
Senior Project: “Title” August 20XX - May 20XX
• Designed and developed a hybrid golf cart from start to finish, including the ...

Selected Courses: Engineering Analysis, Engineering Statics, Mechanics of Solids

RELEVANT EXPERIENCE
Mechanics Consulting Company
Mechanical Engineering Intern
September 20XX - Present
• Analyze and recommend changes in equipment for 3 clients who had specific production needs.
• Work with six medical device companies to identify and manufacture systems that were related to production goals and needs.
• Review operational data in order to provide accurate guidance to partner companies.

Logan Olney Family Center
Summer Camp Group Leader
May 2XX - August 2XX
• Facilitated group activities for 18 boys and girls.
• Helped plan daily structured activities in Arts, including a 4-day project that resulted in each child preparing a collage and presentation on what defined them as individuals.
• Assisted students with academic weaknesses through a math enrichment class.

TECHNICAL SKILLS:
Computer: Solidworks, MATLAB, Microsoft Office (Excel, Access, Word, Publisher, PowerPoint)
Language: Spanish (spoken and written proficiency)

EXPERIENCE
American Society of Mechanical Engineers, Temple University
• President (20XX) – Managed and organized a series of 12 events per semester for an organization with 100 members.
• Event Coordinator (20XX)

Alpha Chi Omega Sorority, Temple University August 20XX - Present
• Chairperson of Recruitment Committee (20XX)

SKILLS

AVAILABE RESOURCES:
www.temple.edu/careercenter | Career Center

BUILD YOUR BRAND
Temple Student
123 Main Street | Philadelphia | PA | 19122 | 215-333-4444

EDUCATION:
TEMPLE UNIVERSITY, College of Science & Technology, Philadelphia, PA
Bachelor of Science, Graduation: May 20XX
Major: Information Science and Technology
GPA: 3.45

COURSEWORK COMPLETED:
Program Design and Abstraction
Software Design
Data Structures
Wireless Networks and Security
Web Application Programming
Mathematical Concepts in Computing I
Component-Based Software Design
Quality Assurance & Testing

RELEVANT EXPERIENCE:
Software Engineering Intern
April 20XX- September 20XX
Vanguard, Malvern, PA
• Member in a four person software development project team that supported the delivery and documentation of new products while also supporting 100 existing users.
• Hands-on development and implementation of project development deliverables using an Agile development methodology, JAVA and ASP.net
• Provided unit testing results for development work – participated in quality assurance training.
• Implemented the design and development of major functional and performance enhancements for existing products as well as the production of new software products and tools.

Computer Service Associate
December 20XX- March 20XX
Temple University Technology Center, Philadelphia, PA
• Diagnosed computer software and hardware problems such as: virus removal, connectivity and wireless access for a variety of clients including students, professors and working professionals.
• Operated a complex network of over 300 computers to ensure efficiency through the center.

ACTIVITIES:
Webmaster, Temple Honors Activity Board, Fall 20XX - Present
Vice President, Association for Computing Machinery, Spring 20XX - Present

www.temple.edu/careercenter | Career Center

BUILD YOUR BRAND
Fredrick Federal
123 President Drive
Philadelphia, PA 19121
Mobile: 215-200-2222
Email: fredrick.federal@temple.edu

Country of citizenship: United States of America
Veterans’ Preference: No
Highest Grade: GS-02-07, 06/20XX-08/20XX
Contact Current Employer: Yes

AVAILABILITY
Job Type: Permanent, Temporary positions
Work Schedule: Full Time, Part Time

DESIRED LOCATIONS
US-DC-Washington/Metro
US-VA-Northern

WORK EXPERIENCE
Department of Political Science
Temple University
Philadelphia, PA US
09/20XX – 5/20XX
Salary: 12 USD Per Hour
Hours per week: 25

Research Assistant
• Wrote reports using Microsoft Word about international security and political economies, including graphs and charts, which provided professors with crucial information necessary to conduct their research.
• Managed database in Microsoft Access by retrieving and entering data from over 15 projects, creating a centralized location for 25 staff members to easily access information for conducting research.
• Coordinated with 25 faculty members and research partners from the research team via telephone and email to prepare weekly meetings and facilitate communication among research leaders which improved team efficacy and efficiency by brainstorming ideas and meeting deadlines. (Contact Supervisor: Yes, Supervisor’s Name: Dr. Albert Einstein, Supervisor’s Phone: (215) 204-XXXX)

ABC Tech
Los Angeles, CA US
5/20XX – 9/20XX
Salary: 11 USD Per Hour
Hours per week: 40

Receptionist/Administrative Assistant
• Coordinated the master calendar of all internal and external events resulting in fluid operations while supporting more than 50 employees by assisting them with scheduling management.
• Prepared employee surveys and project metrics using Windows Excel by compiling information and generated tables and graphs used in monthly presentations measuring company performance and to identify areas to improve operations.
• Employed strong customer service to visitors and callers by providing routine information and directing them to appropriate staff and locations for appointments and responding to inquiries regarding basic company operations. (Contact Supervisor: Yes, Supervisor’s Name: John Doe, Supervisor’s Phone: (909) 555-XXXX)

EDUCATION
Temple University
Philadelphia, PA
Bachelor of Arts – 5/20XX
GPA: 3.45 out of 4.0
Major: Political Science
120 Semester Hours

Relevant Coursework, Licenses and Certifications:
Macro Economics, Micro Economics, Public Policy Process

LANGUAGES
Spanish
Spoken: Intermediate
Written: Intermediate
Read: Intermediate

AFFILIATIONS
International Affairs Society Vice President
College Democrats Events Chair

REFERENCES
Dr. Albert Einstein Department Chair
Department of Political Science Temple University
Phone Number: (215) 204-XXXX
Email Address: AEinstein@temple.edu
Reference Type: Professional

John Doe Director
ABC Tech
Phone Number: (909) 555-XXXX
Email Address: JD@abctech.com
Reference Type: Professional

ADDITIONAL INFORMATION
Skills:
Proficient in Windows-based programming including Excel spreadsheet, Word processing, Access, and PowerPoint.

BUILD YOUR BRAND
Career Community: Government, Non-Profit

The United States federal government is one of our nation’s largest employers. Federal agencies are hiring new employees from all fields of study around the country at competitive salaries. Below are five tips for starting your federal job search:

1. Go to http://www.USAJOBS.gov and create a USAJOBS account.
2. Upload your resume on the system. See page XX for a sample federal resume.
3. Search for jobs and internships by keyword, job category, location, or one of the three Pathways Programs which include the Internship Program, Recent Graduates Program, and Presidential Management Fellows Program.
4. Stop by the Career Center or your school/college specific career center for support on creating a federal resume, conducting a federal job search, or attending government-related career events. We offer workshops and special events related to this field, so stay tuned for these events at temple.edu/careercenter.
Leslie Libarts

Sample.person@temple.edu  
333 W. Hempstead Street  
267-555-5555  
Philadelphia, PA 19124

**Education**

Temple University, Philadelphia, PA  
Bachelor of Arts, Religion | Minor: Asian Studies | GPA: 3.62

**Relevant Experience**

Archdiocese of Philadelphia, Philadelphia, PA  
May 20XX – Present

*Communications Intern*

- Authored approximately 15 press releases over a six-month span on topics such as new church initiatives and the closure of local parishes
- Assisted editorial staff with transcribing interviews and additional media research
- Managed social media accounts (Twitter and Facebook) and grew the percentage of followers by 33% over six-months
- Trained 5 new communications interns on the basics of press release writing

**Additional Experience**

Temple University - College of Liberal Arts, Philadelphia, PA  
January 20XX – June 20XX

*Peer Advisor*

- Collaborated with advising staff to provide front-line assistance to students within the College of Liberal Arts
- Handled clerical duties, such as answering phones, triaging student concerns and office filing in a high-paced environment
- Led 3 group advising sessions for approximately 25 freshman students on proper registration techniques

Ferndale Law Firm, Boston, MA  
September 20XX – October 20XX

*Assistant Paralegal*

- Shadowed multiple members of the Ferndale Law Firm, particularly on cases regarding issues of free speech
- Assisted in the creation of a fundraiser for animal cruelty awareness; raised nearly $50,000
- Developed 20-page training manual for future interns interested in careers related to law and free speech

**Awards & Honors**

Temple University Honors Program, Most Outstanding Student Award  
May 20XX

**Skills**

- Spanish Proficiency
- Social Media
- Research Databases
- Microsoft Office
- PC / MAC
- Photoshop

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Patrice Psych

1234 North Broad Street • Philadelphia, PA 19122 • (215) 555-5555 • Patrice.psych@temple.edu

**Education**

Temple University, College of Liberal Arts  
Philadelphia, PA

*Bachelor of Arts in Psychology*

*Graduation Expected: May 20XX*

GPA: 3.5, Dean’s List: Spring 20XX, Fall 20XX

**Relevant Experience**

*Devereux Foundation*  
Berwyn, PA

*Psychology Intern*  
January 20XX - Present

- Collect and file client records for mental health counselors.
- Observe and take notes on adult discussion groups.
- Answer phones and setup client appointments using system database.

**Experience**

*Center for Learning and Student Success, Temple University*

*Student Tutor*  
August 20XX - May 20XX

- Conducted weekly individual tutoring sessions for students in social science methods.
- Led bi-weekly peer supervision meetings for a group of seven other tutors.

*Office of Orientation and New Student Programs, Temple University*

*Owl Team Member*  
Summers 20XX, 20XX

- Led groups of admitted students through introductory activities.
- Informed students of the variety of organizations and resources available at Temple and in the Philadelphia area.

**Affiliations**

*Psychology Majors’ Association, Temple University*  
August 20XX - Present

- President (20XX) – Managed and organized a series of 10 events per semester for an organization with 100 members.
- Secretary (20XX)

*Alpha Chi Omega Sorority, Temple University*  
August 20XX - Present

- Chairperson of Recruitment Committee (20XX)

**Skills**

- Computer: SPSS, Microsoft Office (Excel, Access, Word, Publisher, PowerPoint)
- Language: French (spoken and written proficiency)
Nurse John Smith
123 Temple Avenue Philadelphia, PA 19111  *(267) 555-5555  * nursejohnsmith@temple.edu

EDUCATION
Temple University, College of Public Health Philadelphia, PA Bachelor of Science in Nursing Expected May 20XX GPA: 3.74 Dean’s List: Fall 20XX-Present

CLINICAL EXPERIENCE
Temple Physicians at Nicetown- Primary Health Care (45 hours completed, 45 hours pending) Lafayette- Redeemer Long Term Care Facility (45 hours) Temple University Hospital- Medical –Surgical Unit (45 hours pending) Children’s Hospital of Philadelphia-Adolescent Renal Unit (60 hours) Belmont Behavioral Health- Adolescent/ Dual Diagnosis Care (60 hours pending) Fox Chase Cancer Center-Medical Oncology Unit (24 hours)

WORK EXPERIENCE
Friends Child Care Center, Philadelphia, PA June 20XX- June 20XX
Teacher’s Assistant: Worked with children ages three months to four years of age. Prepared activities based on developmental stages. Interacted with children through story reading, painting, puzzles, and other structured activities. Created lesson plans under the direction of the teacher.

VOLUNTEER EXPERIENCE
Holy Redeemer Hospital, Philadelphia, PA Summer 20XX
Volunteered in the Hope program. Provided emotional support to patients and families. Participated in resident activities and transported patients throughout the hospital.

Einstein Hospital, Philadelphia, PA Summer 20XX
Volunteered in the physical therapy department. Observed and worked closely with physical therapists in the treatment of various patients. Ensured equipment was properly calibrated for patient use, prepared and assisted patients with treatments, and performed clerical tasks.

AWARDS AND MEMBERSHIPS
• J. Russell Fawley Scholarship Award (Competitive award based on academic merit) Spring 20XX
• Member, Temple SNAP (Student Nurses Association of Pennsylvania) 20XX-Present
• Member, OwlCapella 20XX-Present

ADDITIONAL SKILLS
American Heart Association: CPR Certified for Healthcare Provider Language: Conversational Spanish

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

EDUCATION
Temple University, College of Public Health and School of Social Work, Philadelphia, Pennsylvania Bachelor of Social Work, Expected May 20XX Major GPA: 3.8 Overall GPA: 3.2

FIELD WORK EXPERIENCE
Thomas Jefferson University Hospital, Philadelphia, Pennsylvania Social Work Intern, Field Education Placement January 20XX to Present
• Work directly with chronically mentally ill individuals, treating up to 30 persons.
• Assist clients with daily living skills, social and recreational skills, and employment needs.
• Co-facilitate support group; led two sessions independently.
• Developed broad understanding of social policies, public and private service delivery, advocacy efforts, individual needs, and medical terminology related to this population.

The Homelessness Prevention Project, Philadelphia, Pennsylvania Social Work Intern, Field Education Placement September 20XX to December 20XX
• Worked to achieve a 10% reduction in city homelessness rates attributed to the project.
• Introduced to grant writing, volunteer programs, and FEMA and SHARE financial-aid assistance programs for families at risk of homelessness.
• Analyzed citywide homelessness statistics to recommend strategies for targeting population.
• Collaborated with the employment counselor to help clients overcome obstacles to employment.

WORK EXPERIENCE
Temple University, Philadelphia, Pennsylvania Resident Assistant September 20XX to Present
• Supervise 56 residents.
• Create and implement programs for 400 person facility.
• Enhanced programming efforts by 15%.

Logan Olney Family Center, Philadelphia, Pennsylvania Summer Camp Group Leader May 20XX to August 20XX
• Facilitated group activities for 18 youths.
• Helped plan daily structured activities in Arts.
• Assisted students with academic weaknesses through an enrichment class.

ACTIVITIES
Member, Social Work Student Collective
• Chairperson of Fundraising Committee, 20XX
• Activity Coordinator, 20XX

Member, Alpha Chi Omega Sorority
• Chairperson of Recruitment Committee, 20XX
• Scholarship Coordinator, 20XX

SKILLS
Computer: Microsoft Office Suite including Word, Excel, Access, Publisher, PowerPoint Language: Spoken and Written Spanish Proficiency
### Education

**Temple University**
- Bachelor of Science, Sport and Recreation Management
- Expected Graduation: May 20XX
- Concentration: Sport and Recreation Promotion
- Minor: Business Administration

### Experience

**Philadelphia 76ers**
- Sales & Service Intern
  - September 20XX – December 20XX
  - Assisted Group Event Specialists with lead generation for specific theme nights
  - Maintained Salesforce program to track Season Ticket Holder interaction
  - Learned selling techniques from Sixers Sales Representatives

**Temple University Football**
- Recruiting Intern
  - May 20XX – August 20XX
  - Prepared and maintained initial recruiting records of potential recruits
  - Coordinated distribution and data entry projects around recruiting initiatives
  - Planned facility and campus tours for potential recruits

**Philadelphia Convention & Visitors Bureau**
- Data Collector
  - July 20XX
  - Interacted with convention guests to collect name, address, and email information for follow-up communication from the Philadelphia Convention & Visitors Bureau

**Temple University**
- Student Worker
  - January 20XX – May 20XX
  - Assisted students with scheduling appointments and general questions
  - Answered phone calls and directed them to the appropriate person
  - Completed all tasks requested by faculty and staff

### Activities

**Member, Sport and Recreation Professional Association at Temple University**

**Member, Rho Phi Lambda National Honorary Recreation, Park, and Leisure Fraternity**

### Additional Skills

**Proficient in Spanish**

**Knowledgeable in Salesforce and Wordpress**

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### Education

**Temple University Beasley School of Law**, Philadelphia, PA
- Candidate for Juris Doctor, May 20XX
- GPA: 3.1
- Honors: Chayes International Public Service Fellowship
- Activities: SPIN, Public Interest Auction, Alumni Committee Chair

**Rutgers University**
- Bachelor of Arts with Honors in Political Science and Economics, 20XX
- GPA: 3.8, with Distinction
- Honors: Phi Beta Kappa (elected junior year)
- Activities: Alpha Phi Omega (national community service organization), Secretary International Relations Society, Vice-President Amnesty International, Member

**United Nations Development Program**, Ulaanbaatar, Mongolia
- Summer 20XX
  - Researched and designed innovative Business Development Services (BDS) pilot program for poor microenterprises in rural areas. Conducted needs assessment surveys and field interviews. Organized key stakeholder workshop, analyzing and strategically incorporating input into pilot development.

**World Council of Credit Unions**, Madison, WI
- Summer 20XX
  - Credit Union Analyst
  - Researched international regulatory and legislative developments regarding credit unions and financial cooperatives. Updated comprehensive publication on worldwide microfinance legislation. Analyzed country-by-country statistics and growth trends of financial cooperatives. Managed Young Credit Union Professionals scholarship program; coordinated conference activities in Warsaw, Poland.

**Mercer Management Consulting**, San Francisco, CA
- Research Analyst
  - Researched strengths and weaknesses of organizational designs of public and private sector coalitions for international food fortification project. Conducted quantitative analysis on survey data (to over 20,000 individuals) and developed new strategy for international consumer electronics company’s consumer website offering. Strategized regarding digital business designs and new business models for non-profit environmental organization to maximize efficiency and utility. Co-chaired Mercer Pro Bono Committee.

**Mercer Management Consulting**, San Francisco, CA
- Summer 20XX
  - Analyzed accounts receivable for international oil and gas company, reducing working capital. Performed profitability trends analysis on commercial insurance lines for major insurance provider.

**U.S. Agency for International Development**, Washington, D.C.
- Summer 20XX
  - Worked in Office of Transition Initiative within Bureau for Humanitarian Response. Recruited/evaluated program officers to the Congo. Performed research on potential private sector role in combating corruption in Africa.

**Language and Interests**

**Proficient in Spanish. Enjoy rock climbing, cooking new ethnic cuisine, keeping up with international current events.**
JANE M. DOE  jdoe@temple.edu
123 West Sycamore Street  |  Philadelphia  |  PA  |  19122  |  215.999.9999

EDUCATION:  TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
Bachelor of Business Administration, Graduation: December 20XX  
Major: Marketing  
Certificate: People First Leadership Program  
GPA: 3.0, Dean’s List: Spring 20XX - Present  
Special Research: “Conducting Interactive Market Research on the Web.”  
Selected Courses:  
Consumer & Buyer Behavior  International Marketing  
Marketing Strategy Plan  Electronic Commerce  
Direct Marketing & E-Commerce  Marketing Research  

ACTIVITIES  
• Member, American Marketing Association, Fall 20XX – Present  
• Assistant Coach, Happy Valley Junior Swim League, 20XX  

EXPERIENCE:  MAJESTIC MARKETING, Philadelphia, PA, June 20XX – August 20XX  
Marketing Intern, Business Market Analysis Group  
• Provided support for ten-person marketing team analyzing new growth opportunities for a Fortune 1000 international furniture manufacturer.  
• Maintained information on Majestic’s product lines and assist with preparation of marketing plans designed to achieve the company’s growth objectives.  
• Conducted extensive Internet research on the retail furniture industry and compiled a 100+ page reference manual.  

eCUISINE, Horsham, PA, January 20XX – May 20XX  
Customer Service Associate  
• Provided customer service assistance for an internet-based health food company with a database of 10,000+ domestic and international customers.  
• Processed 50 - 60 customer orders daily, responded to customer inquiries, updated customer profiles.  
• Developed working knowledge of REACT, customer relationship management software.  

SKILLS:  
• Microsoft Office, REACT CRM Solution  
• Classical Pianist  

Temple Student  
123 College Hall, Philadelphia, PA 55555  
215-333-4444, temple.student@temple.edu

EDUCATION:  TEMPLE UNIVERSITY, College of Science & Technology, Philadelphia, PA  
Bachelor of Science, Expected Graduation: May 20XX  
Major: Biology  
GPA: 3.23

SELECTED COURSEWORK:  
Advanced Cellular Biology  
Biological Mutations  
Human Genetics  
Biomedical Engineering  

LABORATORY EXPERIENCE:  
DNA extraction  
Animal dissection  

RESEARCH EXPERIENCE:  
Biological Research Assistant/Dr. John Smith’s Lab  
May 20XX to Present  
Temple University, Philadelphia, Pennsylvania  
• Provide research support in cellular and molecular studies which are designed to determine the health effects of energy production on humans  
• Initiate the use of the Internet for gathering best-of-breed practices from other research labs  
• Assist in organizing and launching a biological research listserv of users on the Internet  

WORK EXPERIENCE:  
Biology Department Assistant  
August 20XX to April 20XX  
Temple University, Philadelphia, Pennsylvania  
• Assisted professors in the development of course schedules and acted as liaison with Registrar’s Office for course scheduling  
• Primary developer of department website  

VOLUNTEER EXPERIENCE:  
Child Life/Play Therapy Volunteer  
January 20XX to Present  
St. Christopher’s Hospital for Children, Philadelphia, Pennsylvania  
• Collaborate with head nurse to coordinate volunteer schedules  
• Visit and interact with children during meals, play-time and learning activities  

ACTIVITIES:  
• President, Biology Club at Temple University, 20XX-20XX  
• Member, National Association of Biology Students, 20XX-20XX  
• Co-Chair, Chess Club Tournament, 20XX and 20XX  

SKILLS:  
Microsoft Office Suite (Word, PowerPoint, Excel)  
Fluent in Spanish (Written and Oral)
**Samuel Sport**  
1700 North Broad Street | Philadelphia, PA 19132  
samuel.sport@temple.edu | (215) 865-9224

**Education**  
Temple University, College of Liberal Arts, Philadelphia, PA  
Bachelor of Arts in Political Science  
Expected Graduation: May 20XX  
GPA: 3.2

**Relevant Coursework**  
Campaigns, Elections and Media  
The American President  
Personality and Politics  
Media and Political Process

**Relevant Projects**  
- Synthesized information from 12 sources to support an argument  
- Presented findings to a 40-person class

**Intercollegiate Athletics**  
Temple University Philadelphia, PA  
Division I NCAA Football Fall 20XX – Present  
- Full scholarship recipient  
- Three-year starter and captain for the 20XX season  
- 20XX American Athletic Conference All-Conference Second Team  
- Devote 20 hours per week to daily trainings and seasonal competitions

**Leadership Experience**  
Student-Athlete Advisory Committee (SAAC), Temple University Philadelphia, PA  
Vice President Fall 20XX – Present  
- Attend monthly meetings to discuss current issues in athletics  
- Assist in planning and implementing community outreach initiatives  
- Coordinated on-campus NCAA Diversity Education Training Workshop  
- Assist in recruitment

**Community Involvement**  
Neighborhood Football Camp, Temple University Philadelphia, PA  
Group Leader Summer 20XX  
- Taught fundamentals to children in 6th – 8th grade  
- Organized drills and coordinated afternoon team play

**Skills**  
Computer: Microsoft Office Suite and Adobe Creative Suite  
Language: Fluent in Spanish

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**Li-Ling (Lisa) Chen**  
123 North Temple Street | Philadelphia, PA 19122 | 215.222.2222 | Lisa.Chen@gmail.com

**EDUCATION**  
TEMPLE UNIVERSITY, School of Media and Communication, Philadelphia, PA  
Master of Science, Communication Management, GPA: 3.6  
Graduation: May 20XX

NATIONAL TAIWAN NORMAL UNIVERSITY, School of Education, Taipei, Taiwan  
Bachelor of Education, Education, GPA: 3.8  
Graduation: June 20XX

**EXPERIENCE**  
Temple University Career Center, Philadelphia, PA  
August 20XX – May 20XX  
Marketing Internship  
- Cultivated relationships with students by promoting the Career Center services at career-related events, answering email inquiries and providing information to students through monthly newsletter.  
- Collaborated with Office of International Affairs and three student organizations to launch two networking events and two soft-skills workshops for international students.  
- Devised a student satisfaction survey using Survey Monkey and Google Form to measure marketing effectiveness of career fairs and workshops.  

Temple University School of Podiatric Medicine, Philadelphia, PA  
March 20XX – May 20XX  
Communication Internship  
- Collected and analyzed social media and website user data on topics of post preferences and interaction using Google Analytics and Excel to examine factors increasing website traffic.  
- Created LinkedIn, Twitter, and Flicker accounts to connect with alumni to increase participation in school events. Managed social media accounts resulting in organic growth of 300 LinkedIn connections and 30 percent increase of Facebook engagement on a $0 budget.  
- Interacted face-to-face with attendees at health fairs to promote medical services to employees of Health Partners Inc. and Federal Reserve Bank of Philadelphia.  
- Edited quarterly newsletter and distributed them through Garrison Publishing to over 4,000 alumni.

Taiwan Market Place Development Association, Taipei, Taiwan  
August 20XX – December 20XX  
Event Planner  
- Wrote event proposal and received $10,000 funding from the Ministry of Culture of Taiwan government to implement a Halloween event, which attracted more than 8,000 attendees.  
- Communicated face-to-face with seven sponsors every other week to discuss scope, budget, and progress of the event.  
- Conferred with three staff at a chosen event site or sports stadium to coordinate details of event display.

**ACTIVITIES**  
Public Relations Officer, Taiwanese Student Association September 20XX – May 20XX  
President, Women’s Volleyball, Education Department July 20XX – May 20XX  
Volunteer, Education Service Team March 20XX - October 20XX  
Volunteer, New Taipei City Autism Association July 20XX - August 20XX

**SKILLS**  
Adobe Photoshop CS6, Google Analytics, Microsoft Office (Word, PowerPoint, Publisher, Excel), Facebook, Google Plus, LinkedIn, Twitter, Instagram, Pinterest, MailChimp, WordPress, Fluent in Chinese
Jane Temple
123 Any Street, Philadelphia, PA 19111 | jane.temple@email.com | 215.234.5678

Profile
Dynamic marketing, business development and event services professional with a background in marketing, public relations, special events, sales and coordination for non-profit and for-profit environments in both the U.S. and internationally. Recognized for exceptional interpersonal and communication skills that easily engage clients, vendors, buyers, donors and sponsors. Keen eye for details, design and the bottom line.

Areas of Speciality
- Marketing & public relations
- Vendor management
- Personnel management
- Project & event management
- Contract negotiation
- Talent acquisition
- Budget management
- Fundraising development
- Domestic & international planning

Professional Experience

UNICEF Philadelphia, PA
Marketing and Events Coordinator
20XX – 20XX
Planned, produced, and directed a variety of major special events and fundraising programs for high-profile non-profit organization.
• Helped to market and promote UNICEF worldwide through appearances and interviews on television and radio shows.
• Collaborated with station producers to market, produce and script promos for a series of telethons raising awareness of UNICEF projects domestically and internationally.
• Prospected and developed corporate sponsorships, raising revenue and services in excess of $85k.
• Researched, negotiated, and booked event venues; coordinated all aspects of site readiness on event days.
• Interviewed, trained, motivated and supervised teams of 20-30 volunteers and temporary employees for day-of event services.

Pepper Mill Fine Foods Bensalem, PA
Wholesale Food Sales/Broker
20XX – 20XX
Performed business-to-business sales with gourmet shops nationwide for exclusive fine foods brokerage.
• Increased sales by 70% in the highly competitive gourmet foods sales market.
• Prospected for potential clients through extensive outreach and marketing of company products.
• Maintained excellent client relationships with shop owners and individual clients.
• Educated clients on represented artisan chefs; interacted with international, national, and local gourmet food producers.
• Provided event planning information and assistance with gourmet food fairs nationally.

PharmaTech USA Fort Washington, PA
Special Events Project Intern, Office of Special Events
19XX – 20XX
Assisted with high-level events for various university offices, including the President’s office.
• Assisted a team of 4 Office of Special Events project managers with all aspects of event development and execution.
• Attended planning meetings. Served as an advisor relative to student needs and desires.
• Developed creative marketing concepts to aide in marketing events to the university community.

Temple University Philadelphia, PA
Marketing Manager
Main Line Mercedes Flourtown, PA
20XX - Present
Manage all aspects of regional marketing for luxury automotive brand.
• Oversees and manage the workflow of a team of 5 marketing associates and 2 administrative assistants.
• Formulates direct and coordinate all marketing activities and policies to promote products and services.
• Researched, plan, and execute new marketing initiatives, streamline programs, and develop comprehensive Internet lead programs.
• Manages a budget of $2 million, including the evaluation of all financial aspects relative to product development, expenditures, research & development appropriations, and return-on-investment and profit-loss projections.
• Utilizes sales forecasting and strategic planning to ensure the sale and profitability of product lines and services, analyze business development and monitor market trends.
• Initiates market research studies and analyze findings.
• Creates attractive and informative direct print and web-based marketing materials.
• Coordinates or participate in promotional activities and trade shows, working with developers, advertisers, and production managers to market products and services.
• Achieve significant sales in a down market by assessing prospect needs and desires.

Temple University Philadelphia, PA
Special Events Project Intern, Office of Special Events
20XX - Present

EDUCATION
Temple University, Fox School of Business Philadelphia, PA
Bachelor of Business Administration in Marketing, 3.57 GPA 20XX
President, American Marketing Association – Student Professional Organization 19XX – 20XX

TECHNICAL SKILLS
Mac, Windows 7/XP, Microsoft Word, Excel, PowerPoint, Access, Outlook and Publisher, Adobe Photoshop, social media platforms
How to Use LinkedIn

HOW TO USE LINKEDIN FOR YOUR CAREER DEVELOPMENT

LinkedIn is a vital and multipurpose tool in your career development. You may use the platform to conduct general career research, contribute professional content, prepare for specific job, internship or graduate school opportunities, or like 25% of the user base, network with the more than 400 million professionals who use it! Out of that total, 39 million members are current students or recent graduates, so you are not alone in learning more about the power of LinkedIn. It is a place to tell your story in a personal, authentic, and engaging format. It doesn’t have to mirror your resume, and often is more helpful when it doesn’t.

Here are some examples of how students at different stages in their Temple careers might use LinkedIn:

**EVERYONE**

- Start by developing a profile as a long term, ongoing project. You can get a FREE professional headshot for your profile at the Career Center.
- Stop by 220 Mitten Hall for details.

**FIRST YEAR**

- In conjunction with a career coach, use the Alumni Tool to learn about the paths Temple alumni have taken in the world, and connect that to your major.

**SECOND YEAR**

- Actively engage in informational interviews with relevant professionals and alumni in a courteous manner.
- Identify additional internship opportunities through the LinkedIn student jobs portal at www.linkedin.com/studentjobs.

**THIRD YEAR**

- Utilize the platform beyond your time at Temple. Networking and professional development are the pillars of LinkedIn, but also of a successful and meaningful career.
- Stay active in groups, connect with new colleagues wherever you study or work, and contribute content to group discussions and LinkedIn Pulse.

**ALUMNUS/AE**

- Update your profile with relevant Temple information, and begin to learn how to reach out and network effectively with the Temple community as well as relevant professionals.

**TRANSFER**

- Actively engage in informational interviews with relevant professionals and alumni in a courteous manner.
- Identify additional internship opportunities through the LinkedIn student jobs portal at www.linkedin.com/studentjobs.

**FOURTH YEAR**

- Ensure that your profile is updated and consistent with your professional goals.
- Use LinkedIn in conjunction with other tools from the Career Center like CareerShift to continue identifying opportunities, potential relationship contacts, and ways to contribute to the professional conversation.

Want more tips? Need a profile checklist? Visit: https://students.linkedin.com
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.

Traditionally, this document accompanies your resume; however with more and more communication with the employer being via email and requirements changing, 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 positions, 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. Do not include one if it is not required. 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

Information 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 27)

• 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 s/he 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 27)

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 timeline 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 for informational interviews or job-interview. This can be via email, but candidates can really stand-out with a handwritten note as well on a thank you card or letterhead.

• Reiterate your interest for the industry, position, and company
• Recall aspects of the interview that stood out, were enlightening, or helpful
• Be sure to connect your note back to your skills/abilities and how you may be a good fit for the position

Go to the Cherry & White Directory at directory.temple.edu and create an alias for your TUmail email address for professional communications. For example, if your email is currently tuf111222@temple.edu, the alias update will allow you to have jane.doe@temple.edu instead.
SETTUP AN INTERVIEW

**Subject:** Scheduling (position title) interview* (Note: Typically these messages are initiated by the recruiter.)

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 6 between 11am-3pm

Please let me know if you require any 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,

[Your name]

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 the [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,

[Your name]

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 the public sector. It was also gratifying to learn that working in a nonprofit 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 I will keep you informed of my progress as my search proceeds. Thank you again for sharing your time with me. Our conversation was both information and encouraging.

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’m 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]
GAIN EXPERIENCE
- Access the OwlNetwork or your school or college’s job board to search for internships and jobs, and learn about career fairs, networking and graduate school events to attend.
- Be an active 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.

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 possess some control over the outcome.

Build an Action Plan
4. Your search needs to be strategic. Begin researching organizations several months prior to graduation.
5. Be aware of employment trends in your sector of interest. Are there rising organizations that are set to go on a hiring spree, or are open positions at a premium? Knowing the pulse of a given sector can guide your search strategy, allowing you to manage your time and resources.

Know Where to Look
6. Your job search strategy has to be multifaceted. Use everything at your disposal, including Web sites, search engines, and University resources such as the OwlNetwork.
7. 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.

Maintain a Clean Online Presence
8. Your resume will only get you in the door, and then the employer begins researching you as a potential candidate.
9. 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
10. More and more employers are posting openings on outlets such as Twitter and LinkedIn, so do your research and follow companies and organizations that you have an interest in working for.
11. 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 value.

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

Be Open Minded
14. 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”.
15. Broaden your search to a variety of geographic locations, part-time or contract work, and starting salary options.

Maintain a Presence
16. Periodically keep contact with the employer and individuals in your network.
17. Contact employers 1½ - 2 weeks after submitting your resume to see if they received your application materials, ask any questions about the position and reiterate your interest.
18. Send thank-you notes within a day of working with your contacts.

Ask for Assistance
19. Use all of the resources available to you. Talk to your advisor, professors, peers, and Temple staff about potential opportunities and possible tips if you encounter a setback.
20. Informational interviews can be extremely useful for obtaining information about a specific field of interest or an employer, but they also are a great opportunity to speak with a professional about how they landed their position. Perhaps they have tips to share that you had not thought of previously.

Be Patient and Positive
21. You should expect the entire process search, interview(s), and offer to hire to take approximately six months. You must maintain a positive approach throughout.
22. Be flexible in your search process. Do not rely on any single method to help you find opportunities, rotate strategies, and be creative when you encounter obstacles in your search.

Adapted with permission from Purdue University’s 2013-2014 Career Guide.
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/](http://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/](http://www.dol.gov/odep/)), sponsor of the Federal Workforce Recruitment Program coordinated through DRS at Temple.

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

**International Students**

Check out GoinGlobal for an extensive list of job and internship opportunities around the world ([https://online.goinglobal.com/default.aspx](https://online.goingglobal.com/default.aspx)).

Expand on communication and other soft skills including adaptability, independence, and confidence. Come to the Career Center early on and take advantage of the Professional Development Workshops and Networking events.


For more information on visa status and work authorization, go to the International Student and Scholars Services office (1700 N. Broad Street, Suite 203B) or visit [http://www.temple.edu/isss/](http://www.temple.edu/isss/).

**LGBTQIA Students**

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 resources that can help you develop an action plan, including Temple University’s Career Center and Wellness Resource Center (both located in Mitten Hall). The Wellness Resource Center is extremely knowledgeable on the many aspects of being LGBTQIA. It is important to identify occupations and companies that align with your values. Please visit [http://wellness.temple.edu/lgbtqia](http://wellness.temple.edu/lgbtqia) to learn more.

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. Look into a variety of resources on the LGBTQIA page of the Career Center website to find diversity-friendly companies and research more about your career as a LGBTQIA person ([http://goo.gl/X6tDvm](http://goo.gl/X6tDvm)).

The Human Rights Campaign ([www.hrc.org](http://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” in 2016.
How to Network Successfully

80% OF JOBS are never listed, meaning they are found 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 scoping 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.
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 did you have? ______________________________________________________________________________________________________________________________

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.
Graduate School Application Checklist

One Year Before Application Deadline
- Research program options and requirements using graduate programs guides, university websites and other resources.
- Identify your goals to decide whether or not graduate school is right for you.
- Research financial options: Consider government agencies, philanthropic organizations, the schools you apply to, and professional organizations and honor societies as potential sources of funding, and campus fellowships and assistantships.
- Write a draft of your personal statement.
- Register for required standardized exams.
- Meet with faculty members in your department to discuss your personal statement, program options and potential funding sources.
- Determine the schools to which you will apply.

Fall of Your Last Year
- Get organized. Create a file for each school and retain all related application information in your records.
- Prepare for standardized exams.
- Take standardized exams and request that your scores be sent to the appropriate schools.
- Complete your personal statement, and have it reviewed at the Writing Center.
- Request letters of recommendation from faculty, provide a copy of your personal statement and resume to each professor.
- Order transcripts from all post-secondary institutions and request official copies be sent to the schools where you have applied.
- Complete application forms.
- Submit application materials well in advance of the application deadline. Pay close attention to the instructions. All documents may not be submitted in the same method.
- Give your recommenders the appropriate information needed to send letters to each school if a hard copy is required.
- Remind your recommenders of when your letters of recommendation must be received.

Winter of Your Last Year
- Make copies of all application materials for your records.
- Verify that all of your application materials have been received by the program(s) to which you have applied.
- Schedule campus visits to locations in which you are interested.
- Prepare questions for each school to gain more information about their academic programs.
- Conduct informational interviews with students in the programs to which you have applied to gather their perspective.

Spring of Your Last Year
- Send thank-you notes and an update of your search status to those who wrote recommendation letters on your behalf.

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, Faculty
   - 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.
At FDU, get the credentials you need for the future you want.

A graduate degree from Fairleigh Dickinson can add impressive value to your résumé.

Program Highlights

- More than 60 career-oriented, globally-focused graduate and certificate programs, including:
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  - Gateway to Professional Studies/Master of Health Sciences, preparing students for health care-related professional school admission
  - Doctoral Programs in Pharmacy, Clinical Psychology, Nursing & School Psychology
  - Blended 21-month Saturday MBA for business and non-business majors

- Scholarships include University Provost Scholarships, graduate assistantships and fellowships

- Campus locations in Teaneck and Madison, NJ

- Day, evening, Saturday and online classes

- Flexible payment plan options

For more information, contact us:

Online: www.fdu.edu/grad
Email: grad@fdu.edu
Phone: 201-692-2554 Metropolitan Campus, Teaneck, NJ
         973-443-8905 Florham Campus, Madison, NJ

Graduate Studies at FDU
(Not all programs offered at each campus. Some programs available at off-site locations.)

Arts & Sciences
  Biology • Chemistry • Corporate & Organizational Communication • Cosmetic Science • Counseling • Creative Writing • Criminal Justice • Health Sciences
  • Mathematical Foundations • Media & Professional Communication • Psychology

Business (AACSB Accredited)
  MS in Accounting • MS in Supply Chain Management
  • MS in Taxation • Saturday MBA • Accelerated MBA • MBA Specializations: Accounting, Business Administration, Entrepreneurship, Finance, Information Systems, International Business, Management, Marketing, Pharmaceutical Management

Education
  Featuring a wide range of degree and certificate programs for current and aspiring teachers

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  Master of Nursing (options include Family Nursing, Forensic Nursing and Psychiatric/Mental Health Nursing)
  • Accelerated BSN for Second Degree Students and RN to MSN options also available

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The Wake Forest University School of Business offers three unique programs specifically designed to help recent graduates gain a competitive edge.

Graduates of our specialty master's programs develop the technical skills, business knowledge and professional confidence to add value to any organization and succeed in a variety of career paths.

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Designed specifically for recent liberal arts, sciences or engineering graduates, our 10-month program will broaden your education beyond the focus of your undergrad study. Gain the core business and professional skills you need to start your career.

**MASTER OF SCIENCE IN BUSINESS ANALYTICS**

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Start your own Wake Forest success story at business.wfu.edu.
Letters of Recommendation

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.

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 matter 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.

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.

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.

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.

www.temple.edu/careercenter | Career Center 37
How to Prepare for a Career Fair

Approaching Employers
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 32 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 (see graphic to the right for tips) and know about their organization, prior to approaching them.

Research
• Research the industry, understand trends and identify the positions you are interested in.
• Familiarize yourself with employers attending the fair by visiting the OwlNetwork. Many will have links to their websites and a list of open positions.
• Read any news related articles on the company.
• Bring 20 copies of your resume (the Career Center offers free resume paper).

Following Up With Employers
You should follow-up with employers within 24 hours to thank them for their time.
• 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

Business Casual vs. Professional
Have an interview or professional event coming up? Learn how to decode dress code.

Tips for Success in Any Business Situation
1. When in doubt, dress conservatively.
2. A suit (suit & tie for males) will suffice in most situations
3. Make sure your outfit is wrinkle-free.
4. Stick with solid colors and lighter-woven fabrics or simple patterns.
5. Accessories should be kept simple: basic pumps, modest jewelry, light makeup & light perfume.
6. Wear a belt and a watch.
7. Be sure your hair is neatly trimmed or groomed. Avoid the “messy” look.
8. Shirts with lettering or graphics should not be worn.
9. Check your outfit for missing buttons, lint, or a crooked tie.
10. A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).
On-Campus Recruitment @ Temple

THE ON-CAMPUS RECRUITMENT PROGRAM is your chance to engage employers face to face and make a great first impression! Getting in front of a potential employer gives you a great advantage when it comes time to find that career that you have been working so hard for. Hundreds of employers recruit and interview Temple students for full-time, internship and employment opportunities across ALL majors. For more details about each of the opportunities, visit the OwlNetwork.

On-Campus Interviews
The On-Campus Interview (OCI) Program provides a simple way for students to interview for entry-level, full-time and internship positions with a variety of employers. Employers visiting campus have targeted Temple University for their hiring needs and travel to campus to make interviewing convenient and accessible to students.

On-campus interviewing is a pre-select process, where employers select candidates from the list of students who request interviews with them.

Apply to On-Campus Interviewing Positions:
1. Log in to your OwlNetwork account at temple.edu/owlnetwork.
2. Apply for a position designated as having an On-Campus Interview schedule.
3. If you are selected as a candidate, schedule an interview time through the OwlNetwork.

Career Week
One week each semester devoted to student professional development prior to Fall and Spring Career Fairs. Events include: Resumania! Career Talks, Career Fair Prep, Etiquette Dinner. Continue to check the OwlNetwork for up to date event information.

Career Fairs
Career Fairs are held each semester for both university-wide employers as well as industry-specific events to target a niche audience within the schools/colleges. These events are the best way to maximize your exposure to a large number of employers and to expand your knowledge of career possibilities.

Mock Interview Program
Mock interviews are an essential tool to increase your interpersonal skills and help you to be successful in future interviews. Thirty minute practice interviews are conducted by employers and professional staff to allow students an opportunity to engage employers, develop confidence in their personal brand, and receive constructional feedback on how they might improve. Prior sign-up is required.

Networking Events
Take every opportunity to connect face to face with employers and alumni geared toward specific student groups and diverse populations. Past events include: Careers in Color, Student Athlete Networking Night, National Service Forum, and LGBTQIA Networking Night.

Professional Development Workshops
Events to help you navigate the challenges of finding the career you want. Events can also include partnerships with some of our key employers to engage highly motivated students. Visit us at temple.edu/careercenter or stop by 220 Mitten Hall to see our events each semester. We also offer preparation sessions leading up to networking and fair events to address student questions.

Program Requests
The University Career Center is happy and willing to come and do presentations and invite employers to your student group, Greek organization, etc., on a variety of topics related to job searching, professional development, and career tips. You can complete a program request form on the Career Center website and one of our Career Coaches will be in touch with you.
Preparing for an Interview

Interview Tips

1. Research the employer to prepare you for interview questions and to discover if the opportunity is a good fit.
   a. Current News
   b. Employer Initiatives
   c. Position you are interviewing for

2. Prepare five or more success stories using the STAR Method.

3. Image is important: Be on time, dress professionally, make eye contact, offer a firm handshake, be positive, and listen to what the representative has to say!

4. Always ask questions about the employer or position—this is where good company research can really help (avoid asking about salary or benefits).

5. Follow up with the interviewer: Send a thank-you email that restates your skills and interest in the employer within 24 hours of the interview.

STAR Method of Behavioral Interviewing

Behavioral Question and Answer
Example: “Describe a time when you demonstrated effective problem-solving skills.”

<table>
<thead>
<tr>
<th>Task</th>
<th>Situation</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Explain how the situation changed, and how you were expected to address this change.</td>
<td>• Describe the setting in which your interview response takes place.</td>
<td>• Clarify the specific action steps that you took in order to address the task at hand.</td>
<td>• Explain how your actions contributed to the overall end product.</td>
</tr>
<tr>
<td>• What was the goal you were striving to accomplish, or the problem you were trying to solve?</td>
<td>• What were you doing? Who were you working with? What project were you working on?</td>
<td>• Demonstrate and mention skills that you utilized in each step.</td>
<td>• How did the situation end? What did you learn from this experience?</td>
</tr>
<tr>
<td>Example Answer: “After reviewing the company’s annual report, I noticed that the attendance at our events had dropped by 30% in the past 3 years, and I wanted to find a solution to this problem.”</td>
<td>Example Answer: “During my role as an Event Planning Intern at Company X this past summer, I managed all of the details and supervised a group of five in order to successfully host certain events.”</td>
<td>Example Answer: “First, I collected feedback by sending out a questionnaire to past attendees and partners on ways to improve our events. I gathered this research, and used it to design a new, more effective promotional packet using Software X.”</td>
<td>Example Answer: “Company X was able to utilize both my solutions and feedback from the community to host even better events. After implementing some of these strategies, we raised attendance to our events by 20% in the first year. I learned that it is essential to continually adapt strategies through marketing and research to increase participation.”</td>
</tr>
</tbody>
</table>

Adapted with permission from Purdue University’s 2013-2014 Career Planning Handbook.
Preparing for an Interview

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?

Questions to Ask Employers

• Please describe the duties of the job for me.
• What kinds of assignments might I expect in the first six months on the job?
• Does your company encourage further education?
• What are your growth projections for next year?
• What do you like best about your job/company?
• Has there been much turnover in this job area?
• Will I have the opportunity to work on special projects?
• Is there a lot of team/project work?
• Where does this position fit into the organizational structure?
• What is the next course of action? When should I expect to hear from you or should I contact you?
• What qualities/skills are you looking for in the candidate who fills this position?
• DO NOT bring up salary or benefits in the initial interview.

Phone and Online Interview Tips

• Prepare for a phone or virtual interview as you would for an in-person interview.
• Choose a location free from distraction. You want a quiet space with room to spread out material that may be helpful during the interview, such as your talking points, resume, and job description. For a virtual interview, choose a blank wall for your backdrop.
• Check your phone reception or internet connection before the interview.
• Dress the part! Even though the employer can’t see you over the phone, dressing in professional attire may help you feel more confident and prepared. Consider standing and make sure to smile to project a professional tone and enthusiasm.

TIP: During your interview whether in-person, online, or over the phone, make sure you’re engaged in active conversation. Avoid one-word answers.
Temple University Career Network

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/career-network.html for the most up-to-date information on these offices.

Temple University Alumni Career Services
100 Sullivan Hall, Suite 100
1330 Polett Walk
Philadelphia, PA 19122
215-204-7521
http://alumni.temple.edu

College of Education Career and Student Development & Special Events
Ritter Hall 240
1301 Cecil B More Avenue
Philadelphia, PA 19122
Email: education.jobs@temple.edu
Phone: 215-204-8017
http://sites.temple.edu/career

College of Engineering Office of Undergraduate Studies
3rd Floor, College of Engineering
1947 North 12th St
Philadelphia PA 19122
215-204-2537
https://engineering.temple.edu/current-students/professional-development

College of Liberal Arts Center for Academic Advising and Professional Development
1810 Liacouras Walk, Suite 301
Philadelphia, PA 19122
215-204-7971
https://liberalarts.temple.edu/advising/professional-development

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

College of Science and Technology
Office of Student Professional Development and Undergraduate Research Program
1810 Liacouras Walk
Suite 203F
Philadelphia, PA 19122
215-204-3624 or 610-256-8392
mcginnr@temple.edu
https://cst.temple.edu/academics/student-professional-development

Fox Center for Student Professional Development
134 Alter Hall
1801 Liacouras Walk
Philadelphia, PA 19122
Voice: 215.204.2371
Fax: 215.204.1633
Email: foxcspd@temple.edu
www.fox.temple.edu/cspd

School of Media and Communication Career Services
Annenberg Hall, Room 7
2020 North 13th St
Philadelphia PA 19122
215-204-6501
luanncahn@temple.edu
https://smc.temple.edu/careercenter

School of Tourism and Hospitality Management Center for Student Professional Development
1810 North 13th Street
Speakman Hall – Suite 108
Philadelphia, PA 19122
Email: sthmcspd@temple.edu
Phone: 215-204-8145
Fax: 215-204-8705
http://sthm.temple.edu/cspd/

Tyler School of Art Student Life
Tyler Building, Room 110B
Philadelphia, PA 19122
215-777-9141
miss.kari@temple.edu
https://tyler.temple.edu/activities

Temple University Ambler
Academic Advising and Career Development Office
580 Meetinghouse Road
West Hall Room 109
Ambler, PA 19002
Phone: 267-468-8200
ldew@temple.edu
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
Genetic Epidemiologist or Computational Biologist:

Postdoctoral and Research Fellow training positions are currently available in Dr. Gary H. Gibbons’ research program in the Genomics of Metabolic, Cardiovascular and Inflammatory Disease Branch of the National Human Genome Research Institute (NHGRI). The successful candidate will join Dr. Gibbons’ multi-disciplinary research team composed of research fellows, staff and students with a range of expertise including: genetics, epidemiology, health disparities research, bioinformatics, systems biology, clinical science, computational biology and molecular medicine.

Dr. Gibbons’ research program is particularly interested in elucidating the systems biology, bio-social interactions and molecular networks that mediate the predisposition of individuals of African ancestry to cardio-metabolic disorders and cardiovascular complications (hypertension, obesity, cardiovascular disease, and stroke). The conceptual framework of the program seeks to integrate a multi-level approach that incorporates both systems biology and a socio-ecologic model in understanding the multi-dimensional determinants of ancestry-related differences in health and disease. For more details on Dr. Gibbons research program please visit https://www.genome.gov/27557487/gibbons-scientific-summary/.

The qualified candidates should be highly motivated and have a doctoral degree with research experience and training in one of the following: genetics, genetic epidemiology, statistical genetics, computational biology, systems biology, bioinformatics, molecular biology or related fields upon the start date in the lab. Previous post-doctoral research experience in these fields is desirable.

Interested applicants should submit their curriculum vitae, a detailed letter of interest, and the names of three potential references to Dr. Gary H. Gibbons. Correspondence should be sent to gibbonslab@mail.nih.gov or mailed to:

Gary H. Gibbons MD.
c/o Adam Davis PhD.
Cardiovascular Disease Section
Genomics of Metabolic, Cardiovascular and Inflammatory Disease Branch
National Human Genome Research Institute
Building 10, Room 7N321
Bethesda, Maryland 20892

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220 MITTEN HALL
TEMPLE.EDU/CAREERCENTER