Contents

Career Center Overview
Getting the Most Out of Your Career Center ........................................... 2

Explore
Career Decision-Making Process ......................................................... 4
Assess Yourself ....................................................................................... 5
Four-Year Plan ....................................................................................... 6

Learn
Develop a Winning Resume ................................................................. 7
Power Verbs for Your Resume ............................................................. 8
Desirable Transferable Skills ............................................................. 9
Resume Samples ................................................................................... 10
Writing a Curriculum Vitae ................................................................. 19
Cover Letters and Resumes Work Together to Get Results .................. 20
Cover and Other Letters ................................................................... 22
10 Job Search Strategies ................................................................... 23
Network Your Way to Success ............................................................ 24
Informational Interviews ................................................................. 25
Your 60-Second Commercial ............................................................. 26
Don’t Forget the Small Companies ...................................................... 27
Federal Jobs: Answering the Call to Serve ........................................ 28
Job Search Tips for Diverse Populations .......................................... 29
Graduate School Application Checklist ............................................. 31
Writing Your Graduate School Personal Statement ......................... 32
Letters of Recommendation .............................................................. 33

Connect
10 Best Ways to go Online…and Get the Job ........................................ 34
How to Prepare for a Career Fair ....................................................... 35
On-Campus Recruitment Program ..................................................... 36
Preparing for an Interview ................................................................. 38
Reference Page Sample and Thank-You Letter Sample ....................... 40

ADVERTISER INDEX

Science, Mathematics And Research for Transformation (SMART) ...... 30
Scholarship for Service Program ......................................................... 30
U.S. Air Force ...................................................................................... 3
Woods ................................................................................................. 9

College Recruitment Media and Temple University wish to thank the above participating sponsors for making the publication available to students.
Both In Person and Over the Web We Provide

- Career assessment, exploration programs/resources and industry information to help you Explore your options for your major and career.
- LinkedIn guidelines, strategies and expert advice on resumes and cover letter writing, interviewing and job search skills to help you Learn how to market yourself in the most professional manner.
- Online job and internship postings and on-campus recruiting through the OwlNetwork, Career Fairs and web resources to help you Connect with employers for internships, part-time, and full-time positions.

Develop Relationships

Meet a Career Coach and get to know him or her. Try to meet with your Career Coach several times throughout your career development process. Appointments are a great way to stay motivated and to accomplish career-related tasks.

A Career Coach will listen to your concerns and provide objective advice. You can bounce ideas off him or her, which will help you think through your options. Furthermore, when unique job opportunities come in, Career Coaches often alert students who they know well and think might be a good fit with the position. Remember, the more you share about your skills and your goals with the staff, the better they will be able to assist you.

Attend Programs

Many Career Center practitioners spend the bulk of their time planning events for students. From mock interview days and networking nights to resume workshops and career fairs, at any given time there may be a number of programs going on that can assist you. Make sure you are aware of what’s taking place. Consult the Events Calendar: www.temple.edu/provost/career-center/students/events.html

Check out our virtual resources on the Career Center website:

- CandidCareer.com
- GoingGlobal
- careershift
- Focus2

VCC, Virtual Career Center
www.temple.edu/careercenter

- 24/7 access to all of these resources and more!
- Virtual career coaching for students and eligible alumni Monday – Friday, 2:00 – 3:00 p.m.

Programs and Services

In addition to these tips, it’s helpful to understand more about a Career Center’s numerous services, including:

On-Campus Recruitment Program
See page 36 for information about this key Career Center service.

Career Fairs
The beauty of career fairs is that they bring employers to you. You can browse their available positions, talk with them informally, and drop off resumes. Fairs may be held up to several times a year, focusing on different types of positions, such as internships or nonprofit jobs.

Internship Programs
Internships are the most valuable way to try out different career fields and gain hands-on experience while you are still a student. You can build your resume, learn the ropes, and maybe even get academic credit. You might also pave the way to a full-time position after graduation.

Workshops
Career Center workshops cover skills ranging from writing an effective cover letter to honing your interview performance. Not only can you get pertinent advice from Career Center staff and other workshop presenters, but you will also benefit greatly from being in a group environment with your peers.

Alumni Networks
Many schools offer students access to alumni contacts in various career fields. These graduates have volunteered to serve as a resource for information and advice. This can be one of the most helpful ways to learn about different industries, and can help you get your foot in the door.

Mock Interviews
When it comes to interviewing, practice makes perfect. The experience of having a simulated interview with a staff member can calm nerves, enhance performance, teach you how to answer tough questions, and prevent you from making big mistakes.

Resume and Cover Letter Critiques
In addition to the assistance offered during individual appointments, many offices hold specific drop-in hours where a staff member can provide a quick resume or cover letter critique.

Career Center Social Media

- Temple University Alumni Group
- Temple University Career Center
- @TempleCareers
templecareers
- tucareercenter
When you graduate from college, you’ll have a choice to make. Take an entry-level job or become a leader in the U.S. Air Force. Right now the Air Force is accepting applications for Officer Training School in a variety of high-tech fields ranging from engineering and computer science to meteorology. Not only will you have access to some of the most advanced technology in the world, but you will also have the opportunity to lead.

Please Contact
SSgt Jessica Kosisky
609-239-4900 x244
609-914-5704
DID YOU KNOW THAT 70% of Temple students change their major at least once? Did you know the average person changes careers at least four times? Choosing a major or career is a fluid and ever-evolving process. While it might be hard to decide on a major or career right now, the model below and the resources to follow can serve as a guide to you in the process.

### Career Decision-Making Process

**Self-Assess**

- Meet with a Career Coach at the Career Center to discuss majors and careers
- Identify your interests, skills, and values
- Take a career assessment (e.g. Focus-2, Strong Interest Inventory®, Myers-Briggs Type Indicator®)
- Visit career exploration resources on the Career Center website
- Choose 2 or 3 majors or careers that interest you

**Research & Explore Options**

- Research majors and careers of interest on the following resources:
  - Career One Stop - [http://www.acinet.org](http://www.acinet.org)
- Conduct informational interviews
- Read about industries and research top employers on LinkedIn or Glassdoor.com
- Talk to faculty and alumni in your area of interest

**Gain Experience**

- Seek out opportunities to learn about potential careers through experience:
  - Look for internships on the OwlNetwork via the TUportal
  - Join relevant student organizations available through Owl Connect
  - Pursue research opportunities through departments and colleges
  - Sign up for a Mock Interview
  - Go to the Career Fair and other Career Center events
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?
__________________________________________________________________________________________
Four-Year Plan

Freshman
- Identify your interests, skills and values—Career Center self-assessment tools can help!
- Meet with a Career Coach
- Learn more about resources to help find a part-time job by attending the Part-Time Job Fair
- Get involved with student organizations
- Create a resume and come to the Career Center to have it reviewed
- Attend Career Center workshops and events

Every Fall
- Meet with a Career Coach to discuss your academic and career goals for the year
- Review the Career Center calendar of programs and events for relevant activities that might interest you
- Develop additional experience through student activities, volunteering, internships, or jobs
- Update your resume, LinkedIn profile, references, and any other materials for professional branding

Sophomore
- Meet with a Career Coach to determine what you can do with your major & have your updated resume reviewed
- Narrow your options by talking to professors and conducting informational interviews with professionals
- Attend employer information sessions & the Part-Time Job Fair to explore your opportunities
- Attend workshops and Career Week events including Student and Alumni Networking Night
- Create an account in the OwlNetwork
- Explore internship opportunities
- Join one professional organization and work towards leadership positions

Junior
- Meet with a Career Coach to learn how to conduct an interview/job search and refine your resume
- Use the OwlNetwork to apply for opportunities
- Continue to conduct informational interviews with employers in your field and maintain relationships with your professors
- Attend employer information sessions
- Attend Career Fairs and other Career Week events including the Etiquette Dinner
- Contact employers and stay involved on campus!
  - Research graduate school opportunities

Senior
- Meet with a Career Coach to discuss post-graduate plans
- Access the OwlNetwork in late August to participate in the On-Campus Recruitment Program
- Network—let everyone know you are looking for a job
- Participate in the Mock Interview Program to refine your interview skills
- Attend Career Fairs and other Career Week events
- Actively engage in your job search!
- Evaluate your job offers and choose what is right for you!
- Secure references/letters of recommendation from professors and supervisors

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

**A RESUME IS** designed with one purpose in mind—to generate enough interest to get you an interview. 95% of your competition will be eliminated on paper. Give the prospective employer reasons to separate yours from the crowd by giving indications of how your background and skills are transferable to his/her work environment.

**Style**
The resume can be chronological, functional, or some variation of the two. The chronological approach (by dates) is preferred and generally used when there is a logical sequence of events to list and an historical perspective is most appropriate.

**Format**
- Be consistent with font size, margins, no abbreviations, punctuation, bold, etc...
- Don’t use smaller than a 10 pt. font or larger than a 12 point font. Use a font style that is easy to read (e.g. Times New Roman, Arial or Calibri).
- Use an appropriate amount of white space.
- The resume should be a concise statement of your background and qualifications. One page is generally sufficient, however, a particularly capable and experienced candidate might need two pages. If a second page is required, make sure to include your name at the top and do not staple.

**Heading**
Include your name, address, email address (temple.edu address is best), and one phone number. The heading needs only 2 lines on your resume. Do not include personal information such as age, race or marital status.

**Content**
The key is to highlight your background concisely, focusing on the items you feel would be appealing to a prospective employer. Use action words that convey a message of proficiency, accomplishment, and drive. What is most important is that the employer projects your skills, experience, and training as transferable to his/her work setting. The one compelling question you should ask yourself regarding whether or not an item should be included on your resume is “Will this enhance my chances of getting an interview?”

**Education**
- List your education as it appears on the resume samples, including Temple University, your degree, your (anticipated) graduation date, your major and your minor concentration (if you have declared one) and your GPA (if 3.0 or over).
- If you received a degree from another college or university, you may list it below Temple University (space permitting) following the same format.

**Selected Coursework**
An optional section of your resume, coursework should be included only if it enhances your candidacy or eligibility for positions and should be selective to the industry or position for which you’re applying. You may also highlight specific course assignments in another section entitled; Academic Projects.

**Experience**
This section should highlight your work experiences including paid, unpaid, internship, co-op, volunteer, summer work. Bullets should be written to highlight your accomplishments, quantifying and qualifying accomplishments where appropriate.

**Skills**
List foreign languages, computer languages and programs and any technical skills not listed elsewhere on the resume.
**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 descriptive lines with a power verb. Keep the tenses consistent using past verbs for past experiences and present verbs for the current ones.

### Working With PEOPLE:
- Suggest
- Support
- Teach
- Test
- Train
- Tutor
- Communicate
- Collaborate
- Advise
- Counsel
- Mentor
- Guide
- Demonstrate
- Coordinate
- Document
- Edit
- Entertain
- Exhibit
- Explain
- Express
- Interpret
- Intervene
- Advocate
- Attend
- Convene
- Convince
- Disperse
- Disseminate
- Distribute
- Fundraise
- Influence
- Lobby
- Persuade
- Poster
- Publicize
- Publish
- Recruit
- Screen
- Sell
- Service
- Target

### Interpersonal Relations
- Acclimate
- Accommodate
- Adapt
- Answer
- Anticipate
- Assist
- Bargain
- Care
- Coach
- Collaborate
- Confer
- Confront
- Consult
- Converse
- Critique
- Develop
- Encourage
- Familiarize
- Form
- Foster
- Fulfill
- Implement
- Inform
- Interact
- Intervene
- Join
- Listen
- Litigate
- Mediate
- Model

### Working With DATA:
- Motivate
- Negotiate
- Participate
- Provide
- Recommend
- Reconcile
- Rehabilitate
- Represent
- Resolve
- Share
- Suggest
- Treat

### Administrative/Management
- Accelerate
- Accomplish
- Achieve
- Act
- Administer
- Allocate
- Approve
- Assign
- Assess
- Attend
- Benchmark
- Chair
- Command
- Compromise
- Consolidate
- Control
- Delegate
- Direct
- Enforce
- Entrust
- Expedit
- Expedite
- Govern
- Head
- Hire
- Improvise
- Initiate
- Institute
- Judge
- Lead
- Maintain
- Manage
- Moderate
- Monitor
- Officiate
- Order
- Oversee
- Prescreen
- Prepare
- Prioritize
- Produce
- Prohibit
- Refer
- Regulate
- Run
- Start
- Streamline
- Strengthen
- Supervise
- Finance
- Formulate
- 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:
- Adjust
- Compose
- Develop
- Devise
- Guide
- Implement
- Innovate
- Invent
- Make

### Creating/Generating
- Activate
- Complete
- Conserve
- Contract
- Create
- Discover
- Draft
- Draw
- Engineer
- Execute
- Expand
- Generate
- Inaugurate
- Launch
- Modify
- Mold
- Reconstruct
- Synthesize
- Transform
- Unite

### Working With THINGS:
- Assemble
- Build
- Customize
- Design
- Enlarge
- Format
- Improve
- Install
- Fix
- Function
- Manufacture
- Navigate
- Operate
- Propose
- Refinish
- Renew
- Refit
- Repair
- Reuse
- Upgrade

### Weak Verbs
- Do Not Use
- Aid
- Assist
- Deal
- Enhance
- Gain
- Handle
- Help
- Learn
- Receive
- Seek Out
- Set Up
- Tolerate
- Understand

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

“What employers want!”

IDENTIFYING YOUR TRANSFERABLE skills and communicating them to potential employers will greatly increase your success during a job search.

Working With People
Do you work well within a team structure?
Are you an innovative and motivating leader or manager?
Can you articulate your thoughts and persuade others?
Are you able to conduct presentations to large audiences?
What kinds of written communication can you demonstrate?
What skills have you implemented in working with diverse populations?

Working With Ideas
Can you creatively and efficiently problem solve?
Have you ever contributed to a committee to initiate revision and change?
Have you ever developed and implemented an original idea?
Have you rendered interesting results from your research?
Have you worked on projects in which you have made unique discoveries?
Have you ever contributed to a fundraising campaign or cost reduction effort?

Working With Data
What kinds of software and technology can you use proficiently?
Are you able to compile and analyze data?
Can you manage a budget and calculate expenses?
Can you organize information into purposeful and relevant categories?
Can you observe and evaluate minute details?
Can you evaluate data to minimize cost and maximize resources?

Working With Things
Have you ever designed or built a structure?
Have you ever improved the quality or efficiency of a product?
Can you visualize and apply landscape design?
Can you assemble a finished project from raw materials?
Have you succeeded in manufacturing functional structures outdoors?

BULLETS FORMULA

Skill Statements
Power Verb (Skill) + Demonstrated Accomplishment/Contribution

Consider the following tips:

Purpose
- Performed gear mapping for transmissions to optimize shift patterns, fuel economy and available power

Method
- Collected quantitative infrared imaging using a high-speed infrared camera

Result
- Designed and implemented latches for condensation vents to reduce water leakage creating a safer work environment

Woods

Woods is a leading advocacy and service organization for people with exceptional challenges, disabilities and complex needs. We are fully committed to all of our employees and we strive to provide industry-leading programs.

Find your career @ www.woods.org

EXCEPTIONAL PEOPLE. FULFILLING LIVES.

Adapted with permission from Purdue University’s 2013-2014 Career Planning Handbook.
Advertising

Hooter D. Focus
215-515-9252  hooterdocus@temple.edu  Philadelphia, PA

EDUCATION

Temple University, Philadelphia, PA
Expected: May 20XX
Bachelor of Arts in Advertising
Concentration: Account Management
Minor: General Business
GPA: 3.65, Dean’s List Fall 20XX-Present

PROFESSIONAL EXPERIENCE

The Karma Agency, Philadelphia, PA
Account Management Intern, May-August 20XX
- Launched and managed media monitoring initiative
- Tracked and monitored media coverage
- Gained exposure to media buying, research and planning

Dayaway Careers, www.dayawaycareers.com
Intern, November 20XX-May 20XX
- Conducted job market research
- Collaborated with team to develop advertising campaigns

EXTRACURRICULARS

Temple Ad Club (TAC)
Agency Director, May 20XX-Present
Member, August 20XX-May 20XX

Temple Community Gardens (TCG)
Volunteer, March 20XX-Present

SKILLS

Microsoft Word, Excel, PowerPoint
Adobe Photoshop, Illustrator
Facebook, Twitter, Wordpress
Tumblr, Pinterest, ScoopIt
Laudur Youtube

Art

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

Online Portfolio: www.templetempleton.com

Education

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

Temple University Rome
Visual Studies Program
January 20XX – May 20XX
- Studied painting, Italian, Roman history, humanities and art.
- Traveled to Germany, Spain, France, and England studying culture, art, history, politics and languages.

Solo Exhibitions

I am I said (BFA thesis exhibition)
Stella Elkins Tyler Gallery, Philadelphia, PA
September 20XX

Here (site-specific installation)
Green Hallway, Tyler School of Art, Philadelphia, PA
April – May 20XX

Group Exhibitions

The Hands (Juror: Joe Blow)
North Philly Art Gallery, Philadelphia, PA
September – December 20XX

Still (Juror: Amy Curator)
Chapterhouse Gallery, Philadelphia, PA
April – July 20XX

Awards

Emerging Artist of the Year, Temple Art Association (20XX)
Future Artist Award, MAB Paints Inc. (20XX)

Skills

Primarily oil on canvas painter, additional skills in pencil drawing, acrylic paint, plaster sculpture, silkscreen, fabric painting, Photoshop, Ibrers

Employment

Sales Associate, Utrecht Art Supplies, Philadelphia, PA
June 20XX – Present

Resume Samples
Samuel Sport
1700 North Broad Street | Philadelphia, PA 19132
samuel.sport@temple.edu | (215) 865-9224

Educaion
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 Personality and Politics
The American President Media and Political Process

Relevant Projects
Paper, "The Influence of Private Donations on Presidential Campaign Outcomes and Policies"
- 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

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

ANNAMARIA SANCHEZ
111 South Broad Street | Philadelphia | PA | 19122 | 215.888.8888

EDUCATION:
TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: August 20XX
Major: Human Resource Administration GPA: 3.0, Dean’s List: Spring 2014 - Present

Selected Courses:
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 ten 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

U.S. Citizen
Computer Science and Information Technology

Temple Student
temple.student@temple.edu

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:
Computer Graphics and Image Processing
Operating Systems
Network Application Systems
Database Management Systems
Computer Programming
Information Systems Implementation

TECHNICAL SKILLS:

Computer: Adobe Premiere and Printshop, Visual Basic.net; Microsoft Office; ODBC, SQL, and other databases; Minitab, Maple, Mathematica, Microsoft Visio, Macintosh OS, Unix/Linux, and Microsoft Visual Studio.net.

Software: Familiar with Windows based operating systems for office use and development. Four years experience with Macintosh OS and Unix/Linux systems for office use and development. Significant programming experience with MS Visual Studio.net for database, web application, GUI development, and algorithmic analysis/design.

Design: Served on a three-person team for the design of a digital electronic circuit that involved solid-state circuitry. Project included the use of integrated circuits and light sensing diodes to sense light or darkness and begin a countdown.

RELEVANT EXPERIENCE:
Software Engineering Intern, April 20XX- September 20XX
Hewlett-Packard Corporation, Philadelphia, PA
- Assisted in project teams supporting the delivery and documentation of new products while supporting engineers in multi-discipline teams working on new products and solutions.
- Facilitated the creation of extensions to existing programs and augmented new features and performance improvements.
- 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 programming, software and hardware problems for a variety of clients including students, professors and working professionals.
- Operated a complex network of 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

Education

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. Duckey 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- Kiddy Academy, Raynorsford, 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.

Assistant Teacher- Kiddy Academy, Raynorsford, 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.

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

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

HONORS & AWARDS:
President Obama’s 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  
Graduation Expected: May 20XX
Bachelor of Science in Mechanical Engineering  
GPA: 3.5, Dean’s List: Spring 20XX; Fall 20XX
Senior Project: “Title”  
- 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  
Philadelphia, Pennsylvania
Mechanical Engineering Intern  
September 20XX - Present
- Analyze and recommend changes in equipment for 3 clients who had specific production needs.
- Work with 6 medical device companies to identify and manufacture systems that were related to production goals and needs.
- Provide operational guidance to companies after analyzing and diagnosing operational data.

EXPERIENCE
Logan Cloney Family Center  
Philadelphia, Pennsylvania
Summer Camp Group Leader  
May 20XX - August 20XX
- 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.

AFFILIATIONS
American Society of Mechanical Engineers, Temple University  
August 20XX - Present
- 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
Computer: Solidworks, MATLAB, Microsoft Office (Excel, Access, Word, Publisher, PowerPoint)
Language: Spanish (spoken and written proficiency)

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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
- Temple University, featured screening at Student Alumni Career Networking Night. Feb. 20XX

Philadelphia Film Society, Philadelphia, PA
Role: Intern, September 20XX - Present
- Handle ticket, membership and concession stand funds of up to $10,000
- Update website with all upcoming shows and events

Imagine My City (20XX): Documentary RT 56:40

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

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

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

Education
Temple University, Center for the Arts  
Bachelor of Arts in Film Media Arts  
Expected Graduation: May 20XX
GPA: 3.4
Nurse John Smith
123 Temple Avenue Philadelphia, PA, 19111 | (267) 555-5555 | nursejohnsmith@temple.edu

EDUCATION
Temple University, College of Health Professions and Social Work 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)
Temple University Hospital: OB/GYN (60 hours)
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

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
- Study Abroad: Radford University, Radford, VA, Fall 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 evaluate factors increasing website traffic.
• Created LinkedIn, Twitter, and Flicker accounts to connect with alumni to increase participations 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 MarketPlace 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.
Melvin Music
1601 North Broad Street
Philadelphia, PA, 19121
Cell: (215) 111-8881 I 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 Strayhorn 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
- 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

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

EDUCATION
Temple University, College of Liberal Arts
Graduation Expected: May 20XX
GPA: 3.5, Dean’s List: Spring 20XX, Fall 20XX

Senior Capstone: Gender Differences in Perception of Academic Performance
- Compiled articles on the perceptions of self-efficacy in male and female adolescents taking math and science courses.
- Summarized findings and presented literary review to a class of 25 students.

Selected Courses:
- Social and Personality Development, Social Psychology, Developmental Psychology

RELEVANT EXPERIENCE
Devereux Foundation
Psychology Intern
Berwyn, PA
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
Russell Conwell Learning Center, Temple University
Student Tutor
Philadelphia, PA
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, Temple University
Owl Team Member
Summer 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)
Temple Student
123 College Hall, Philadelphia, PA 55555
215-533-4444, 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
- Advanced Molecular Biology
- Biological Mutations
- Cellular Proteins
- Human Genetics
- Bioenergetics
- Biomedical Engineering
- Advanced Microbiology

LABORATORY EXPERIENCE:
- DNA extraction
- Enzyme Kinetics
- Animal dissection
- Microscopy

WORK EXPERIENCE:
Biological Research Assistant, May 20XX to Present
Best Laboratory, 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.

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

EDUCATION
Temple University, College of Health Professions and 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

Theater
Add Headshot Here
(Optional)

Temple Templeton
1913 N. Broad Street, Philadelphia, PA 19122
215-204-3800 · temple.templon@temple.edu

Education
Temple University, Philadelphia, PA
Center for the Arts, Division of Theater, Film & Media Arts
Graduation: May 20XX
GPA: 3.4

Production Experience
Scenic Designer/Change Artist
Spring Awakening
Temple Owl (Dir.)
Tomlinson Theater
20XX
Rent
Temple Owl (Dir.)
Tomlinson Theater
20XX

Astor Prop Master
Sweeney Todd
Temple Owl (Dir.)
Walnut Theater
20XX

Astor Scenic Designer
Our Town
Temple Owl (Dir.)
Tomlinson Theater
20XX

Add Scenic Designer
West Side Story
Temple Owl (Dir.)
Tomlinson Theater
20XX

Related Work Experience
Carpenter/Rep Crew
Philadelphia Shakespeare Festival
May 20XX - August 20XX
Carpenter Interim/Rep and Run Crew
Philadelphia Shakespeare Festival
May 20XX - August 20XX

- Built scenery for festival productions
- Assisted in the repair and maintenance of theaters and related spaces

Work Experience
Owl Ambassador
Temple University, Philadelphia, PA
May 20XX - Present

- Present campus tours to collegebound students
- Lead a tour of 10-20 students and parents around Temple University’s campus
- Perform basic office duties including copying, answering phones, filing

Skills
- Ballet, Jazz Dance, Yoga, Singing, Tai Kwan Do, Sewing, Tractor Driving
- Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Vectorworks, AutoCAD
- Fluent in Spanish
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 SPECIALTY
- Marketing & public relations
- Vendor management
- Personnel management
- Project & event management
- Contract negotiation
- Talent acquisition
- Budget management
- Fundraising development
- Domestic & international planning

PROFESSIONAL EXPERIENCE
Main Line Mercedes
Marketing Manager
Flourtown, PA
20XX – Present

Manage all aspects of regional marketing for luxury automotive brand.
- Oversee and manage the workflow of a team of 5 marketing associates and 2 administrative assistants.
- Formulate, direct and coordinate all marketing activities and policies to promote products and services.
- Research, plan, and execute new marketing initiatives, streamline programs, and develop comprehensive Internet lead programs.
- Manage 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.
- Utilize sales forecasting and strategic planning to ensure the sale and profitability of product lines and services, analyze business development and monitor market trends.
- Initiate market research studies and analyze findings.
- Create attractive and informative direct print and web-based marketing materials.
- Coordinate 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.

PharmaTech USA
Marketing Associate
Fort Washington, PA
20XX – 20XX

Assisted marketing manager with all aspects of marketing campaigns for a major pharmaceutical company.
- Conducted an extensive market analysis, including details on market, competitor and prescriber characteristics to inform marketing collateral.
- Worked with marketing and advertising companies to prepare detailed ads, pamphlets, posters and other materials for print and the web.
- Ensured the placement of ads in relevant journals and for distribution to healthcare professionals within specified timeframes.
- Adhered to all regulations to ensure that the content of all promotional materials were fully compliant with company and FDA standards.
- Conducted research on new and established markets to forecast changes in the market environment and made appropriate recommendations to the marketing manager.

UNICEF
Marketing and Events Coordinator
Philadelphia, PA
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
Wholesale Food Sales Broker
Bensalem, PA
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.

Temple University
Special Events Project Intern, Office of Special Events
Philadelphia, PA
13XX – 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.

EDUCATION
Temple University, Fox School of Business
Bachelor of Business Administration in Marketing, 3.57 GPA
Philadelphia, PA
20XX

President, American Marketing Association – Student Professional Organization
19XX – 20XX

PROFESSIONAL ASSOCIATIONS AND SERVICE
Vice President, American Marketing Association – Philadelphia Chapter
Member, National American Marketing Association
Member, Philadelphia Business Marketing Association
Volunteer, Philadelphia Boys and Girls Clubs of America
20XX – Present
20XX – Present
20XX – Present
20XX – Present

TECHNICAL SKILLS
Mac, Windows 7/XP, Microsoft Word, Excel, PowerPoint, Access, Outlook and Publisher, Adobe Photoshop, social media platforms
Writing a Curriculum Vitae

A Curriculum Vitae (CV) details all of your academic credentials and professional accomplishments and is used for seeking faculty jobs as well as for applying for academic postdoctoral research opportunities, grants, and fellowships.

Education
- List the names of all institutions you have attended, including city, state, degrees received, and dates attended. Start with your most recent education and work backward. Do not list secondary school information.
- State thesis or dissertation information under the school where it was completed. Include the title, advisor’s name, and the names of all committee members.
- Consider including honors and awards, areas of specialization, and the dates you passed comprehensive exams in this section.

Experience
- Keep your experience relevant. You may separate your experiences into a Research Experience section and a Teaching Experience section if appropriate for the position. Use reverse chronological order within each section.
- Research Experience: Include institution, position, and date. Give an overview of your research to highlight its importance and conclusions.
- Teaching Experience: Include title, institution, course title, and date. Give details about your role and responsibilities, including student supervision.

Publications and Presentations
- Be specific with publications and include date, if published, or clarify with “in press”, “accepted”, “submitted”, “in preparation”. It is best if listed publications are from a peer-reviewed journal.
- Split publications and presentations into two sections if the list is long. If you split the content, consider additional headers, such as Abstracts, Journal Articles, and Invited Presentations.

Additional Information
- Other sections to consider: Grants and Scholarship, Professional Affiliations, Research Interests, Teaching Competencies, Skills, Additional Experience.
- CVs are often multiple pages. Make sure to put your name and the page number at the top right of each page after the first page.
- References are typically included on a CV. List name, title, and contact information for each reference.
Cover Letters and Resumes...

Teaching Fellowship
Glendale Day School is a private elementary school with a wide reputation for educational excellence. Six teaching fellowships awarded annually are designed to help recent college graduates explore private school teaching. Applications are invited from well-qualified college graduates who have an interest in teaching, are comfortable with elementary-aged children, and have tutored or taught previously. Submit a letter of interest, resume, and recent college transcript to Joan Lewis, Lower School Director, Glendale Day School, 85 W. 61st St., New York, NY 10004.

Student Teacher
Ontoera Central School is a public school in the Catskill Mountain region. Previous experience working with special education needs is preferred. Submit resume, and college transcript to Tyler Brown, Director, Rt. 28, Boicville, New York, 14051.

Return address indicates where Susan is currently living.

Address letter to person with hiring responsibility, which may be indicated in the job announcement. If unclear, begin with “Dear Human Resources Director” or “Dear Sir or Madam.”

Use person’s full name if you don’t know gender, e.g., “Dear Pat Smith.”

Letter opens by stating why she is writing.
Identify position or type of work for which you are applying, how you learned of the position, and why you’re interested in working for the organization. Draw reader in so he or she will read the entire letter. Refer to any contact you’ve had with the organization, providing names of people with whom you have spoken.

Indicate in the middle paragraphs that you understand position requirements and demonstrate that you are a good match for the job. Highlight and expand upon experiences, skills, and interests stated in your resume.

Concrete examples help demonstrate how Susan’s experience has prepared her to fulfill the requirements of the position.

She summarizes her qualifications related to the position and communicates her ready availability for an interview. She demonstrates initiative by saying she will follow up with a phone call.

The inclusion of her resume is noted.

Susan is consistent in abbreviating the state name here and in her resume.

Adapted with permission from Cornell University’s 2013-2014 Career Guide.
Susan chose the chronological resume format to present information about her strengths and experience.

She provides permanent and local addresses so the employer can locate her.

Objective (optional) reflects the career interest expressed in the opening of her letter.

Including information about high school demonstrates familiarity with private schools.

Courses relevant to her career interests are included.

Susan presents her experience working with children in a variety of roles and settings.

She distinguishes between position and employer through consistent use of bold face and italics.

Notice how she quantifies her experiences when possible by indicating frequency of activities and extent of her volunteering.

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**Susan G. Moore**  
AMS03@temple.edu • 215-888-8888

**Current Address:**  
111 South Broad Street  
Philadelphia, PA 19122

**Permanent Address:**  
25 West Street  
Philadelphia, PA 19122  
After May 27

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**Current Address:**  
111 South Broad Street  
Philadelphia, PA 19122

**Permanent Address:**  
25 West Street  
Philadelphia, PA 19122  
After May 27

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**Objective**  
Teaching position in a private elementary school.

**Education**  
**Temple University, College of Liberal Arts, Philadelphia, PA**  
Bachelor of Arts, May 2013  
Major: Psychology • Concentration: Women’s Studies  
Dean’s List • Psi Chi Honor Society  
G.P.A. 3.32

**The Dalton School, New York, NY**  
Honors Diploma, June 2009

**Relevant Courses**  
Psychology Fieldwork: The Helping Relationship  
Problematic Behavior in Adolescence  
Educational Psychology  
Psychology of Sex Roles

**Assistant Teacher**  
Tanner G. Duckrey Elementary School, Philadelphia, PA  
February 2013-present

- Volunteer approximately three hours per week in a first-grade classroom  
- Develop exercises and strengthen children’s reading abilities and comprehension  
- Facilitate social and emotional development of difficult students  
- Aid teacher with classroom management

**Camp Counselor**  
Asphalt Green Day Camp, New York, NY  
Summers 2010-2013

- Supervised independently groups of children ages five to eight  
- Taught swimming and monitored other recreational activities  
- Planned schedule for daily free periods and several field trips  
- Worked closely with parents to ensure their satisfaction with camp

**Math Tutor**  
Private Clients, Philadelphia, PA  
Summer 2011

- Met weekly with second grader to improve his mathematical skills  
- Developed lesson plans and conducted all sessions

**Field Work with Troubled Children**  
Kiddie Academy, Royersford, PA  
October 2010-April 2011

- Met bi-weekly with troubled child and worked on socialization skills  
- Created trust-building exercises and activities that were conducted on school grounds  
- Provided unconditional affection and attention

**Assistant at School for Autistic Children**  
P.S. 169, Special Education Division, Philadelphia, PA  
September 2008-May 2009

- Assisted with weekly art class and aided art teacher when necessary  
- Worked on socialization skills and acceptable behavior patterns  
- Encouraged students to interact and engage in conversation  
- Developed relationships with each individual

**Activities**  
Kappa Alpha Theta Sorority: Philanthropy Chair, 2010; Chaplain, 2012

Empathy and Referral Service: trained three hours per week for two years in active listening skills; helped clients by rephrasing and reflecting their issues

**Interests**  
Running, knitting, classical music

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Adapted with permission from Cornell University’s 2013-2014 Career Guide.
You’ll need to develop several types of letters. After you have drafted your letters, visit the Career Center for assistance in strengthening them. Samples of different types of letters are found on pages 20, 25 and 40.

**Informational Interview Letters**
Write to an individual working in a field of interest to request an informational interview.
- The goal of your letter will be to arrange a meeting or phone call to learn about the person’s work.
- State how you identified the person, what you would like to learn, and when/how long you would like to meet or talk with them by phone.
- Make it clear you are seeking information, rather than applying for a position.

**Cover Letters**

**Letters of Inquiry**
Explore employment possibilities through an inquiry letter when you are interested in working at an organization, but don’t know if an opening exists.
- Target the organization’s hiring needs by learning about tasks or positions for which you may be qualified.
- Visit the website and/or call the organization to obtain information.

**Letters of Application**
Write to a prospective employer in response to a specific job you have seen advertised or have identified through networking.
- Keep in mind that the primary purpose of cover letters and resumes sent to employers is to obtain interviews.
- Motivate employers through a well-written cover letter to read your resume and learn more about you.

**Follow-Up Letters**

**Thank-You Letters**
Thank interviewers for meeting with you following informational or job interviews.
- Reiterate your interest in the field and the position.
- Recall aspects of the interview that were especially helpful or enlightening.

Speak with a career advisor if you have concerns about whether to send an e-mail message, a handwritten note, or a more formal letter, and to whom you should address your letter if you spoke with more than one person.

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**Guidelines for Writing Letters**
Reach your professional goals by preparing well-written and thoughtful letters.
- For more information and guidance, see the annotated cover letter on page 20.
- Learn the name and title of the person responsible for hiring in the department that interests you; address your correspondence to that person.
- Convey that you are informed about the organization and knowledgeable about the job responsibilities.
- Describe how your qualifications meet the employer’s hiring needs.
- Demonstrate your competence in communicating—a critical skill you would bring to the job.
- Refer in your opening sentences to a personal or professional contact who has directed you to the organization, if applicable.

**Offer-Acceptance Letters**
Respond to the employer to express your pleasure at receiving the offer and your enthusiasm for joining the organization.
- Confirm the terms and conditions of your employment, including salary, start date, benefits, etc.
- Request a written confirmation of the detailed offer if you have not received one.

**Offer-Decline Letters**
Inform a potential employer immediately that you have decided to take another position.
- Thank the employer for the offer and for the opportunity to interview.
- State that you have decided to decline the offer after careful consideration of your current interests and goals.
- Pave the way for future opportunities with the employer and networking with individuals you met there through a cordial decline letter.
10 Job Search Strategies

1. **Know Yourself**
   - Identify your interests, skills and values.
   - Be prepared to communicate your skills and accomplishments to potential employers verbally and in writing.

2. **Create an Action Plan**
   - Create a list of target companies that match your interests, skills and values.
   - Research each organization and the available career opportunities.
   - Set, track, and meet short-term goals, urgent deadlines, and small milestones.

3. **Develop a Network**
   - Contact and conduct informational interviews with various contacts and companies.
   - Join professional associations and alumni clubs, and maintain regular contact with those you meet.
   - Read blogs or articles in key interest areas and comment intelligently.
   - Utilize social media to connect with other professionals in your area of interest.

4. **Obtain Experience**
   - Consider volunteering, part-time work, co-ops, or internships.
   - Investigate teaching, unpaid, research, and federal positions.
   - Think about Teach for America, City Year, AmeriCorps, or other projects.

5. **Be Open-Minded**
   - Be open to possibilities outside of your particular degree field, and focus on developing valuable skills even if it is not your “dream job”.
   - Broaden your search to a variety of geographic locations, part-time or contract work, and starting salary options.

6. **Consider Less Popular Organizations**
   - Non-Profit, federal government, and small-medium sized companies also have a variety of valuable opportunities and room for advancement.

7. **Create a Powerful Presence**
   - Clearly demonstrate relevant skills in a resume and cover letter.
   - Focus on accomplishments rather than duties or responsibilities performed.
   - Tailor requested documents to each job posting or organization.

8. **Maintain a Presence**
   - Periodically keep contact with the employer and individuals in your network.
   - 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.
   - Send thank-you notes within a day of working with your contacts.

9. **Ask for Assistance**
   - Don’t be afraid to ask your network for leads and advice.
   - Talk to your advisor, professors, and peers about possible opportunities.
   - Visit the Career Center to speak with us to learn about ways we can assist your search.

10. **Be Patient and Positive**
    - Expect 6 months or more to obtain a position.
    - Adopt 3-4 ways to conduct your job search and rotate them when you reach a roadblock.
    - Periodically, focus your energy on other tasks/hobbies.

Adapted with permission from Purdue University’s 2013-2014 Career Planning Handbook.
Network Your Way to Success

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.
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 be 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.

---

Sample Informational Interview Thank-You Note

Temple Templeton
temple@temple.edu

2301 Temple Street | Philadelphia | Pennsylvania | 19115
(215) 204-7981

March 2, 2014

Ms. Jennifer Smith
Director of Development
Shermer Community Enrichment Center
12 Smith Street
Philadelphia, PA 19104

Dear Ms. Smith:

I enjoyed talking with you today, regarding my interest in working in a nonprofit organization. I greatly appreciate your taking time out of your busy schedule to speak with me.

Your reflections on your experiences 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 so generously sharing your time with me. Our conversation was both informative and encouraging.

Sincerely,

Temple Templeton
Your 60-Second Commercial

Use the following guidelines to develop an introduction when meeting employers during interviews, career days and other networking events. Your goal is to create a positive and lasting impression in a brief amount of time.

Step 1: Research the Employer

1. Preview the list of organizations participating in the event and plan a strategy for the day. Put together an “A” list and a “B” list of employers you want to target. Contact your career services office to see what employers may be recruiting on campus.

2. Research all the employers on your “A” list. Look for current facts about each employer, including new products, services or acquisitions.

3. Write down some key facts about the employer:
   (a) ____________________________________________________________________________
   (b) ____________________________________________________________________________

4. Review job descriptions pertinent to your major for employer requirements. Note specific knowledge, skills, and abilities they seek. List academic or employment experiences and activities where you demonstrated these skills.

   The employer is seeking:       My qualifications and selling points:
   (a) ____________________________ (a) ____________________________
   (b) ____________________________ (b) ____________________________
   (c) ____________________________ (c) ____________________________
   (d) ____________________________ (d) ____________________________

5. Review the employer’s mission statement and look for key words that indicate the personal qualities the organization values in its employees. List 2 or 3 of your personal qualities that closely match.

   My Personal Qualities:
   (a) ____________________________ (b) ____________________________ (c) ____________________________

Step 2: Develop Your Introduction

Review the sample below. Using the information above, prepare and practice a brief 60-second commercial or introduction to use when meeting employer representatives.

Hello, my name is _______. I am currently a junior, majoring in economics and working part-time as a supervisor at Campus Information Services. This role has enhanced my communication, management, and leadership skills. In addition, I had an internship over the summer with ABC Company where I worked in a team environment on a variety of marketing and website development projects. I recently read an article about your company’s plans for business growth in the Northeast, and I’m interested in learning more.

Notes:
Practice your introduction with a friend or career counselor so it sounds conversational rather than rehearsed. You may want to break your opening remarks into two or three segments rather than delivering it all at once. Good luck with your all-important first impression!

Adapted with permission from the Office of Career Services at Rutgers University, New Brunswick Campus.
Don't Forget the Small Companies

About Small Companies

- Most new job growth in the U.S. comes from small businesses
- Most Bachelor’s degree candidates concentrate their job search on Fortune 500 corporations or other large, well-known companies
- Any business with 200 or fewer employees is considered a small company
- Small businesses provide the economy with nearly two-thirds of all new jobs

Are You Right for a Small Company?

Below is a list of common traits found among those who enjoy working in a small company atmosphere. If these describe you, a small company might be worth considering.

- Self-motivated
- Generalist with many complementary skills
- Strong communication skills (oral and written)
- Enthusiastic
- Risk-taker
- Quick learner
- Independent—can get things done with minimal supervision
- Ability to work effectively with everyone in the organization

Is a Small Company Right for You?

The following characteristics may give you an idea of some of the things you may experience in a small company. Which appeal to you? Which do not appeal to you?

- More responsibility; emphasis placed on the duties performed rather than job title
- Individual ideas and suggestions may be heard easily and given greater attention
- Career advancement and salary increases may be rapid in a growing company
- May have less job security due to high rate of failure for new small businesses
- Opportunity to be involved in the creation or growth of something great

Finding a Small Company

Use the following resources to help you gain access to small companies:

- Contact the Chamber of Commerce in the area you would like to work: Get the names of growing companies in the industry of your choice.
- Participate in the local chapter of professional trade associations related to your career: Send prospective employers a cover letter and resume, follow up with a phone call.
- Read trade publications, business journals and area newspapers for leads.

Adapted with permission from the Career Resource Manual of the University of California, Davis.
Federal Jobs: 10 Reasons to Answer the Call to Serve

YOU PROBABLY KNOW something about jobs in the private and nonprofit sectors and how to apply, but have you ever considered…

1. The Nation’s Largest Employer is Hiring!
   • Half of the nation’s 2 million federal employees may be eligible to retire in the next 5 years; that’s a lot of openings.
   • Unlike some other employers, the federal government will never go out of business. It will always need good people to protect the interests of American citizens.

2. There’s a Job for Every Interest
   • There are federal jobs suited to every interest and skill, from architecture to zoology.
   • You can combine your skills with your interests; for example, use your accounting background to improve the environment, your engineering degree to improve airport security, or your biology degree to conduct cutting-edge medical research.

3. You Can Make a Difference
   • The work that government employees do has an impact on the life of every American.
   • You can play a vital role in addressing pressing issues, from homelessness to homeland security.

   • Federal agencies may help you pay back your student loans if you work there for a certain length of time.
   • Pursue a graduate degree, and your employing agency may just pick up the tab!

5. You Can Advance Quickly
   • Federal agencies offer excellent training and development opportunities, and training can begin your first day on the job.
   • There are a number of “fast track” possibilities for advancement within your field.

6. There are Federal Jobs Around the Country…and Around the World
   • Only 15% of government employees work in the Washington, DC area.
   • Over 35,000 federal employees work abroad.

7. The Federal Government Values Diversity
   • The federal government has steadily increased the diversity of its workforce.
   • Federal agencies actively encourage minorities and individuals with disabilities to consider government service through a variety of internship and fellowship programs.

8. Federal Jobs Pay Better Than You Think
   • Average government salaries are competitive for most professions.
   • Pay can increase fairly quickly for top candidates with strong education and experience.

   • Flexible work schedules are a major upside for those with busy schedules.
   • Federal benefits, including health insurance, retirement and vacation, are extremely competitive with the private sector.

10. The Federal Government is a Career Builder
    • Advance your career by developing highly marketable skills.
    • Utilize your federal experiences as a building block for an exciting and diverse career.

Adapted with permission from Purdue University’s 2013-2014 Career Planning Handbook.
Job Search Tips for Diverse Populations

**Students with Disabilities**

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

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

Students can also connect to professional 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**

Be sure to check out our International Opportunities one-click search on the OwlNetwork and GoinGlobal for jobs and internships.

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.

Familiarize yourself with U.S. immigration laws including regulations and restrictions. For information on working in the U.S., please visit http://studyinthestates.dhs.gov/working-in-the-united-states.

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/.

**LGBTQ 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). It is important to identify occupations and companies that align with your values.

Out & Equal’s LGBTCareerLink (http://outandequal.org/lgbtcareerlink/) is a hub for job seekers to find jobs, learn about employment at diversity-friendly companies, and research careers.

The Human Rights Campaign (www.hrc.org) has information on corporate policies and extensive resources on navigating the workplace as a member of the LGBTQ 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 2014.
Veterans

Moving from active duty to veteran status is a significant change. The United States Department of Veteran Affairs has the following tips for veterans entering the job market.

Network: Ask family members, friends, and other Veterans to put you in touch with the decision-makers at the places you would like to work.

Emphasize character: Your skills and certifications are important, but civilian employers also want to know about your broader experience and understand how you applied your skills.

Translate your credentials: Most of your military training can be applied to your post-military career. Find out whether you need to take an exam or a recertification course to make use of your military credentials.

Pace yourself: From your time in the military, you may already be familiar with PACE planning—the primary, alternate, contingency, and emergency plan for each undertaking.

Use Veterans’ preference: The federal government gives preference to job-seeking Veterans over many other applicants.

Reduce stress, increase confidence: Employers want to know whether your personality will fit in well with their other employees’ personalities. Put your best foot forward at job interviews by keeping your stress levels down.

Ready your paperwork: Every Veteran knows the value of his or her DD214 (Report of Separation) or DD2586 (Verification of Military Experience and Training) for VA-related purposes, but these documents are also important as you prepare to enter the civilian workforce or go back to school.

SMART

SCIENCE, MATHEMATICS & RESEARCH FOR TRANSFORMATION

PART OF THE NATIONAL DEFENSE EDUCATION PROGRAM

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In accordance with Federal statutes and regulations, no person on the grounds of race, color, age, sex, national origin or disability shall be excluded from participating in, denied the benefits of, or be subject to discrimination under any program activity receiving financial assistance from the Department of Defense.
Graduate School Application Checklist

Summer Before Senior Year

- 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.

August – September

- 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.
- Get organized. Create a file for each school and retain all related application information in your records.
- Prepare for standardized exams.

October

- Take standardized exams and request that your scores be sent to the appropriate schools.
- Complete your personal statement, and have it reviewed at the Career Center.
- Request letters of recommendation from faculty, provide a copy of your personal statement and resume/curriculum vitae to each professor.
- Order transcripts from all post-secondary institutions and request official copies be sent to the schools where you have applied.

November

- Complete application forms. (Do a draft first!)
- Submit application materials one month in advance of the application deadline. Pay close attention to the instructions. All documents may not go to the same address.
- 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.

December

- Make copies of all application materials for your records.

January

- Verify that all of your application materials have been received by the program(s) to which you have applied.

February

- 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.

April

- Mail acceptance materials to the school of your choice and notify other schools of your decision.
- 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.
Writing Your Graduate School Personal Statement: 10 Easy Steps

1. **Stand Out**
   - Make your personal statement distinctive among other candidates
   - Consider including a relevant story or an example from your experience

2. **Answer Questions Fully**
   - Address the specific questions asked
   - Follow any instructions the school or program gives you about writing the personal statement

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

4. **Pay Attention to Grammar**
   - Use the active rather than passive voice
   - Be careful of using the word “I” too much

5. **Edit and Customize Your Statement**
   - Begin with a draft and then tailor the draft to each school or program

6. **Show Why This Program Is a Good Fit**
   - Demonstrate how your interests, skills, and past experience match the program’s opportunities and specializations

7. **Be Honest**
   - Never embellish or exaggerate, and be wary of statements that feel awkward or inconsistent with who you are as a person

8. **Address Apparent Gaps or Weaknesses**
   - Share other positive information, emphasize that it is now a problem of the past
   - Show perseverance and progress
   - If you have a weak GPA overall, you may want to highlight the GPA in your major or your area of specialization

9. **Research, Research, Research**
   - Look up as much information as you can about the program
   - Fuse your knowledge of the program’s mission and key qualities into your statement

10. **Seek Out Reviewers**
    - Have your document reviewed by others: Career Center, Writing Center, Faculty
Letters of Recommendation

CANDIDATES FOR EMPLOYMENT, graduate school, scholarships or any activity for which others will evaluate their talents and abilities will need to request letters of recommendation. The content and quality of these letters, as well as the caliber of the people who write them, are critical to the selection process.

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. Never choose someone on status alone, continue to choose people based on how well they know you and how much they want to assist you in your job search. 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 letter of recommendation. Determine if the person would want the responsibility of serving as your reference, which involves not only writing a letter supporting your skills, but also handling any phone inquiries and responding to other questions which may be posed by a selection committee. Persons who serve as a reference have responsibilities that go beyond the words they put on paper. They should feel strongly about your success and desire to do whatever they can to assist you in reaching your goals. You have come too far to let someone jeopardize your future.

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.

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 letters of recommendation. 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.

Maintain Professional Courtesy
Give your reference writers ample time to complete their letters and provide a self-addressed stamped envelope. Make it as easy for them as possible so they don’t have to spend valuable time searching for the proper return address and a stamp. 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 just 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 letter of 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.

Written by Roseanne R. Bensley, Career Services, New Mexico State University.
10 Best Ways to Go Online... and Get the Job

1. **Check Out Major Job Boards**
   Technology is great, so as a job seeker it might seem like a no-brainer to go job hunting on the internet. But, estimates are that only 4% to 10% of the people who look for jobs on online job boards ever find one. So don’t stop there!

2. **Online Job Search Engines**
   A better bet is a search engine that delivers job listings directly to you. Check out linkup.com and TweetAJob.com. It may be that Google is now becoming the #1 (unofficial) job search engine. Job hunters can search (or set up automatic alerts) for job titles, companies, cities, states, and get lists of postings that match their terms.

3. **Compare Company Cultures Online**
   Want to get the real scoop on what it’s like to work at your own dream company? Check out Glassdoor.com, which rates companies similar to how Yelp rates consumer services.

4. **Write Your Resume in Digital Format**
   “Eighty percent of all companies are using ATS (applicant-tracking system that scans and digitizes), so keywords are key,” says J.T. O’Donnell of CareerHMO.com. Reverse-engineer several job descriptions, first highlight the repeating keywords (“Microsoft Office Suite,” not “Motivated, self-starter”), then plug them into your resume to create an ATS software-friendly resume.

5. **Embrace LinkedIn**
   Think of LinkedIn as your resume...on steroids. Fill out your profile completely, but don’t stop there. Use LinkedIn to reach specific individuals—the people most likely to hire you or help you get hired—and conduct research on your targeted companies.

6. **Tweet, Tweet**
   Twitter is a favorite method for recruiters to get a quick look at who you are and how you think. It’s fairly easy to micro-blog, too. Share your career-related news or retweet nuggets of interest to people in your field.

7. **Email Etiquette**
   Most job seekers go through two to six exchanges with recruiters between the time they email “We got your resume” and when they sit in the interview chair, according to Tim Sanders, author of Love is the Killer App: How to Win Business and Influence Friends. Stalking a recruiter with too frequent emails should be avoided.

8. **Broadcast on Facebook**
   Even though Facebook is usually thought of as a purely social platform, it can be useful during a job search. “I’d do a post to my network of friends, family and other contacts,” says Sanders, rather than contacting strangers. For instance: *I am on the hunt to find a job at (company) because of X. Does anyone know anybody at (company)?*

9. **A Picture is Worth a Thousand Words**
   Your digital footprint often precedes you, so it’s a good idea to periodically review your online identity. Enlist another set of eyes, too, for a different perspective.

10. **Polish Your Online Image**
    Watch your grammar and spelling, don’t be silly or edgy, and stay away from political commentary (unless that’s appropriate for the job or industry), Peggy Klaus, author of BRAG! The Art of Tooting Your Own Horn Without Blowing It, advises. Employers value good written communication skills.
How to Prepare for a Career Fair

Professional Dress
Your first in-person interaction with an employer is a chance for you to make a lasting, positive impression. Dress is a form of non-verbal communication indicating your preparedness and professionalism.

For Women
- A two-piece, conservative pant or skirt suit
- A non-revealing shirt/blouse
- Closed-toe, moderate-heeled (1”-2”) shoes
- Avoid heavy makeup and extremely long fingernails; nail polish (if worn) should be a neutral color and chip-free
- Wear minimal jewelry/piercings; let the sparkle of your personality make you shine

For Men
- A two-piece, conservative suit in a dark or charcoal gray color
- A white or blue long-sleeve, button-down/dress shirt
- A coordinating necktie with a subtle pattern
- Dark socks; never white
- Minimal jewelry/piercings; let the sparkle of your personality make you shine
- Leather shoes

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 26 of this Guide to develop your introduction.

Researching Employers
You want to demonstrate to employers that you have a genuine interest in their organization or company. To do this, you want to know something about their organization, prior to approaching them.

Research
- At the most basic level, visit the company’s website and become familiar with their mission, clients and programs
- Research the industry, understand trends and know the competitors; what distinguishes this organization from the competition?
- Read any news related articles on the company

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

Follow-up
- 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

A Few Words About Career Fair Etiquette
1. Don’t interrupt the employer reps or your fellow job-seekers. If someone else is monopolizing the employer’s time, try to make eye contact with the rep to let him or her know that you’re interested in speaking. You may be doing a favor by giving the recruiter an out. If all else fails, move to the next exhibit and plan to come back later.
2. If you have a real interest in an employer, find out the procedures required to secure an interview. At some career fairs, initial screening interviews may be done on the spot. Other times, the career fair is used to pre-screen applicants for interviews to be conducted later (either on campus or at the employer’s site).
3. Sincerity always wins. Don’t lay it on too thick, but don’t be too blasé either. Virtually all employers are looking for candidates with good communication skills.
4. Don’t just drop your resume on employers’ display tables. Try to get it into a person’s hands and at least say a few words. If the scene is too busy and you can’t get a word in edgewise, jot a note on your resume to the effect of, “You were so busy that we didn’t get a chance to meet. I’m very interested in talking to you.” Look around the display for the recruiter’s business card (or at the very least, write down his or her name and get some literature with the company’s address) and send a follow-up note and another copy of your resume.
5. If you know ahead of time that one of your “dream companies” is a career fair participant, do some prior research. A little advance preparation goes a long way and can make you stand out among the masses of other attendees.
On-Campus Recruitment Program

THE ON-CAMPUS RECRUITMENT PROGRAM is your connection to employers! From September through April, hundreds of employers recruit and interview Temple students for full-time, internship and summer opportunities. Employers recruit from a wide variety of Temple majors and programs. Listed below are several opportunities for you to connect to employers. For more details about each of the opportunities, visit www.temple.edu/careercenter

OwlNetwork
Your online career management system developed specifically for Temple students and alumni. All matriculated students automatically have an OwlNetwork account. OwlNetwork can help you navigate each and every step of your job search.

Utilize the system to:
• Register for upcoming workshops and events
• View and apply for internship and job listings
• Participate in the On-Campus Interviewing Program (current students)

To access the system:
• Login to OwlNetwork System via the TUportal using your Accessnet credentials. Visit http://www.temple.edu/provost/careercenter/students/internship-job-search.html for additional login instructions.

Information Sessions
Employers conduct information sessions as part of their recruitment process. Company representatives provide information about the organization, culture, career path and opportunities. Information sessions are held throughout the semester, so check out the Career Center calendar for details.

Career Fairs
University-wide Career Fairs and Part-time and Summer Job Fairs are held each fall and spring semester. These recruitment events are designed to connect qualified students with employers. In addition, the Career Center conducts career fair preparation sessions leading up to the events to address student questions. To learn more about these events visit www.temple.edu/careercenter

Mock Interviews
Mock Interviews are 30 minute sessions, designed to help students sharpen their interview skills. The interviewers are experienced industry professionals who facilitate the session and provide feedback. At your request, the interviews can be videotaped so that you may review your performance.

On Campus Interview (OCI)
Each year employers conduct interviews in the Career Center and select candidates for full-time, internship, and summer opportunities. Employers recruit from a wide variety of Temple majors and programs. Interviews are held during the fall and spring semesters. OCI is easy, it gives you access to some of the top employers in the region and country, and it’s available exclusively to Temple students and recent alumni.

Who Can Participate in On-Campus Interviews (OCI)?
Students enrolled in degree programs and are full-time or part-time status; and within one year of graduation: See specific criteria below:
• Full-time permanent positions in 2014-2015: Undergraduate and master’s degree students graduating in August 2014, January 2015, and May 2015, and alumni within one year of graduation can participate in OCI.
• Internships and summer jobs in 2014-2015: Sophomore, junior, senior and master’s degree students can participate in OCI.

How Do I Get Started?
• Login to your OwlNetwork student account and visit the One Click Search labeled, “Opportunities with upcoming interview schedules.” Search the list for employers of interest.
• Attend a mandatory OCI Orientation. OCI orientations are held weekly in the Career Center. Visit www.temple.edu/careercenter for the schedule.
  - After the orientation, students are approved to apply for those positions with on campus interview schedules. Keep in mind, students must meet the established employers’ specific requirements for their job/internship opportunities. If you are unable to attend a scheduled OCI Orientation, schedule an appointment with a Career Coach at 215-204-7981 or stop by the Career Center.
Temple University’s Employer Partners are highlighted in bold. The Career Center extends a special thank you to the Employer Partners for their support.
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
   d. Company Strengths, Weaknesses, Opportunities and Threats (SWOT Analysis)
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 letter 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.”

- **Task**
  - Explain how the situation changed, and how you were expected to address this change.
  - What was the goal you were striving to accomplish, or the problem you were trying to solve?
  - 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.”

- **Situation**
  - Describe the setting in which your interview response takes place.
  - What were you doing? Who were you working with? What project were you working on?
  - 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.”

- **Action**
  - Clarify the specific action steps that you took in order to address the task at hand.
  - Demonstrate and mention skills that you utilized in each step.
  - 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.”

- **Result**
  - Explain how your actions contributed to the overall end product.
  - How did the situation end? What did you learn from this experience?
  - Include concrete, quantifiable data to provide specific details in your response.
  - 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.”

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 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 Virtual 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, like 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.
ThankYou Letter Sample

November 28, 20XX

Mr. Archie Weatherby
California Investments, Inc.
25 Sacramento Street
San Francisco, CA 94102

Dear Mr. Weatherby:

Thank you for taking the time to discuss with me the insurance broker position at California Investments, Inc. After meeting with you and observing the company’s operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that California Investments retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Temple Templeton

References Page Sample

REFERENCES:

Robin Reference
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