If you want to...

- Make a difference in the lives of low-income people
- Be part of a diverse and multidisciplinary staff
- Turn research findings into better public policies
- Have hands-on involvement in building better programs

Work for MDRC!

Dedicated to learning what works to improve the lives of low-income people. MDRC is a leader in developing demonstrations and evaluations to promote family and child well-being, improve public education, help low-income adults succeed in postsecondary education, support low-wage workers and communities, and overcome barriers to employment.

MDRC is growing, and we want you to join us. Positions are open from assistant to senior levels in programming and data management, quantitative and qualitative design and analysis, project management, and program operations.

New York  
16 East 34th Street  
New York, NY 10016  
212.532.3200

California  
475 14th Street  
Oakland, CA 94612  
510.663.6372

www.mdrc.org
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College Recruitment Media and Temple University wish to thank the above participating sponsors for making the publication available to students.

2015-2016 CAREER GUIDE

TEMPLE UNIVERSITY

Career Center
220 Mitten Hall
1913 N. Broad Street
Philadelphia, PA 19122

215.204.7981 (phone)
215.204.4462 (fax)
careercenter@temple.edu
www.temple.edu/careercenter

Hours of Operation:
Monday - Friday
8:30 a.m. - 5:00 p.m.

Career Coaching
Meet with one of our Career Coaches.

15-minute drop-in appointments
Monday – Friday, 11:00 – 3:00 p.m.
(students and eligible alumni)

30-minute scheduled appointments
Monday – Friday, 9:00 – 4:30 p.m.
(students and eligible alumni)

Group workshops
Getting the Most Out of Your Career Center

SERVING ALL TEMPLE students and recent alumni, the Career Center provides a full range of services to optimize internship and employment opportunities and enhance lifelong career success.

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/careercenter/students/events.html

Check out our virtual resources on the Career Center website:

- 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.

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 37 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
I WORK FOR THE COMPANY THAT TACKLES THE WORLD’S TOUGHEST CHALLENGES

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

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- RETAIL SALES REPRESENTATIVES

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Visit Wawa.com to jumpstart your career

Positions Available:
- College Graduate Leadership Program
- Inventory Merchandise Manager
- Fresh Food Manager
- Customer Service Associate
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.

**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:
  - O*Net Online - http://www.onetonline.org/
  - Career One Stop - 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, one phone number, and email address (the name version of your temple.edu address is best, for example firstname.lastname@temple.edu. You can change your email address in the Cherry and White Directory.) 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:

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

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

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

### Administrative/Management
- Accelerate
- Accomplish
- Achieve
- Act
- Administrator
- Allocate
- Approve
- Assess
- Attain
- Benchmark
- Chair
- Comment
- Compromise
- Consolidate
- Control
- Delegate
- Direct
- Enforce
- Entrust
- Expedite
- Govern
- Head
- Hire
- Improvise
- Initiate
- Institute
- Judge
- Lead
- Maintain
- Manage
- Moderate
- Monitor
- Officiate
- Order
- Oversee
- Prescreen
- Preside
- Prioritize
- Produce
- Prohibit
- Refer
- Regulate
- Run
- Streamline

### Numbers/Finance
- Abstract
- Account
- Add
- Appraise
- Audit
- Budget
- Calculate
- Collect
- Compute
- Decrease
- Determine
- Divide
- Enter (data)
- Estimate
- File

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

## Working With DATA:

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

### Numbers/Finance
- Abstract
- Account
- Add
- Appraise
- Audit
- Budget
- Calculate
- Collect
- Compute
- Decrease
- Determine
- Divide
- Enter (data)
- Estimate
- File

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

## Working With IDEAS:

### Development
- Adjust
- Compose
- Develop
- Devise
- 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

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

## Weak Verbs

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

---

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

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

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**Resume Samples**

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**Advertising**

TERRY TEMPLE  
1913 N. Broad St. Philadelphia, PA 19122  |  ttemple@temple.edu  |  215-555-5252

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

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

**RESEARCH INTERN, DAYAWAY CAREERS**  
NOVEMBER 20XX – SEPTEMBER 20XX, WWW.DAYAWAYCAREERS.COM  
- Researched top academic institutes with sustainable technology focused curricula  
- Presented research to top executives on a monthly basis

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

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

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

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

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

---

**Art**

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

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

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

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

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

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

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

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

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
AMS03@temple.edu
111 South Broad Street | Philadelphia | PA | 19122 | 215.888.8888

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

Selected Courses:
Managing People at Work
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:
- Program Design and Abstraction
- Software Design
- Web Application Programming
- Component-Based Software Design

TECHNICAL SKILLS:
- HTML & CSS
- Python
- C+ Programming
- JAVA
- JavaScript & JQuery
- C Programming
- MySQL
- Web services
- Ajax
- Bootstrap
- Visio
- ASP.net

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

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

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

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

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

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

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

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

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

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)
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
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
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 Olney Family Center
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)

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 2014
  • Youtube – 10,000 views
  • Temple University, featured screening at Student Alumni Career Networking Night, Feb. 2014

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
Steadicam Pilot Kino
HMI Lights

Panasonic GH4
Matthews Doorway Dolly
ProTools V.11

Software Proficiency
Final Cut Pro 7
Adobe Photoshop V.8
Final Draft

Avid MC 7
Adobe After Effects V.8

Education
Temple University, Center for the Arts
Bachelor of Arts in Film Media Arts
Philadelphia, PA
GPA: 3.4
Expected Graduation: May 2016

www.temple.edu/careercenter
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  
Bachelor of Science in Nursing  
GPA: 3.74 Dean’s List: Fall 20XX-Present

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

WORK EXPERIENCE
Friends Child Care Center, Philadelphia, PA  
June 20XX- June 20XX

Teacher’s Assistant: Worked with children ages three months to four years of age. Prepared activities based on developmental stages. Interacted with children through story reading, painting, puzzles, and other structured activities. Created lesson plans under the direction of the teacher.

VOLUNTEER EXPERIENCE
Holy Redeemer Hospital, Philadelphia, PA  
Summer 20XX

Volunteered in the Hope program. Provided emotional support to patients and families. Participated in resident activities and transported patients throughout the hospital.

Einstein Hospital, Philadelphia, PA  
Summer 20XX

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

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

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

Li-Ling (Lisa) Chen  
123 North Temple Street | Philadelphia, PA 19112 | 215.222.2222 | Lisa.Chen@gmail.com

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

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

EXPERIENCE
Temple University Career Center, Philadelphia, PA  
August 20XX – May 20XX

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

Temple University School of Podiatric Medicine, Philadelphia, PA  
March 20XX–May 20XX

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

Tianmu 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) 111-8888 | Melvin.music@temple.edu

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

II. Experience
• Percussion Section Technician, Bayard Rustin High School (West Chester, PA), 20XX
• 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

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

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

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

VI. Recordings and CDs
• Alex Kauffman Trio (All Connected), Drum Set, 20XX
• A Greater Purpose (The Christmas Album), Drum Set, 20XX

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

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

Senior Capstone: Gender Differences in Perception of Academic Performance Spring 20XX
• 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.

RELEVANT EXPERIENCE
Devereux Foundation Berwyn, PA
Psychology Intern January 20XX - Present
• Collect and file client records for mental health counselors.
• Observe and take notes on adult discussion groups.
• Answer phones and setup client appointments using system database.

EXPERIENCE
Russell Conwell Learning Center, Temple University Philadelphia, PA
Student Tutor August 20XX - May 20XX
• Conducted weekly individual tutoring sessions for students in social science methods.
• Led bi-weekly peer supervision meetings for a group of seven other tutors.

Office of Orientation, Temple University Philadelphia, PA
Owl Team Member Summers 20XX, 20XX
• Led groups of admitted students through introductory activities.
• Informed students of the variety of organizations and resources available at Temple and in the Philadelphia area.

AFFILIATIONS
Psychology Majors’ Association, Temple University August 20XX - Present
• President (20XX) – Managed and organized a series of 10 events per semester for an organization with 100 members.
• Secretary (20XX)

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

SKILLS
Computer: SPSS, Microsoft Office (Excel, Access, Word, Publisher, PowerPoint)
Language: French (spoken and written proficiency)
Temple Student
123 College Hall, Philadelphia, PA 55555
215-333-4444, temple.student@temple.edu

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

SELECTED COURSEWORK:
- Advanced Cellular Biology: Advanced Molecular Biology
- Biological Mutations: Cellular Proteins
- Human Genetics: Bioenergetics
- Biomedical Engineering: Advanced Microbiology

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

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

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

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

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

SKILLS:
- Microsoft Office Suite (Word, PowerPoint, Excel)
- Fluent in Spanish (Written and Oral)

---

Temple Owl
1800 North 13th Street; Apartment 111; Philadelphia, PA 19122
temple.owl@temple.edu | 215-204-0000
http://eportfolios.sthm.temple.edu/templeowl

Education
Temple University Philadelphia, PA
School of Tourism and Hospitality Management
Bachelor of Science, Sport and Recreation Management Expected Graduation: May 20XX
Concentration: Sport and Recreation Promotion Cumulative GPA: 3.40
Minor: Business Administration

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

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

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

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

Activities
- Member, Sport and Recreation Professional Association at Temple University
- Member, Rho Phi Lambda National Honorary Recreation, Park, and Leisure Fraternity

Additional Skills
- Proficient in Spanish
- Knowledgeable in Salesforce and Wordpress
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

Add Headshot Here (Optional)

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

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

Production Experience
Scenic Designer/Change Artist Spring Awakening Temple Owl (Dir.) Tomlinson Theater 20XX
Asst Props Master Rent Temple Owl (Dir.) Tomlinson Theater 20XX
Asst Change Artist Sweeney Todd Temple Owl (Dir.) Walnut Theater 20XX
Asst Scene Designer Our Town Temple Owl (Dir.) Tomlinson Theater 20XX
Asst Scene Designer West Side Story Temple Owl (Dir.) Tomlinson Theater 20XX

Related Work Experience
Carpenter/Rep Crew Philadelphia Shakespeare Festival May 20XX - August 20XX
Carpenter Intern/Rep and Run Crews 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 college bound 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

Add Headshot Here (Optional)
Jane Temple
123 Any Street, Philadelphia, PA 19111 | Jane.Temple@email.com | 215.234.5678

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

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

Professional Experience

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

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

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

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

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.

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Contact: Andrea Konski, Recruiting Specialist
Ph.: 856.356.1770
E: andrea.konski@farmersinsurance.com
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
Onteora Central School is a public school in the Catskill Mountain region of New York. Previous experience working with students who have special education needs is preferred. Submit resume and high school transcript to Tyler Brown, Director, Rt. 28, Boiceville, New York 12411.

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.

---

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

<table>
<thead>
<tr>
<th>Current Address:</th>
<th>Permanent Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 South Broad Street Philadelphia, PA 19122</td>
<td>25 West Street Philadelphia, PA 19122</td>
</tr>
<tr>
<td>After May 27</td>
<td></td>
</tr>
</tbody>
</table>

**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  
Educational Psychology  
Problematic Behavior in Adolescence  
Psychology of Sex Roles

**RELATED EXPERIENCE**  
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**
When emailing an employer about a potential job opportunity, the job seeker has the option of drafting an introductory email with the cover letter attached to it, or placing the content of the cover letter directly in the body of the email.

**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**
Email 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.

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.

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.

**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.

Adapted with permission from Cornell University’s 2013-2014 Career Guide.
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.
Informational Interviews

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

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

What motivates professionals to grant informational interviews?

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

How do you set up informational interviews?

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

How do you prepare for informational interviews?

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

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

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

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 Center
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
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:**
   (a) 
   (b) 
   (c) 
   (d) 

   **My qualifications and selling points:**
   (a) 
   (b) 
   (c) 
   (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.*
LinkedIn Profile Checklist

☐ PHOTO: It doesn’t have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don’t forget to smile!

☐ HEADLINE: Tell people what you’re excited about now and the cool things you want to do in the future.

☐ SUMMARY: Describe what motivates you, what you’re skilled at, and what’s next.

☐ EXPERIENCE: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

☐ ORGANIZATIONS: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

Continued >>
EDUCATION: Starting with college, list all the educational experiences you’ve had – including summer programs.

VOLUNTEER EXPERIENCE & CAUSES: Even if you weren’t paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

SKILLS & EXPERTISE: Add at least 5 key skills – and then your connections can endorse you for the things you’re best at.

HONORS & AWARDS: If you earned a prize in or out of school, don’t be shy. Let the world know about it!

COURSES: List the classes that show off the skills and interests you’re most excited about.

PROJECTS: Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

RECOMMENDATIONS: Ask managers, professors, or classmates who’ve worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

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**Education**

University of California, Berkeley
Economics, B.A.
2010 – 2014 (expected)

**Volunteer Experience & Causes**

**Big Buddy**
Skyline High School
September 2012 – May 2013 (9 months) | Education
Mentored an Oakland high school student through the college application process, helping him get into his dream school.

Skills & Expertise

Most endorsed for...

- Economics
- Start-ups
- Due Diligence
- Venture Capital
- Management

Honors & Awards

**The Achievement Award Program**
UC Berkeley
Four-year scholarship awarded to community-minded students with a proven track record of academic success.

**Courses**

University of California, Berkeley
- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (303A)

Projects

**Venture Capital Financing in India**
May 2013
For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members

David Xiao
Econ Major and Aspiring Financial Analyst

Paul Smith
Student at UC Berkeley

**Recommendations**

**Venture Capital Internship**
Berkeley Ventures

Tim Lee
Partner

David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don’t normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed

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Want more LinkedIn tips for students? Check out students.linkedin.com
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

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

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

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 2015.
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.
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.

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

Maintain Professional Courtesy
Give your reference writers ample time to complete their 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 @ Temple

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

OwlNetwork
HOT JOBS! 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 events including Career Fairs, Professional Development, etc.

Mock Interviews
Get ready for the real thing! 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.

Professional Development
The Career Center is dedicated to your success. We are hosting a variety of events to help you navigate the challenges of finding that career you really want. Events can also include partnership with some of our key employers to engage highly motivated students. To see our events for the semester visit us online or stop by the office in Mitten Hall. In addition, the Career Center conducts career fair preparation sessions leading up to the events to address student questions.

Let Us Come to You!
The University Career Center is happy and willing to come and do presentations to your students group, Greek organization, etc., on a variety of topics related to job searching, professional development, and career tips. You can complete a program request form on the Career Center website and one of our Career Coaches will be in touch with you.

On-Campus Interviewing
Employers conduct interviews in the Career Center and select candidates for employment opportunities across all majors. It gives you direct access to some of the top employers in the region and country, and it’s available exclusively to Temple students and recent alumni.

Top 3 tips for Internship Interviews
• Do your research and understand the employer as well as the position you are interviewing for.
• Personal Branding: Show enthusiasm and engagement, dress professionally, review your presence on social media to ensure a positive professional image.
• Thank the interviewer for their time and interest in Temple students, helping to create a positive brand for Temple University.

Networking
It’s all about WHO YOU KNOW! Take every opportunity to connect face to face with employers and alumni to jumpstart your career. Events can be University-wide or industry-, school-, or college-specific.

Career Fairs
Career Fairs are held each semester for both University-wide employers as well as industry-specific events to target a niche audience. These events are the best way to maximize your exposure to a large numbers of employers and to expand your knowledge of career possibilities. Do your homework and be prepared to walk up and talk to those key employers you would love to work for! We encourage you to “drop-in” to the Career Center for a resume review or coaching appointment to be prepared.

Main Events
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 2015-2016: Undergraduate and masters degree students graduating in August 2014, January 2015, and May 2015, and alumni within one year of graduation can participate in OCI.

Who Can Participate?
• Internships and summer jobs in 2015-2016: Sophomore, junior, senior and master’s degree students can participate in OCI.
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.
- What did you do to resolve the problem or reach the goal?
  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.
Thank-You Letter Sample

Temple Templeton
2301 Temple Street | Philadelphia | Pennsylvania | 19115
(215)204-7981 | temple@templeton.edu

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

Temple Templeton
2301 Temple Street | Philadelphia | Pennsylvania | 19115
(215)204-7981 | temple@templeton.edu

REFERENCES:

Robin Reference
Account Manager, ABC Advertising Agency
123 Market Street, 3rd Floor
Philadelphia, PA 19107
Phone: (215)123-4567
E-mail: rreference@abcadvertising.com

Temple Teacher
Public Speaking Instructor, Temple University
1801 N. Broad Street
Philadelphia, PA 19122
Phone: (215)123-7654
E-mail: tteacher@temple.edu

Roger Reference
Career Coach, Temple University
1913 N. Broad Street
Philadelphia, PA 19122
Phone: (215)123-9876
Email: roger.reference@temple.edu
Launch your international career through Peace Corps service.

Take charge of your future while making a difference as a Peace Corps Volunteer. Live, learn and work with a community overseas. Return home with the experience and global perspective to stand out in a competitive job market.

Peace Corps

Start Your Story Here

Internships
Our challenging paid summer internships are designed to help you apply your classroom education to real-world experiences. Many of our summer interns return for consecutive internships, and some even land full-time jobs.

allstateintern.tumblr.com

Entry Level
Allstate gives our new graduates the opportunity to develop professionally through networking, mentoring and educational activities while promoting a positive work environment.

Learn more at:
http://jb.al.st/E7pOy

Allstate
You’re in good hands.