

STONEHILL

CAREER SERVICES



CAREER RESOURCE GUIDE

STONEHILL

CAREER SERVICES

ACADEMIC YEAR OFFICE HOURS

	Office Hours	Walk-In Hours
Monday	8:30 a.m. – 7:00 p.m.	1:00 – 3:00 p.m.
Tuesday	8:30 a.m. – 7:00 p.m.	1:00 – 3:00 p.m.
Wednesday	8:30 a.m. – 7:00 p.m.	1:00 – 3:00 p.m.
Thursday	8:30 a.m. – 4:30 p.m.	1:00 – 3:00 p.m.
Friday	8:30 a.m. – 4:30 p.m.	1:00 – 3:00 p.m.

APPOINTMENTS

To meet with a Career Services staff member, please call 508-565-1325.

THIS WEEK IN CAREER SERVICES

Pay attention to your email! We try to consolidate our messages to make it easier for you to keep track of our programs and workshops. You will receive an email every Sunday afternoon which will outline the following week's events and preview the next week's, as well.

Don't miss out! Maintain your email inbox and watch for it.

Connect With Us!

Email: careerservices@stonehill.edu

Facebook: [facebook.com/stonehillOCS](https://www.facebook.com/stonehillOCS)



Follow Career Services on Facebook to:

- See photos and videos of events
- Connect with our employer partners
- Read "Spotlight on Stonehill Success" which profiles the internships, jobs, and post grad service placements of Stonehill students and alumni
- Discover jobs and internships
- Get updates on upcoming events

TABLE OF CONTENTS

Office of Career Services	2
Post Graduate Development Plan.....	3
Résumés.....	4
Curriculum Vitae (CV)	8
Cover Letters.....	9
Résumé, CV, and Cover Letter Samples.....	11
Internships	24
Career Connection.....	28
Interviewing	29
Networking.....	35
Your Professional Persona.....	40
Mentor Database.....	41
Negotiating a Job Offer.....	42
Post Graduate Service.....	43
Stonehill Service Corps.....	44
Graduate/Professional School.....	45
Post Graduate Employment Strategy.....	48

INDEX

Career Connection (How-To)	28	LinkedIn	36
Cover Letters	9	Mentor Database	41
Curriculum Vitae (CV)	8	Negotiating a Job Offer	42
Dress for Success	30	Networking	35
Employment Strategy	48	Office of Career Services	2
Financing Your Advanced Degree	46	Post Graduate Development Plan	3
Graduate/Professional School	45	Post Graduate Service	43
Informational Interviewing	38	Professional Persona	40
Internships (general)	24	Résumés	4
Internships (NY, DC, LA programs)	26	Résumé, CV, and Cover Letter Samples	11
Interviewing	29	Stonehill Service Corps	44
Job Shadowing	38	Thank You Notes	32

OFFICE OF CAREER SERVICES

The Office of Career Services is happy to provide you this Career Resource Guide. We hope you find it to be an invaluable tool as you plan for your post-graduation goals. In this booklet, you will find helpful information about career planning, résumés, internships, graduate or professional school, post graduate service, and much more. While this booklet is a great resource for you, the best resources are the people in your community - faculty, advisors and Career Services staff.

WHAT DOES CAREER SERVICES DO AND HOW CAN WE HELP?

- Advise you on **employment**, **graduate/professional school**, or **post graduate service**
- Assist you with **exploring majors/minors** and plans for after graduation
- Critique **résumés/CV's**, **cover letters** and **thank you notes**
- Research **internships** in any discipline and location
- Offer full-time internship programs in **Los Angeles, New York, Washington, D.C.** and one week externship programs in **New York** and **Washington D.C.**
- Provide mock interviews and practical advice on **interviewing** and **networking**
- Help you utilize Stonehill's Career Connection with 1900+ **job, internship, and post-graduate service** opportunities and a **mentor database** with 1200+ alumni mentors
- Administer Stonehill Post-Graduate Service programs in Honduras, Dominican Republic, India, and Brockton, MA.
- Host an on-campus recruiting program with internship and full-time opportunities for every major!

PROGRAMMING

The Office of Career Services offers programming throughout the year ranging from workshops for résumés, cover letters and interviewing, to career exploration panels and networking sessions, to large events such as the Senior Transitions Conference, Post Graduate Service Fair, Sophomore Disorientation Conference, Job & Internship Expo. Check our Upcoming Events page for current listings!

POST GRADUATE DEVELOPMENT PLAN

Notice this is not a four-year plan or even a four-stage plan. Students take steps towards their post-graduate development at different paces. This plan is designed to help you move forward no matter when you start. The yearly goals and plan outlined here will help you take intentional steps toward being a strong candidate for whatever your post-graduate focus may be. You will be able to articulate what your strengths and skills are as they relate to that focus.

GOALS	By the end of ____ year I will have ____.	
	First Year	drafted, reviewed, and uploaded a resume to Career Connection
	Sophomore	added two substantial experiences (clubs, service, leadership, job) to my resume
	Junior	completed two practical experiences relevant to a potential post graduate focus
	Senior	defined a post graduate plan and/or accepted a placement

In order to help you achieve those goals, follow this outlined plan.

THE PLAN		EXPLORING OPTIONS	RESUMES & COVER LETTERS	INTERVIEWS	NETWORKING & PROFESSIONALISM
	LEARN	<ul style="list-style-type: none"> ○ Take the Strong Interest Inventory and have it evaluated ○ Attend Career Lunches and panels 	<ul style="list-style-type: none"> ○ <i>Resume Workshop: Creating a College Resume</i> ○ Draft a resume, have it reviewed by a Career Counselor, and upload it to Career Connection 	<ul style="list-style-type: none"> ○ <i>Interviewing Workshop: Basics and What to Expect</i> ○ Investigate opportunities you can take advantage of to begin identifying fields of interest 	<ul style="list-style-type: none"> ○ <i>Networking Workshop: Building Your Foundation</i>
	DEVELOP	<ul style="list-style-type: none"> ○ Complete the FOCUS-2 Survey ○ Attend Career Lunches and panels 	<ul style="list-style-type: none"> ○ <i>Resume Workshop: Focusing Your Resume</i> ○ Visit Career Services to get resume approval from a Career Counselor 	<ul style="list-style-type: none"> ○ <i>Interviewing Workshop: Perfecting Your Performance</i> ○ Begin identifying experiences to articulate answers to interview questions 	<ul style="list-style-type: none"> ○ <i>Networking Workshop: Advanced Networking for Specific Opportunities</i>
	ACT	<ul style="list-style-type: none"> ○ Participate in internships and experiential opportunities ○ Conduct informational interviews 	<ul style="list-style-type: none"> ○ Use your resume to apply for opportunities that interest you 	<ul style="list-style-type: none"> ○ Conduct mock interviews (phone, Skype, and/or live) 	<ul style="list-style-type: none"> ○ Complete a mandatory <i>Recruiting Certification</i> and apply for on-campus interviews in Career Connection ○ Apply to post graduate service, graduate school, and/or jobs

RÉSUMÉS

Spending a great deal of time reading someone's résumé is not the top priority of any recruiting department or admissions office, so you need to make an impact in **less than 10 seconds!**

What are people looking for when they quickly read your résumé?

They want to know where you went to college, if you have a strong GPA, if you have had relevant jobs and/or internships, are involved in activities, and have demonstrated a strong work ethic and leadership. Every interviewer looks at these points differently, but they are criteria commonly used by organizations.

Your résumé is just one part of your application for volunteer and student leadership positions, jobs, internships, study abroad, graduate school, or post-graduate service, yet it is often the first way to get noticed. Here are some things to keep in mind as you create your résumé.

TIPS FOR WRITING YOUR RÉSUMÉ

Format is Important:

- Use a standard font (such as Times, Arial, Calibri) and size (10-12 pts).
- Do not use a template. They all look the same and are difficult to modify.
- Keep the margins consistent. 0.5" or 1.0" inch margins are standard.
- Keep your résumé to one page. Professionals who have been working for many years may find it necessary to use more than one page, but there are very few exceptions where this is the case for undergraduates.
- Convert your résumé to a PDF (unless another format is requested). This ensures all formatting is preserved from one electronic platform to the next.

Start from Scratch: You need to tailor your résumé to your experiences and the positions to which you are applying. The résumé that works well for your friend may not work well for you – each person, experience, and personal information are different. Each résumé is different.

Objectives: Objectives are not necessary, but may sometimes come in handy. If using an objective, make sure it is not too vague. "To obtain a position that allows me to grow and use my education," does not tell the interviewer anything. "To obtain the marketing analyst role at ABC Company," closes the door to other opportunities you might be qualified for at that organization and is specific to only that company.

Professionalism: Be sure that your email address is professional and appropriate. Similarly, the phone number you are including must have a professional voicemail.

Bullet Points: The content of your bullet points should usually speak to what you accomplished rather than what you did. For example, change "Stocked Shelves" to "Designed clothing displays in store that attracted more than 1,000 customers daily."

Quantify: Great résumés are infused with quantifiable facts, numbers and figures. Highlight your accomplishments.

Mistakes: If you have spelling or grammatical errors, your résumé will immediately be put into the "no pile." Proofread for spelling and grammatical errors (try reading it out loud to catch more errors) and always have it reviewed by several people before sending it out.

A Note about References: Do not list your references on the résumé. You can attach a separate list with names, titles and contact information and provide it when asked. Be sure to ASK IN ADVANCE if someone will be a reference for you, notify them if you anticipate they will be contacted, and thank them afterward.

RÉSUMÉ CONTENTS

Use this information for guidelines only. The layout and content of your résumé should be unique.

Contact Information

- Name – use your full name as seen on academic records; if you go by a middle name or nickname be sure to include it in parentheses
- Address – can be either home or college, choose whichever is closest to the opportunity for which you are applying
- Phone number – make sure your voice message is professional; consider providing only your cell phone number so you alone can screen and respond to incoming calls
- Email address – this should also be professional (a Stonehill email or a web-based address with your name works well)

Education

- The name and location of any college(s) you have attended, including study abroad
- The full name of the degree you are pursuing and your anticipated graduation date
- Your major(s) and/or minor
- Your GPA (only if over a 3.0)
- Honors, societies, and academic awards (such as Dean's List)
- Relevant college coursework and projects, if there is room (Remember - 1 page)

Experience

Consider the interest of the reader when presenting your experiences

- Separate your experiences by relevant headings such as: "Work," "Professional," "Internship," "Research," "Leadership," "International" or "Teaching" Experience
- Consider starting with a "Relevant," or "Related" Experience section to draw attention to experience that has specifically prepared you for the position.
- Make sure experiences within each section are listed in reverse chronological order – starting with the most recent experience
- For each experience, include the following:
 - Company name and location (city/town and state)
 - Your position/title and the dates you worked (month and year/season)
 - Bullet points describing your responsibilities – use phrases only; start bullets using "positive action verbs" (a full list of verbs can be found on the next page); be specific about responsibilities you performed/results, transferrable skills you acquired and how your work impacted others

Supplemental Sections

Show your interests and motivation by the additional experiences you have cultivated.

- Choose headings that match your experiences, such as "Leadership," "Volunteer," "Collegiate Activities," "Memberships," etc.
- Include "Collegiate Activities" and highlight any offices and consider descriptions of your involvement
- Include "Conferences" you have attended or "Presentations" you have given (*Depending on significance, this may need to move higher up in your résumé*)

Skills

Do not bury skills at the bottom of your résumé if they are very important to your field.

- Include laboratory, computer (include specific programs) and language skills (qualify your proficiency – proficient, conversational or fluent)

USE POSITIVE ACTION VERBS TO DESCRIBE YOUR EXPERIENCES ON YOUR RÉSUMÉ

Achievement

accelerated	earned	expedited	mastered	restructured
accomplished	effected	generated	obtained	simplified
achieved	elicited	improved	produced	sold
activated	executed	increased	reduced	solicited
attained	exercised	insured	reorganized	streamlined
competed	expanded	marketed	reproduced	succeeded

Communication

addressed	conveyed	entertained	motivated	recruited
arbitrated	corresponded	influenced	negotiated	reported
arranged	delivered	informed	persuaded	represented
articulated	demonstrated	interpreted	presented	responded
authored	developed	interviewed	promoted	spoke
briefed	directed	lectured	proposed	suggested
communicated	drafted	mediated	publicized	translated
conducted	edited	moderated	reconciled	wrote
contacted	enlisted			

Creative

acted	designed	fashioned	introduced	revamped
authored	developed	formulated	invented	revitalized
changed	devised	founded	launched	shaped
conceptualized	directed	illustrated	originated	staged
conceived	drafted	instituted	performed	updated
constructed	established	integrated	planned	visualized
created				

Financial/Quantitative

administered	balanced	controlled	managed	researched
allocated	budgeted	developed	marketed	solved
analyzed	calculated	examined	planned	tested
appraised	compiled	forecasted	programmed	
arranged	computed	inventoried	projected	
audited			revised	

Helping/Teaching

adapted	consulted	encouraged	informed	stimulated
advised	coordinated	evaluated	initiated	taught
clarified	counseled	explained	instructed	trained
coached	developed	facilitated	modeled	tutored
collaborated	educated	guided	participated	
communicated	enabled	helped	persuaded	

Management

acquired	analyzed	assigned	chaired	consolidated
administered	approved	attained	contracted	controlled

Management

coordinated	executed	instituted	prioritized	shaped
decided	governed	managed	produced	strengthened
delegated	handled	motivated	recommended	supervised
developed	improved	organized	recruited	
directed	increased	oversaw	reviewed	
enlisted	initiated	planned	scheduled	
evaluated	instilled	presided	selected	

Organization

allocated	compiled	gathered	planned	specified
anticipated	consolidated	generated	prepared	structured
approved	convened	grouped	purchased	summarized
arranged	dispatched	implemented	recorded	systemized
catalogued	edited	inspected	regulated	tabulated
categorized	eliminated	monitored	retrieved	targeted
classified	employed	operated	scheduled	validated
collected	executed	organized	screened	

Research

assessed	determined	found	measured	searched
clarified	diagnosed	identified	observed	studied
collected	discovered	inspected	organized	summarized
compared	evaluated	interpreted	predicted	surveyed
critiqued	examined	interviewed	rated	systematized
defined	explored	investigated	recommended	verified
derived	extracted	located	researched	
			reviewed	

Technical

adapted	constructed	fabricated	programmed	solved
adjusted	designed	maintained	proved	specified
applied	devised	modified	reinforced	systematized
assembled	diagnosed	operated	remodeled	tested
built	engineered	overhauled	repaired	trained
calculated	experimented	prescribed	resolved	upgraded
computed				

EXAMPLE

BEFORE:

Receptionist, Boston Hotel, Boston, MA

Summer 2013

- Assisted visitors with checking into the hotel

AFTER:

Front Desk Associate, Boston Hotel, Boston, MA

Summer 2013

- Greeted guests while efficiently distributing room cards to over 300 guests per week

CURRICULUM VITAE

A curriculum vitae (CV), meaning "course of one's life", is a document that gives more detail than a résumé about your academic and professional accomplishments. Curriculum vitae's are most often used for academic or research positions, whereas résumés are the preferred documents in business and industry.

A CV is commonly used in applying for the following:

- Admission to graduate/professional school or as part of an application packet for a graduate assistantship or scholarship
- Grant proposals
- Teaching, research and upper-level administrative positions in higher education
- Academic, departmental and tenure reviews
- College or university service appointments
- Professional association leadership positions
- Speaking engagements
- Publishing and editorial review boards
- Research and consulting positions
- School administration positions at the superintendent, principal or department head level

Your CV should include:

- Contact information (the heading)
- Educational background
- Majors and areas of specialization
- Dissertation and/or thesis title and descriptions
- Experience
- Honors and Awards, Grants, Fellowships
- Teaching and/or Research Interests
- Publications and Presentations
- Professional activities and affiliations
- Skills

While your résumé should be kept to one page, a CV usually runs one to three pages for bachelor's degree candidates and five or more pages for an experienced academic or researcher. Even though it's a longer document, write it concisely and give it a clean, easy-to-read layout.

Although a CV is often similar to a résumé, the preferred style, format, and content varies from discipline to discipline. Before writing a CV, you should become familiar with the requirements of your academic field by asking faculty members in your department and consulting professional associations for additional guidelines and examples. The Office of Career Services Office can review your curriculum vitae and make suggestions.

COVER LETTERS

A cover letter should accompany every résumé you send out, even if it's not technically required. Cover letters introduce you to organizations you seek to join. It is the first document an employer sees, so it is often the first impression you will make. Take advantage of this first impression and prepare the reader for your application, stating why you are writing, why you are a good match for the job and why you want to work there. Submitting a well-thought, targeted cover letter shows commitment and dedication to the organization. Your résumé and cover letter should work together as a pair to show the specific skills you have that will allow you to excel in the position.

Cover letters do more than introduce your résumé. A cover letter is important because it allows you to:

- Go in-depth about important experiences/skills that relate to the job requirements
- Explain your experiences in a story-like format that is more descriptive than your résumé
- Show the employer that you care enough about this position to individualize your application
- Provide a sample of your written communication skills
- Describe what makes you different from the rest of the applicants

Top 5 Tips for a Good Cover Letter:

1. *Make it look as good as your résumé.*
You've put so much work into making your résumé look professional, don't skimp on your cover letter. The cover letter should be written in the same font as your résumé and printed on the same quality paper. Include a proper heading and the date (see the next page for samples).
2. *Send it to an actual person.*
Direct your letter to a specific individual. If necessary, call the organization to find out who will be receiving the letter. If there is no way to find a person's name, use the name of the department to whom you are sending the letter or the name of the organization. 'Dear Sir/Madame:' or 'To Whom It May Concern:' are appropriate only as a last resort.
3. *Customize it to the job/internship posting.*
Before you start the writing process, get the job description and make a list of the skills and qualifications the organization is seeking. Then incorporate these items into your letter, demonstrating by example that you have the desired qualifications. Don't assume that they will read between the lines of your résumé and dig out the relevant information. To get their attention you have to describe how you can meet their needs.

Not writing in response to a vacancy posting? Then it is up to you to anticipate what skills an employer would be looking for and describe your strengths in those areas.
4. *Make it interesting and readable.*
The goal of the cover letter is to make the reader want to meet you. It is a chance to show your writing skills and describe what makes you different from the rest of the applicants. The tone of your letter should be professional, but sound as if a real person wrote it. One way to judge your letter is to read it out loud. Do you trip over the words? If so, work on it until it flows naturally.
5. *Have your letter reviewed.*
While you can never anticipate how exactly your letter will be received, it always helps to get a second opinion on the content and a second set of eyes on the spelling and punctuation.

COVER LETTER GUIDELINES

Your Contact Information (as listed on your résumé)

Date

(Dr. /Ms. /Mr.) Name

Job Title

Organization Name

Organization Street Address

City, State, Zip Code

Dear Dr. /Ms./Mr. (Last Name):

The letter should open by stating the position you are applying for and how you heard about the opening. This paragraph should grab their attention by stating why the position you are applying for caught your attention. Let the organization know why you have chosen to apply by emphasizing what you have to offer to meet their needs.

The bulk of your letter (usually the middle paragraph(s)) should provide details about your qualifications as they apply to the job/internship position. Use this section of your letter to demonstrate how your skills and experiences match the needs of the organization and requirements for this position. Be specific, select examples from both academic and work experiences that directly relate to the organization or position. Avoid vague or generic statements; always be direct and specific when describing your skills. Do not simply restate what is already written on your résumé. Instead choose one or two areas or skills that you want the interviewer to notice on your résumé. Using specific examples, describe why you would enjoy this type of work and this organization.

Finally, thank the interviewer for his/her consideration and reiterate your enthusiasm and interest in this position. Tell the interviewer you are available for an interview at his/her convenience and encourage the interviewer to contact you with questions (provide your telephone number or email).

Sincerely,

Your first and last name, typed. (No nicknames)

(If you are mailing your letter, don't forget to sign your name!)

RÉSUMÉ, CV, AND COVER LETTER SAMPLES

SAMPLE RÉSUMÉ AND COVER LETTER PAIRS

A cover letter and résumé should always work together as a pair. The following real examples show the description of the position for which the student applied, the student's cover letter, and the student's résumé.

Notice how each résumé and cover letter is customized to specifically address the qualities asked for in the position description!

FIRST SAMPLE PAIR: APPLYING FOR FIRST INTERNSHIP

Position: Career Planning Intern

Organization Name: Stonehill College / Career Planning Program

Job Description: Career Planning Interns conduct structured interviews with first-year Stonehill students regarding skills, interests, and values; interpret their Strong Interest Inventory, a self-assessment tool; help freshman gain insight into what field of study or career path may suit them; provide information on campus resources; and write brief reports summarizing content of meeting for each freshman. Interns are trained and supervised in the interpretation of the Strong Interest Inventory by the Counseling and Testing Center and Career Services. Internship takes place on campus and helps interns learn more about their own career development in addition to helping first-year students with theirs.

Qualifications: Strong written/oral communication skills, interest/experience in helping others and developing counseling, coaching skills. Psychology majors may use this to fulfill major or minor requirements; all others may take this as an elective. Open to sophomores, juniors, and seniors.

Application Instructions: Application form available in Career Services or in Counseling and Testing. Submit application with resume and cover letter to [REDACTED]

FIRST SAMPLE PAIR: APPLYING FOR FIRST INTERNSHIP

November 29, 2013

██████████
Career Planning Intern
Career Services
320 Washington Street
Easton, MA 02357

Dear Ms. ██████████,

A couple of weeks ago I received an email about the Career Planning Intern opening. The position intrigued me as the description of the job entailed many responsibilities that I would enjoy doing and at which I would excel. This position would provide an opportunity to explore a possible career path for myself and in return, my work ethic and experience would benefit your team and the first year students.

I am very excited about the interviewing aspect of the internship. I have significant experience working directly with others stemming from my job at ██████████ Amusement Park. As a Rides Trainer, I trained employees to operate complex amusement park rides while meeting strict safety and guest service expectations. I worked individually with a trainee until they could work the ride alone. I honed my skills at one-on-one communication and became adept at keeping a relaxed and unintimidating atmosphere for the other person while ensuring that the task at hand was accomplished.

I understand that reliability, punctuality, organization, and writing and communication skills are all crucial for this position. As chairperson of the Stonehill Student-Athlete Advisory Committee, I have needed to possess these qualities in order to be successful. I arrive early for every meeting to talk with the other leadership members and ensure we are prepared to discuss the agenda I created. Once the meeting begins, I lead the discussions and make sure the committee accomplishes what needs to be done. As a representative for student-athletes at Stonehill, I have spoken to the student body at half-time of a home football game. I have also submitted several written documents on behalf of all student-athletes to Stonehill administration such as proposals and thank you letters.

Attached is my resume and application. Please contact me if I can answer any questions for you. I can be reached by phone at ██████████ or through email at ██████████@students.stonehill.edu. Thank you very much for considering me for this position.

Sincerely,
██████████

FIRST SAMPLE PAIR: APPLYING FOR FIRST INTERNSHIP

Jon Snow

jsnow@students.stonehill.edu | Phone: (555) 555-5555

Stonehill College
320 Washington Street, #1409
Easton, MA 02357

Permanent Address
5 Dragon Avenue
Winterfell, MA 03434

EDUCATION

Stonehill College, Easton, MA | Anticipated Graduation: May 2014
Candidate for Bachelor of Arts
Double Major: Criminology and Psychology | **GPA:** 3.64

RELEVANT COURSEWORK

Developmental Psychology, Abnormal Psychology, Psychology Statistics, Theories of Personality

WORK EXPERIENCE

Game of Thrones Park, Salem, MA | May 2012 - August 2012
Rides Trainer

- Trained twenty employees to operate amusement park rides and ensured that ride operators and attendants were following strict safety protocol and displaying a high level of service
- Efficiently communicated messages regarding main points of the day and general procedures from department heads to staff members

LEADERSHIP EXPERIENCE

Stonehill Student-Athlete Advisory Committee Chairperson, Easton, MA | September 2012 - Present

- Plan and preside over meetings with other athletic team representatives to create a better experience for student-athletes at Stonehill College
- Participate in the organization of fundraising events that have currently raised 470 dollars for the Make-A-Wish Foundation
- Represent Stonehill College student-athletes at events with the student body, athletic coaches, and school administrators such as athletic department meetings and Presidents' Cup acceptance celebrations

Stonehill Skyhawk Leadership Academy, Easton, MA | January 2012 - May 2012

- Selected by the cross country/track and field coach to attend biweekly leadership classes for student-athletes who show strong leadership potential and are being considered to be a future captain
- Participated in activities and discussions that emphasized teamwork, leadership, and communication

VOLUNTEER EXPERIENCE

Veteran Affairs Boston Healthcare System, Brockton, MA | September 2012 - December 2012

- Spent time with veterans who have mental and physical disabilities and assisted them during outings

The Children's Museum, Easton, MA | September 2012 - December 2012

- Entertained young children with educational activities and encouraged their creativity

COLLEGIATE ACTIVITIES

Varsity Cross Country, Indoor Track, Outdoor Track | August 2011 - Present

- NCAA Division II, Northeast Conference
- 2011 Cross Country Academic All-American

SKILLS

Computer: SPSS, Microsoft Word, PowerPoint, Excel | **Languages:** Conversational Spanish

SECOND SAMPLE PAIR: APPLYING FOR ENTRY LEVEL JOB

Job Description:

Digitas University is an immersion program created for junior-level talent entering the Digitas agency. There are two tracks to this program—one offered to rising college seniors currently enrolled in an undergraduate degree program, the other for recent graduates embarking on their first full-time job. Our new hires are pioneers! They are not just from advertising backgrounds. Digitas University is not all about majors or concentrations; it's about students with attitudes that really intrigue us. Our interns and new full-timers are creative thinkers, superb critical thinkers, and people who are passionate about learning about advertising. They choose which department (we call them capabilities) to focus on: Account Planning, Creative, Finance, HR, Marketing, Media, Project Management, Technology, and Strategy & Analysis. We provide lots of opportunities to learn, develop, and gain exposure to our agency.

We work directly with local colleges across the country to interview students for internship and full-time opportunities in our U.S. offices: Atlanta, Boston, Chicago, Detroit, New York, San Francisco, and Stamford, CT. If you're interested in applying, please check your career services bulletin for more information.

This program provides a recent grad with a great foundation for a successful career. The agency benefits from the fresh ideas and perspectives that junior staff can bring to our clients, and in turn provides these hires with unparalleled access to Digitas senior leadership, expertise, tools, and amazing learning opportunities.

- For our full-time openings we're looking for:
- Four-year Degree (recently graduated or graduating senior)
- One to three years of internship experience.
- Strong analytical, time management, and organizational skills.
- Savvy, energetic team players!

SECOND SAMPLE PAIR: APPLYING FOR ENTRY LEVEL JOB

Blue Ivy Knowles Carter

17 Halo Road | Brooklyn, NY 01234
222-222-2323 | bkarter@gmail.com | linkedin.com/in/bluekcarter

Ms. [REDACTED]
Digitas
33 Arch Street
Boston, MA 02110

Dear Ms. [REDACTED],

During my visit to the Boston office last summer, I caught the Digitas bug.

Two more visits in January, and each time I came down with a more severe case—the passion and enthusiasm for creating exceptional work found at Digitas is nothing short of infectious.

I am truly enthralled with everything your company represents. It is no secret that Digitas does not meet industry standards—it sets new ones. The agency’s trailblazing nature is inspiring; its company culture, unparalleled. Digitas is a place where there is always something new to learn, always a new challenge to take on—whether as an entry-level employee, in a VP position, or anything in between. It is in this kind of environment that I feel I will thrive. For these reasons, I have aspired to work at your company since my first visit.

I am confident that I can add to the Digitas team’s renowned success, specifically in an Account Management role. One major asset I can offer Digitas is my understanding of both sides of marketing. I have worked in both the agency and client setting and am therefore able to mediate and identify with both sides of the equation. I understand the give and take, and I welcome the challenge that agency life provides. Additionally, I have worked closely with two of your clients in the past year (Dunkin’ Brands and eBay), and consequentially have inherent understanding of the level of quality Digitas demands in its marketing campaigns.

Thank you very much for taking the time to review my resume. Please feel free to contact me with any questions, by email ([REDACTED]@gmail.com) or phone ([REDACTED]). I cannot stress how strongly I wish to work at Digitas; a place where passion seems to radiate from the walls. Anyone who enters 33 Arch Street is sure to feel it – I did within minutes of my first visit – and ever since I have strived to become a part of it.

Sincerely,
[REDACTED]

SECOND SAMPLE PAIR: APPLYING FOR ENTRY LEVEL JOB

Blue Ivy Knowles Carter

17 Halo Road | Brooklyn, NY 01234
222-222-2323 | bkarter@gmail.com | linkedin.com/in/bluekarter

EDUCATION

Stonehill College, North Easton, MA May 2013
Candidate for Bachelor of Science in Business Administration; Bachelor of Arts
Double Major: Marketing, Spanish | *GPA:* 3.70
Collegiate Activities: Admissions Prospective Student Interviewer; Skyhawk Welcome Days Business Panel; Malta and Sicily Learning Community; Lambda Epsilon Sigma; Stonehill Presidential Merit Scholarship

Senior Capstone: Competitive Analysis and Recommendations Presentation for eBay headquarters Fall 2012

- Created a comprehensive deck for eBay, developing strategic recommendations related to brand positioning and managing growth, with special attention given to mobile and social media
- Presented findings as a team on an hour-long conference call with eBay's Global Social Analytics team – including a Social Business Analyst, Social Intelligence Analyst, and Social Media Strategist
- Communicated via conference call with a Social Business Analyst biweekly to assess progress

Autonomous University of Barcelona, Barcelona, Spain September-December 2011

MARKETING EXPERIENCE

Dunkin' Brands, Canton, MA January 2013-Present
Interactive Marketing Intern for Dunkin' Donuts (International)

- Collaborate on numerous interactive and social media projects with DDI's Interactive Marketing Manager

Dunkin' Brands, Canton, MA June-August 2012
Consumer Engagement Intern for Dunkin' Donuts

- Worked with the Promotions and Partnerships team on maintaining relationships with partners including AARP, Michael's crafts stores, and Live Nation
- Conducted a summer-long research project for the Interactive and Loyalty team, which was presented to various marketing managers and directors as a final presentation
- Collaborated with the Advertising Team on various projects, working with Hill Holliday, Digitas, and other agencies, as well as a photography studio
- Won a company-wide contest renaming Dunkin' Donuts' email marketing program, Dunkin' UpDDate

MEGA International, Raynham, MA January-April 2012
Marketing Intern for a software company headquartered in Paris

- Used Salesforce to convert leads into contacts, updating the database
- Discovered the challenges that exist within a company operating in multiple countries with varied cultural inputs

Wizard of Adz, Canton, MA May-August 2011
Marketing Intern for an advertising agency

- Experienced hands-on the daily duties of a small advertising agency, including sending press releases, conducting research for clients, maintaining the office, and cold calling prospective businesses
- Shadowed meetings with clients (in industries such as home improvement and medical) and vendors (printers)

Dayflip.com, North Easton, MA January-April 2010
Marketing Intern for a start-up event-planning website

- Incorporated various advertising techniques (print, internet, etc) to increase brand awareness
- Realized the potential of social media, and also the problems facing start-up companies

SKILLS

Language: Conversational Spanish

Technology: Proficient: Salesforce; Microsoft Word, Excel, and PowerPoint; beginner: InDesign, Photoshop

Fine Arts: Skilled in Drawing and Painting, with a specialization in Multimedia Collage; beginner Graphic Design skills

ADDITIONAL SAMPLES

Blair Waldorf

blairwaldorf@gmail.com · (508) 555-5555
320 Washington St. · Easton, MA 02357

SAMPLE RÉSUMÉ | CAREER SERVICES

Teaching

LICENSURE/CERTIFICATION

Massachusetts Elementary Education (1–6) License Pending January 2014
CPR Professional Rescuer and First Aid Certification (2012)

EDUCATION

Stonehill College, Easton, MA Expected Graduation May 2014
Candidate for Bachelor of Arts Degree

Majors: Elementary Education and Visual and Performing Arts
GPA: 3.78 · **Dean's List:** 4 semesters

Lorenzo de'Medici University, Florence, Italy Spring 2013

- Completed a semester of coursework in Graphic Design, Italian Language and Studio Art

TEACHING EXPERIENCE

Student Teaching Practicum, Town Elementary School, Grade 1, Town, MA Fall 2013

- Published a classroom book of students' field trip experiences, combining art and essays
- Recognized the significant differences between First Grade and Fourth Grade, specifically the importance of establishing routines and modeling desired behavior
- Used the Scott Foresman Reading Street Program in planning and teaching, utilizing phonemic awareness and reading comprehension strategies
- Planned and taught small reading group lessons daily, with lessons and reading modifying materials to the specific reading level and needs of each group (Strategic Intervention, On-Level, Advanced)
- Taught daily math lessons using Everyday Math curriculum and leading students in working hands-on with coins, calculators and thermometers

Pre-practicum Assisting/Teaching, Grade 4, Town Elementary School, Town, MA Fall 2012

- Worked with bilingual students from various diverse backgrounds
- Recognized how the different backgrounds of students were integrated into daily teaching and lessons

RELATED EXPERIENCE

Studio Graphics, Town, NY Summers 2010 – 2012
Intern (Graphic Designer)

- Designed and created advertising posters, brochures, magazine ads, and catalogs

Town Department of Parks and Recreation, Town, NY Summers 2008– 2009
Summer Camp Arts and Crafts Counselor/Trip Leader

- Planned, prepared, and led several off-site field trips and daily activities for children ages 5–13

Town Big Brothers Big Sisters, Town, NY 2007– 2008
Mentor

- Planned weekly meetings and served as a positive female role model for two girls ages 8 and 12

COLLEGIATE ACTIVITIES

Stonehill College Honors Society; Lambda Epsilon Sigma, *Member*
Stonehill College Education Honor Society; Kappa Delta Pi, *Member*
Education Society, *Member*
Art Club, *Member*
Into the Streets, *Volunteer*

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Adobe InDesign, QuarkXPress
Language: Fluent in Spanish

Ivana DuGood8 Volunteer View | Freetown, MA 02702
774-555-5555 | ivanadugood@gmail.com**EDUCATION****Stonehill College**, Easton, MA

Anticipated Graduation: May 2013

Double Major: Sociology | Interdisciplinary Studies: International Health and Development **GPA:** 3.95**Honors:** Dean's List | Lambda Epsilon Sigma Honors Society | Alpha Kappa Delta International Sociology Honors Society**Stellenbosch University**, Stellenbosch, South Africa

Semester Abroad, Fall 2011

TEACHING EXPERIENCE**Teaching Assistant, Statistical Analysis in Sociology**, *Department of Sociology, Stonehill College*

Spring 2012

- Guided student learning and provided instruction for SPSS statistics

Learning for Sustainable Community Engagement, *Lynedoch, South Africa*

Fall 2011

- Taught children's rights to a classroom of forty fourth grade students in a low-income area and engaged in community development work in the Lynedoch Primary School
- Collaborated with international students to develop an extensive lesson plan and activity manual focused on enabling student empowerment for at risk youth in an underserved community
- Created an organizational profile detailing social factors that influence the children's life opportunities in Lynedoch

Tutor at Kayamandi Primary School, *Kayamandi South Africa*

Fall 2011

- Tutored 7th grade students in English and math

VOLUNTEER SERVICE**Students for Service**, *Stonehill College, Easton, MA*

Fall 2012-Present

- Perform a minimum of 30 hours of community service each semester as part of residence in special interest housing on campus for students dedicated to volunteer service

HOPE Alternative Spring Break *Bronx, NY; Coachella Valley, CA; Cosby, TN*

Fall 2009-Spring 2012

Leader, Participant

- Led group of 9 students and facilitated student engagement in cross-cultural service immersion experience at an education based social service agency in Bronx, NY
- Participated in trips to Coachella Valley, CA and Cosby, TN to build homes for underserved families

MENTORING AND LEADERSHIP EXPERIENCE**Peer Mentor/Freshman Orientation Leader**, *Stonehill College, Easton, MA*

Spring 2010-Present

- Guide first year students' transition into college through active mentorship

RACE Dialogues, *Intercultural Affairs Office at Stonehill College, Easton, MA*

Spring 2011

- Engaged in intensive student-faculty dialogue around topics of social justice, race, culture, and identity

Art and Civic Culture in Urban Neighborhoods, *Cape Verdean Association, Brockton, MA*

Fall 2010-Spring 2011

- Collaborated with Stonehill students and Cape Verdean teens in Brockton to develop a public art project exploring cultural identities and notions of community

NON-PROFIT MANAGEMENT EXPERIENCE**Development Associate, Boys & Girls Club**, *Brockton, MA*

Spring 2012- Present

- Determine measurable outcomes of programs and services in collaboration with Chief Operating Officer
- Research and identify donor prospects for cultivation; maintain donor database and ensure stewardship of gifts

Consortium on Gender, Security and Human Rights, *University of Massachusetts Boston*

Fall 2012

- Managed Consortium listserv by researching conferences, calls for papers, research tools, and resources
- Transcribed meeting reports for International Speaker Series on gender analysis in UN Peacekeeping Operations, Military Policy, and other related topics

United Nations Association of Greater Boston, *Boston, MA*

Summer 2012

- Gained knowledge of mission driven Model UN programs and global education in schools for underserved students
- Led a project team to successfully implement the first phase of transition to new donor software

Developing Fundraising Leaders Institute *Stonehill College's Center for Nonprofit Management*

Spring 2011

- Trained to be a leader in the non-profit sector through fundraising education and development research

SKILLS**Computer:** Microsoft Word, Excel, PowerPoint, SPSS Statistics; Filemaker Pro**Language:** Beginner French

SKY HAWK

my.name@gmail.com | (508) 555-5555
320 Stonehill Dr. | Easton, MA 02357
www.skyhawk.com

SAMPLE RÉSUMÉ | CAREER SERVICES

Technical Jobs

EDUCATION

Stonehill College, Easton, MA

May 2014

Bachelor of Arts | Graphic Design & Computer Science | 3.5 GPA

SELECTED COURSEWORK

Digital Imaging | Publication Design | Package Design | Typography: Letterforms and Words in Graphic Design | Advertising Design | Web Site Design | Motion Graphics | Graphics, Illustration & Animation | Advanced Study in Graphic Design

SOFTWARE

Design: Adobe Photoshop | Adobe Illustrator | Adobe InDesign | Adobe After Effects | Adobe PageMaker | Macromedia Flash | Quark Xpress | ImageReady | HTML | Cinema 4D | MAC & PC Platforms
Programming Languages: Java, JavaScript and True Basic; C++, SQL, VBA, HTML and XML; CSS; JQuery, Wicket
Other: Microsoft Word, Excel, PowerPoint & Access

RELATED EXPERIENCE

Technical Intern - Quality Assurance Engineer | **Fidelity Investments** | Smithfield, RI May-August 2013

- Designed and executed test cases to ensure functionality of new and existing applications
- Collaborated with Systems Analysts and Developers to complete projects for releases
- Automated test cases to increase efficiency of testing services and functions
- Worked with the Sales Technology department to support Fidelity's applications

Graphic Design Intern | **Viewpoint Creative** | Newton, MA

September-December 2012

- Designed print materials and motion graphics, as well as assisted with web design
- Researched new initiatives in media focusing on Twitter, GroupOn, and QR codes
- Participated in brainstorming meetings for new projects

ADDITIONAL EXPERIENCE

Server | **Chili's Bar and Grill** | Braintree, MA

September 2012-Present

- Work 15 hours per week while maintaining full-time student status
- Train new staff members on daily responsibilities
- Communicate effectively with team members to ensure exceptional customer service is provided
- Design posters to advertise special promotions

COLLEGIATE ACTIVITIES

Graphic Designer | **InHouse Design**

September 2011-May 2012

- Created print materials for on campus events and local non-profit organizations
- Collaborated with clients to ensure that projects were completed accurately and on-time

Volunteer | **Relay for Life**

September 2010-May 2012

- Chair the entertainment committee and help with the overall organization of the event

Soccer & Beach Volleyball | **Intramural Sports**

September 2010-December 2012

Meredith Grey

mgrey@student.stonehill.edu · Phone: 508-565-1325 · 320 Washington Street · Easton, MA 02357

Education

Stonehill College, North Easton, MA

May 2014

Candidate for Bachelor of Science

Major: Neuroscience · Minor: Health Care Administration · GPA: 3.4

Awards and Honors

Dean's List, Area Health Education Center Student Award for Commitment to Primary Care

Professional Affiliations

American Cancer Society Action Network · New England Regional Minority Health Conference · Partnership to Reduce Cancer in Rhode Island · Northeast Undergraduate Research Organization for Neuroscience

Research Experience

Stonehill College Undergraduate Research Experience, Easton, MA

Summer 2013

Research Assistant

- Prepared standardized solutions for agar media and poured agar plates
- Collected data of mycelia area growth using Image Pro Plus 6.0
- Designed and implemented a procedure for quantifying agar color

Woodlot Alternatives Environmental Consulting, Topsham, ME

August 2012

Intern/Field Assistant

- Conducted in-field community surveys and monitored lynx habitat and deer wintering areas
- Identified flora and fauna species in re-generation forests, woodlands, fens, bogs and ponds

Work Experience

Brockton Neighborhood Health Center, Brockton, MA

January 2012- May 2013

Intern

- Greeted patients at a community clinic, took vital statistics and prepared them for doctor/nurse visits
- Assisted with clinical practices, such as administering pregnancy tests and taking urine samples
- Shadowed Charge Nurse and Doctor when meeting with and diagnosing patients

Stonehill College, Easton, MA

Teaching Assistant, Department of Sociology, Statistical Analysis in Sociology

Spring 2013

- Demonstrated excellent understanding of course material and reviewed information with class of 20 students

Publications

J. Wilson and M. Grey. "Genetic mosaicism may increase the potential of *Armillaria gallica* rhizomorphs to overcome plant defenses." *Forest Pathology* April 2012

Conference Presentations

"A linkage disequilibrium within the IGS-1 region of *Armillaria gallica*"

Eastern New England Biological Conference: Suffolk University, Boston, MA

Spring 2013

"Phenotypic variation in *Armillaria gallica* exposed to different concentrations of gallic acid and sucrose, NaCl or KCl as osmotic controls"

Environmental Research Symposium: Bridgewater State College, Bridgewater MA

Fall 2011

Computer Skills and Laboratory Instrumentation

Computer: IBM literate: Windows XP Professional, Image Pro Plus (6.0), Minitab 14, ImageJ;
 Proficient in Microsoft Word, Excel, PowerPoint. Macintosh literate: StatView (5.0), ChemDraw
 Laboratory and Field: Electrophoresis, Polymerase Chain Reaction, and Autoclave

Leadership and Co-Curricular Activities

Student Government Association, Secretary • Spanish Club • ALANA Mentor and Coordinator • Biology Society • H.O.P.E Alternative Spring Break • Dance Club • Diversity on Campus, Vice President

March 28, 2013

[REDACTED]
Human Resources Manager
The Peabody Essex Museum
East India Square
161 Essex St.
Salem, MA 01970

Real
Cover Letter –
First Internship!

Dear [REDACTED]

I am extremely interested in applying for a Summer 2013 internship in the Writing, Editing, and Creative Services department at the Peabody Essex Museum. I found this position through the Career Services office at Stonehill College. As an English major, I am excited about all that this position offers.

I entered college as a Communication major, but quickly realized that my true passion is English. As an avid reader and writer, I enjoy all that goes into creative services and think this position is perfect. The organization requires effective communication and writing skills, as well as interpersonal skills and familiarity with AP style. During my time at Stonehill, I have taken several Communication classes, such as interpersonal, mediated communication, and public speaking, as well as English classes that have toned my writing abilities. I believe that these studies will help me with this internship and lead to further abilities within the Peabody Essex Museum. I am very outgoing, approachable, and positive. Having previously been the captain of a tennis team, I learned how to be an effective leader and my teammates felt comfortable approaching me with any sort of conflict or troubles. As a photographer in high school, I had the opportunity to shadow a photographer and a journalist at the *Daily Item of Lynn* and found myself much more intrigued by the writing process.

Having grown up on the North Shore, I am very familiar with the Peabody Essex Museum; I especially enjoy the inclusion of international history exhibits and history through contemporary art. I feel this internship position is perfect for my interests and abilities. I would be honored to be an intern at the Peabody Essex Museum.

If you have any questions regarding my application, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

[REDACTED]

November 12, 2013

Mr. [REDACTED]
Texas Instruments
P.O. Box 660199
Dallas, TX 75266-0199

Real
Cover Letter
That Worked!

Dear Mr. [REDACTED],

I am writing to apply for the Finance, Accounting, and Operations Program posted on Indeed.com. Currently I am a senior at Stonehill College majoring in Finance and Economics, with a strong interest in business and financial analysis. The open culture, innovation and first-class training at Texas Instruments stand out to me. My experiences forecasting and analyzing data for Vectura Group, a developer of inhaled therapies that treat respiratory diseases, has prepared me for the responsibilities of the Finance Specialist track. I am anxious to apply my internship experiences and academic learning's, at a leading global semiconductor design & manufacturing company, Texas Instruments.

My background in Finance and Economics and summer analyst position at JP Morgan has cultivated my interest in corporate finance. My coursework has exposed me to some of the key concepts and tools used in the industry ranging from financial reporting to valuation analysis. I am following Avon Products and have created an extensive research report with a ten page Excel model. From producing the report, I have gathered a complex understanding of the financial statements over the past five years, past and future projections for product lines and regions, and other analyst reports. I also adapt well to new surroundings; over the course of my life I have lived in five states and embrace change.

Over the summer, I had the opportunity to design Excel templates tracking portfolio returns against a "blended benchmark," construct pitch books and marketing materials, research investment ideas for brokers, and analyze the Bloomin' Brands IPO. My attention to detail became apparent over the summer and several brokers trusted me to proof their work. Additionally, I have worked at Macy's in cosmetics and enjoy pitching and influencing others in decisions. I am eager to learn and am excited by the prospect of contributing as an employee at Texas Instruments.

Thank you for your time and consideration. Should you need any additional information, please do not hesitate to contact me at [REDACTED] or [REDACTED]

I look forward to hearing from you,
[REDACTED]

(no header, submitted as part of an online application)

Real
Cover Letter
That Worked!

Dear [REDACTED]:

I am interested in a Fall 2013 internship in the Washington, D.C. Office of United States Senator Scott Brown. Having assisted Senator Brown during his historic election and strongly supporting his crusade for job growth, low taxes and accountability in government, I feel that this internship is the right fit for me. I intend to use this opportunity as a tool for learning, firsthand, about the legislative process while also contributing to my personal education and work experiences.

Pursuant to my academic disciplines in political science and international studies, I have a strong interest in public policy, specifically, Senator Brown's involvement on the Senate Homeland Security and Government Affairs Committee (HSGAC). I seek to learn more about how this committee operates while also furthering my knowledge about the many issues concerning this particular area of legislation.

My experiences on the Massachusetts Board of Elementary and Secondary Education, in the Office of Massachusetts State Senator Richard T. Moore, and in other college activities provide me with a strong foundation in public service that makes me a viable applicant for this internship opportunity. I am prepared to undertake an engaging internship that will strengthen my understanding of political life on Capitol Hill and challenge me to think critically and communicate effectively.

I mirror Senator Brown's belief that success is measured not in material accumulations, but in service to others. I am both eager and motivated to serve Senator Brown and the people of Massachusetts as a member of the Senator's Washington team. If selected, I know that I will be able to offer a fresh and enthusiastic perspective that is dedicated to Senator Brown's mission. From Medway to Malden, communities throughout Massachusetts entrust Senator Brown to represent them. I ask that you entrust me to serve Senator Brown as a Fall 2013 intern.

Enclosed, please find the internship application form, my résumé and the completed essays. If you have any questions regarding my application, please do not hesitate to contact me. Thank you for your consideration. I hope to have the opportunity to talk with you in the near future.

Respectfully,

Stonehill Student
stonehillstudent@stonehill.edu
508-555-5555

INTERNSHIPS

An internship is a short-term work experience in a professional environment where the emphasis is on applied learning.

Besides making you a more marketable job candidate, internships will:

- Enhance your résumé with career-related experience
- Allow you to network and build contacts for a future job search
- Apply academic learning to hands-on situations
- Help confirm or refute your interest in a chosen career field
- Provide a look into the organizational culture
- Help you develop career-related skills such as public speaking, report-writing, dealing with customers, etc.
- Polish your communication skills

We encourage you to complete **at least 2** internships or in-depth field experiences before you graduate. Doing this will give you an edge and make you an attractive candidate to a potential employer.

INTERNSHIP QUICK FACTS

- Approximately **80%** of Stonehill students complete at least one internship-related experience prior to graduation
- **90%** of employers reported that the primary focus of their internship program is to recruit full-time college hires*
- Firms draw **40%** of their full-time hires from their pool of interns*
- Students who have multiple internships on their résumé at graduation tend to have more interviews and field more job offers than those who do not
- There are no “bad” internship experiences – by learning more about a chosen field or industry, you may decide that this type of work is not for you

**Source: National Association of Colleges and Employers (NACE)*

LOCAL INTERNSHIPS

- Search 100s of internship opportunities in Stonehill's Career Connection Database
- Opportunities for all majors available
- Visit our Spring Job & Internship Expo in the Spring Semester

Internships can be....

- For credit or not for credit
- Paid or unpaid
- Full or part-time

Part-Time Credit Options:

3 Credits: Students must work a minimum of 8 hours (12 hours for business majors)

6 Credits: Students must work a minimum of 16 hours (24 hours for business majors)

Full-Time Local Internship Program:

This is a great opportunity to work full time and earn 15 credits locally if you are not able to spend a semester away.

The credit breakdown is typically as follows:*

9 Credits: 32+ hour/week internship

3 Credits: Academic work assigned by your major or minor department

3 Credits: Course taken at Stonehill College (select an elective or major/minor requirement)

**Each department's requirements may vary. Make sure to check with your faculty moderator before moving forward.*

SUMMER INTERNSHIPS

Summer for Summer Credit: Register for a 3-credit summer internship class and pay the 3-credit cost up front. Internship and corresponding academic work must be completed during the summer session.

Summer for Fall Credit: Pay a \$100 administration fee to register for this option. Complete your internship during the summer and complete the academic work assigned by your department during the fall semester. Students earn 3 credits and a grade on their fall transcript and pay for the course as part of fall tuition.

Paperwork for both of these options is usually due to the Registrar's office on June 1st.

Housing Options:

Summer housing is available on-campus or at Lorillard Place, a house owned by Stonehill that is located in the Bronx, NY.

NOTE: You will need to complete an application with Residence Life and prove that you will be participating in at least 35 hours/week of any combination of interning, working, volunteering, or research.

Recent Local Internship Sites:

Reebok | Children's Hospital | American Cancer Society | Museum of Science | AFLAC | WCVB-TV Channel 5 | PricewaterhouseCoopers | Hill Holliday | Gillette Stadium | Merrill Lynch | City Year | TripAdvisor | Covidien | Department of Defense | Talbots | Enterprise Rent-A-Car | UNICEF | Brockton Public Schools | Samsonite | Fidelity Investments | World Teach | Winter Wyman | American Public Television | Dunkin' Brands

STONEHILL'S FULL-TIME INTERNSHIP PROGRAMS

Programs are **open to all majors** and provide students with the opportunity to live and work in a new city. Upon completion, students earn a total of 15-16 credits.



NEW YORK CITY

- Intern 4 days/week
- One 3-credit course at Fordham University
- Housing provided three blocks from Fordham University's Rose Hill Campus in the Bronx
- Cultural activities included during orientation week

Recent Placements Include:

JP Morgan Chase | Carnegie Hall | Sony Music | Thomson Reuters | Seventeen Magazine | Marvel Comics | Metropolitan Museum of Art | the Legal Aid Society | Kenneth Cole | SportsNet New York | NYU Langone Medical Center | BBC Productions -*What Not to Wear* | the Mercy Center | Alison Brod Public Relations

WASHINGTON DC

Students can choose between the Washington Center and American University programs

- Intern 2 or 4 days/week depending on the program
- Multiple coursework and/or independent research options
- Housing provided on American University's campus and in the District

Recent Placements Include:

U.S. Secret Service | Department of Justice | CNN | UBS | The White House | EPA | U.S. Attorney's Office | U.S. Senate | Amnesty International | Library of Congress | INTERPOL | American Red Cross | Federal Trade Commission | Naval Historical Center | Environment America | DC Metro Police | Campaign Financial Services

LOS ANGELES

- Intern full time (32+ hours/week)
- Apartment-style housing and rental cars provided
- 3-credit Media Organizations course taken at Stonehill over 1 week of winter break

Recent Placements Include:

Warner Brothers | Focus Features | ROAR Entertainment | CBS Television | New Wave Entertainment | Conan O'Brien | Warner Bros. Records | BUZZ Media | CBS Films | ID Public Relations | MGM Television

HOW TO APPLY FOR THESE PROGRAMS:

Applications can be completed in Career Connection. Visit our internships website, <http://www.stonehill.edu/careerservices/internships>, for more information.

Requirements:

All students must have their resume approved by a member of the Career Services team prior to completing an application. A minimum of a 3.0 GPA is required, but students may seek approval of a faculty member if they do not meet this benchmark. Typically, students must be at least a Junior to participate, but should check with their individual academic department for full requirements.

RECEIVING ACADEMIC CREDIT FOR INTERNSHIPS

1. Once you have been offered an internship (no matter the location), contact your faculty moderator for approval. Make sure you clarify your academic assignments for the semester.
2. Complete the online internship application after you have been approved by your faculty moderator. The application can be found on myHill under myPlans.
3. Keep in contact with your faculty moderator to ensure you have been approved and the requirements are clear.

FREQUENTLY ASKED QUESTIONS ABOUT INTERNSHIPS

How many hours do I need for a three-credit internship?

All majors, excluding business, are required to complete a minimum of 8 hours a week per semester. Business majors are required to complete 12 hours a week per semester.

When should I start looking into completing an internship?

Typically, students complete internships during their junior and senior years, but freshman and sophomore students may also participate depending on the employer. Some organizations have early deadlines, so it is helpful to start planning at least a semester ahead. Check your department's class year requirements related to for-credit internships.

How many internships can I do for credit?

Typically, departments allow students to complete 2 internships for credit during their academic career at Stonehill. Check with a faculty member in your department for specifics. You can also complete additional internships for experience (no credit).

Can I receive credit for an internship AND get paid?

Yes. The majority of internships are unpaid, but you can receive credit and get paid. During the summer, consider completing an internship for 1-2 days a week and working part-time the remainder of the week. Then you can have the best of both worlds: related experience and money!

How are internships graded?

In general, grading is usually based on a combination of student journals, a paper and supervisor evaluations, and is determined by the faculty moderator. Visit our website for a listing of faculty moderators by department.

How do I receive credit for a summer internship?

Students have two options. Both options require approval from a faculty moderator prior to leaving campus for the summer.

- a) **Summer for Summer Credit:** Students register with the Registrar's Office, pay summer school tuition and complete all required hours and academic work over the summer.
- b) **Summer for Fall Credit:** Students register with the Registrar's Office, pay a small administrative fee, complete all required hours over the summer and most academic work during the fall semester. Students have the option of counting the summer internship as a sixth course during the fall semester if their GPA is 3.3 or higher.

What if my internship is not going well?

Notify your faculty moderator or a Career Counselor as soon as possible. If you are participating in a Washington DC or New York City internship, you should also notify your program coordinator or placement representative.

INTERNATIONAL INTERNSHIPS

Stonehill has international internship programs established in Dublin, London, Paris, and Madrid. Please contact the International Programs Office at 508-565-1645 for further information.

USING CAREER CONNECTION

Career Connection is a database that contains hundreds of job, internship and service opportunities and is only available to Stonehill students and alumni. It contains opportunities for ALL MAJORS and it should be an important resource for you as you search for opportunities both before and after graduation.

GETTING STARTED

Access the following website: https://www.myinterfase.com/stonehill/student*

*Internet Explorer is recommended

New Users - Registration: If you are not a current user, click on "Click here to Register!" and follow the directions on that page.

1. Click on the "Click here to Register!" link.
2. Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk.
3. Click on the Submit Profile button

Existing Users: Log into system using your username and password, update your profile as needed

Don't forget to upload your resume and cover letter into the system. It is the safest place for them to be. You can upload multiple versions of each depending on the types of opportunities you seek.

SEARCHING FOR OPPORTUNITIES

- Put your cursor over Jobs/Internships and select Job Search
- Enter in a 'keyword' and select a 'position type' and click the Search button, OR click on Advanced Search to further narrow your criteria, OR just click the "Search" button - without entering any search criteria - to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply
- You can save your search and choose to be emailed about new jobs by clicking on 'Save Search'

Helpful Tips

- Not sure what you want to do? Open all active internships and browse descriptions
- Save positions to "My Favorites" so that you will be able to find them easily next time you log in
- Choose one job function at a time to allow the most results for each area
- Don't be too specific in your search
- Make sure your resume and any necessary documents (cover letter(s), unofficial transcript, etc.) are uploaded into Career Connection before you begin applying

APPLYING FOR ON-CAMPUS INTERVIEWS OR RESUME COLLECTIONS

Opportunities with "Stonehill Partners" will require you to submit your application information through Career Connection before a set deadline. Selected students will either interview on-campus at Stonehill or at the employer's office location. Make sure to check the application instructions for more details.

Did you know?

2 out of every 3 students who apply for a position with a Stonehill Partner get an interview!

NOTE: To be eligible to apply for positions with Stonehill Partners you must first have your resume approved by a member of the Career Services team and also must complete a Recruiting Certification.

INTERVIEWING

Interviewers have a job to do; they want to find the best match between a potential candidate and their organization. Prepare, practice, and be yourself!

1. **Preparation:** You'll prepare for every interview the way you would prepare for an exam. Research, study and take notes on the organization and your interviewers to be as prepared as possible.
2. **Etiquette & The First Impression:** Dress appropriately (in a suit), have a good firm handshake and be confident when introducing yourself.
3. **The 1st Question:** Your interviewer will likely ask you why you want their organization, their industry or their position. Be prepared with a great answer that demonstrates that you have done your research.
4. **Information Questions:** Look at the position description to anticipate the specific questions you may be asked. You will need to speak to your skills, abilities & qualifications from past experiences. **BE SPECIFIC!**
5. **Example Questions:** You will also be asked more open-ended, general questions about how you handle certain situations such as "Tell me about a time you had to resolve conflict," or "Describe your team building experiences." Be prepared to elaborate on these.
6. **Questions YOU ask THEM:** You should be prepared with (write them down) 5-7 questions to ask your interviewer.
7. **Thank you notes:** At the end of an interview, always ask the interviewers for their contact information (business card) and how they would like you to follow up. Send a thank you promptly!

PREPARATION

Interviewers tell us that the candidates who stand out are the ones who prepare. They come to the interview knowing a lot about the organization and about their interviewer. You can accomplish this in just a few steps

RESEARCH	Demonstrate that you know what the organization does and how you see yourself fitting in with its mission and objectives. This involves reading the website (including press releases), reviewing the job description, and researching the current industry trends. Look up your interviewers on LinkedIn!
PRACTICE	Know your résumé inside and out and be prepared to discuss anything on it. Always have specific examples for anticipated questions. Make sure that you have practiced your interviewing skills at least once before going on an interview. Call our office at 508-565-1325 to set up a mock interview.

ETIQUETTE & THE FIRST IMPRESSION

It is important to dress to impress to make a great first impression. Wear a suit to any job, internship, service, or graduate/professional school interview. Also, bring a portfolio to hold extra copies of your resume (bring a few!), something to write with and something to write on.

- You are "on" from the moment you put your suit on before the interview until you take it off back at home.
- All staff members have a voice in picking the right candidate. Never miss the opportunity to make a good impression on administrative assistants, custodians, security staff, interns or anyone else who works at the site.
- If you're asked to participate in an activity (lunch, dinner, golf outing, etc.) outside of the traditional interview, you are being evaluated just as critically as in the office. Make smart decisions regarding alcohol, language, meal choices, body language, etc.
- Leave your phone in the car.
- Unless otherwise requested, arrive no earlier than 15 minutes before your interview is set to start. Do not be late!

Dress appropriately: Suits have a matching top and bottom. The general rule is “if the top and bottom came together on a hanger, it is a matching suit.”



Tone it down: Pick a neutral suit color such as black, gray or navy. Remember, a suit has a matching jacket and pants/skirt of the same color. Ladies - Be sure your top is not too revealing.

Pay attention to your feet: Socks must match the color of your suit. Men - do not wear white athletic socks. Legs showing? Wear skin-toned nylons! (no tights)

Accessorize conservatively: Pick conservative jewelry and go easy on the makeup. Make sure your hair is neat and clean. Men - Be sure to shave the day of your interview.

Smell nice: Don't forget deodorant. Be sure to have clean and fresh breath. Never wear cologne or perfume.

Pick the right shoes: Ladies, closed toes! Wear something you are going to be comfortable in for the day. If they happen to take you on a tour of the campus or office, you want to be able to move around easily. All shoes must be shined.

THE 1ST QUESTION

We surveyed our 150 Stonehill Partners (organizations that recruit regularly at Stonehill) and asked them “what is your top interview question.” Almost all of them said that they ask the candidate WHY. Why do you want to work in our industry or for our organization or in this position? Be prepared to answer WHY!

INTERVIEW QUESTION	WHAT THEY REALLY WANT TO KNOW IS....	SAMPLE RESPONSE
<i>“Why are you interested in our organization?”</i>	<ul style="list-style-type: none"> • Did you do your research? • Can you articulate the mission of the organization and what makes it different from its competitors? 	<p>“I’ve been interested in the XXX industry since I started at Stonehill and found your position while researching organizations in the field. I would love the opportunity to work here because your training program is well respected and the work culture that you describe on your website is one that appeals to me.”</p>

INFORMATION QUESTIONS vs. EXAMPLE QUESTIONS

There are two main types of questions: **Information Questions**– your interviewer is gathering information to find out whether or not you have the necessary background to do the job. To anticipate these questions, read the job description carefully. If the description says that you’ll be required to be competent in Microsoft Excel, make sure you are prepared to talk about your Microsoft Excel competency.

Example Questions are what employers may call “Behavioral-Based Interview” questions. These questions will require you to focus on specific examples that will target behaviors the interviewer believes are needed for success in the position.

INTERVIEW QUESTION	WHAT THEY REALLY WANT TO KNOW IS....	SAMPLE RESPONSE
<i>“What has been your greatest challenge?”</i>	<ul style="list-style-type: none"> • Am I honest and self-aware? • Will my weakness be a liability to the position/organization? 	<p>During my time at Stonehill I have been continually challenged to manage my time. I’ve maintained a 3.2 GPA while juggling internships, leadership activities and regular volunteering. All of these experiences, while valuable, have made time management a challenge. I’ve had to learn to diligently schedule all of my free time to ensure I’m meeting every deadline and giving each of my commitments the attention they deserve. In my three years of college, I feel these challenges have allowed me to develop great organizational and time management skills.</p>

QUESTIONS YOU ASK THEM

Asking questions during, and at the end of, an interview is part of the interview process. It is not optional. You should never say, no matter how robust the conversation, “I don’t have any questions. You have answered them all.” To be prepared, use the categories below to prepare questions to bring with you to the interview. Remember to ask questions that you actually want the answer to, and be sure to listen closely and carefully to the answer – don’t be thinking about what you’ll say next!

- Can you tell me some of the particular skills and attributes of individuals who have been successful here?
- Could you describe a typical day in this position? (Only appropriate for those in the department, not HR).
- What are the key reasons for the organization’s success in the past few years? Are there plans and prospects for growth and expansion?
- What do you like best about being a part of this organization? Why?
- I noticed while researching your website that *(something new they have going on that you found in the press releases)*. Can you tell me more about that?
- I’m looking to commit to an organization and grow with it. Can you tell me about opportunities for training, development or advancement?
- I’m really interested in this position. Is there anything else I can tell you that could help my candidacy?

THANK YOU NOTES

Thank you notes make an impact! Writing a thank you note is one of the best ways in which you can distinguish yourself from all the other candidates out there who want the same job.

- Always ask for contact information (business card) at the conclusion of your interview.
- Send a thank you note within the next 24 hours.
- You should send a thank you note to every person that you formally met during the interview process. Do NOT send the same copy to each interviewer – they are VERY likely to share.
- Notes can be sent over e-mail or as a hand-written note in a thank-you card. Have a second set of eyes read it if possible.

Dear Dr. / Ms. / Mr. (Last Name):

Thank the interviewer or the person who has referred you for his/her time and effort. Re-emphasize a skill or strength. Reiterate your interest in the position, the organization or the industry.

Reflect on the conversation that you had and relate the information that you were able to gather. Refer briefly to the conversation that you shared and perhaps how it has impacted you. This will make it personal and show that you paid attention, and maintain interest in the opportunity.

Again, thank the potential interviewer for their time. Tell them you look forward to speaking with them in the future.

Sincerely,
Your Name

INTERVIEW QUESTIONS (compiled from actual interviewers)

About the Organization/Position

1. What do you know about our organization?
2. Why do you want to work for us?
3. Why do you want this position and what makes you a good fit?
4. Why would you like to pursue a career in this field?
5. Why would you like to work with this population?

Environment

1. In what type of work environments do you find yourself most productive?
2. How did you select Stonehill College? Your major?
3. Give me an example of a time when you thrived on an individual assignment?
4. Describe your best boss and your worst boss.
5. Tell me about a fast-paced environment that you have worked in. Tell me about a laid-back environment that you have worked in?

Initiative

1. Give me an example of an important goal and tell me about your progress in reaching that goal.
2. What motivates you?
3. When you realize you can't get everything done, how do you set your priorities?
4. How do you make big decisions?
5. What do you want to be remembered as?

Teamwork

1. Tell me about a team project - describe any challenges that came up and how you handled them.
2. What is the most successful team project you have ever been a part of?
3. Describe a situation in which you had to arrive at a compromise or help others to compromise. What was your role? What steps did you take? What was the end result?
4. When did you last coordinate your work with others in a team project? What was your most successful contribution?
5. When you are part of a team that is working exceptionally well, what do you think the reasons are for its success?

Conflict Resolution

1. Have you ever had to accomplish a task with someone who was particularly difficult?
2. Are there any times where you had a conflict with a superior? If yes, how did you handle it and resolve it?
3. Talk about a situation where some of your team members disagreed with your ideas or approach. How did you handle the situation?

Strengths/Weaknesses

1. What's the toughest feedback you've ever received and how did you learn from it?
2. Describe a situation in which you were successful.
3. What is your most important accomplishment to date?
4. What has been your greatest challenge?
5. What intimidates you?

Leadership

1. Tell me about a time when you had to show good leadership.
2. Tell me about a time when you were part of a group making a decision. What role did you play and what was the outcome?
3. What is your definition of a leader? How do you fit that definition?

PHONE / SKYPE INTERVIEW TIPS

PRE-INTERVIEW

- Find a quiet space for the interview, one without any distractions. If on SKYPE, be sure the area behind you is free of distracting artwork and views
- Research the company. Be sure you are familiar with the organization.
- Review your résumé and qualifications.
- Practice strong answers to potential questions.
- Practice talking on the phone with a friend. Do you sound confident? Do you have a smile in your voice?
- Prepare questions to ask.
- Be ready 10 minutes prior to your phone interview.

INTERVIEW

- Have pen and paper for taking notes if needed. Have water nearby as well.
- Have your résumé handy for easy referral.
- Sit up straight or consider standing so your voice is strong and confident.
- On Skype, focus on looking into the camera, and not at the screen, to establish eye contact.
- Speak slowly and clearly. Can the interviewer hear the smile in your voice?
- Listen carefully and make sure you understand the question. Ask for clarification if necessary.
- Be prepared for commonly asked questions and to give specific examples as part of your answers.
- Make sure you sound enthusiastic, motivated and positive.
- Ask prepared questions and also ask for interviewer contact information. Thank the interviewer.

POST-INTERVIEW

- Take notes about what you were asked and how you answered to help you prepare for your next interview and in writing a thank-you note.
- Follow-up with a thank you note. Make sure you have accurate contact information and spell the interviewer's name correctly.

NETWORKING

What is Networking?

You've heard the expression "it's all about who you know." That expression absolutely has some truth to it. But the real truth is, it's not who you know right now, it's also who you set out to meet. Networking is the important professional process of developing and maintaining relationships. Networking allows you to learn about people and their careers. It can also be incredibly valuable for landing a position within an organization.

Why Network?

80% of jobs are found through networking	Talking to people and listening to their experiences is one of the BEST ways to learn about different careers / options	It's WAY more effective than job searching alone	You can learn a lot about what you want to do (or don't want to do!)
A networking relationship built now will become stronger over time	Only 5 to 25 percent of jobs are advertised	It can help you with your current goal AND future goals	Your connections may recommend classes to take or experiences to get now (internships, part-time jobs, research opportunities, etc.)

IDENTIFY & BUILD A NETWORK

Whether you know it or not, you already HAVE a network. The first step is identifying who you already know who can be of assistance. This list can include relatives, friends and neighbors; previous employers, teachers or volunteer supervisors; your fellow Stonehill students or your friend's parents. The identification of who you know is an important first step.

The next step is building a network – and this step never ends. You'll start this process now and will likely continue to develop connections your entire professional career.

To get started building a network while a Stonehill College student, you'll use:

- Professional Associations (example: the Massachusetts Teachers Association, Public Relations Society of America)
- The Career Connection Mentor Database (more information on this further along in this book)
- LinkedIn (see next section)
- Career Services networking events (industry lunches, career or service fairs, employer/alumni panels)

LINKEDIN

What is LinkedIn?

LinkedIn is “The world’s largest professional network with 225 million members in over 200 countries and territories around the globe.” It’s undisputedly the most-used online networking tool by professionals in most industries. You want to have a presence on this site to begin to create your online professional persona, as well as to assist you in networking. This site is where you will display your “online resume” as well as your connections, recommendations and professional interests.

Need to set up a LinkedIn account?

1. Go to www.Linkedin.com
2. Enter information in the “Get started – it’s free” section and click “Join Now”
3. Once you are logged in, click on the “Profile” tab on the top left hand corner and then click “Edit Profile”
4. Review the “Strong Profiles” section of this guide and complete as much of it as possible before adding any connections.

Creating Strong Profiles – 10 Steps

Just having a LinkedIn account is not enough; you’ve got to USE it! The first step is to create a strong profile so that when others are viewing your profile, they can learn as much about you, your accomplishments and your professional interests as possible.

1. Upload a professional headshot
2. Edit headline (under your name) to indicate who you are and what you are looking for. Example: *Candidate for summer actuarial internship.*
3. Edit your location and industry to show your DESIRED location and DESIRED industry
4. In the “Experience” section, cut and paste the content of your (reviewed and approved by Career Services) resume, adding a new section for each position (internship, summer job, campus job)
5. In the “Education” section, add Stonehill and your major/minor. Include your GPA if it is above a 3.0. Include all relevant academic information (honors, awards, research, study abroad, etc.)
6. In “Additional Info” use caution! You may include your birthdate, but not the year. You should not include your marital status or any other personal information. Remember, this is not Facebook. It’s your **professional** social media site.
7. Select recommendations to include. As trusted contacts (former managers, professors, etc.) to recommend you on LinkedIn and include these!
8. Join “Groups”. Start by joining the Stonehill networking groups. Join groups that are relevant to your chosen career path such as the Society for Neuroscience group which has more 22,000 members. Select groups that seem active and that demonstrate your professional interests.
9. Follow reputable news sources, again demonstrating your professional interests.
10. Follow organizations that you are interested in.

Adding Connections

Now that you've set up a strong professional online presence, it's time to add connections and begin to use your LinkedIn account for networking. This tool is incredibly powerful in that it can connect you with individuals doing almost anything almost anywhere. But use caution! There are online professional etiquette norms that you need to be aware of. Follow the do and don't list below.

Do	Don't
Add Connections! Request colleagues, friends, family, professors, administrators, etc. to connect with you.	Request to connect with people who you have never met or spoken with before.
Include a brief personal and professional note in your invitation to connect with someone. Do this for EVERY request.	Use the standard "I'd like to add you to my professional network on LinkedIn" when sending an invitation to someone. Never.
Ask for recommendations. Contact connections who you know think highly of your work. Ask if they would feel comfortable writing a recommendation for you on LinkedIn.	Ask all of your connections (regardless of how well they know you and the work that you do) for recommendations.
Use the "Get introduced" feature found on everyone's profile under the "Send InMail" drop down menu, just under their picture. This function allows you to reach out to 2 nd degree connections, meaning you have a mutual friend.	Click "Connect" on anyone's profile that you do not know personally.

Need to know how to USE your LinkedIn account?

LinkedIn can be used for two separate and important networking purposes: 1) Reaching out to contacts to learn about professions and their careers, helping you decide what direction you want to go in. 2) Reaching out to contacts who work for a particular organization you are interested in to have a better shot of landing an opportunity with that organization.

Networking for Learning	Networking for a Position
Search LinkedIn for an industry or a job title that interest you (examples: Nurse Practitioner, Investment Advisor, Museum Curator).	Search LinkedIn for an organization you are interested in (you found a position there or you just have a desire to work there).
View your "People" results by clicking "People" in left hand column.	View your "People" results by clicking "People" in left hand column.
Scroll through results looking for 1 st degree connections or 2 nd degree connections.	Scroll through results looking for 1 st degree connections or 2 nd degree connections.
If you find a 1 st degree connection with a job in a field you are interested in – reach out directly! Ask for an informational interview. (See below for next steps).	If you find a 1 st degree connection working at the organization (no matter WHAT they do there) – reach out directly! Ask for an informational interview. (See below for next steps).
If you find a 2 nd degree connection you will reach out by using the "Get introduced" feature, found on everyone's profile under the "Send InMail" drop down menu, just under their picture. You will write a VERY PROFESSIONAL note to your connection asking for an introduction to the person you are trying to talk with. Then, ask for an informational interview. (See below for next steps).	If you find a 2 nd degree connection working there, you will reach out by using the "Get introduced" feature, found on everyone's profile under the "Send InMail" drop down menu, just under their picture. You will write a VERY PROFESSIONAL note to your connection asking for an introduction to the person you are trying to talk with. Then, ask for an informational interview. (See next page).

CONDUCT INFORMATIONAL INTERVIEWS

What is an informational interview? An informational interview is a conversation with someone who is currently in your desired career field or who may have taken a similar path as you. This person can give you an insider's perspective into a specific career, position, industry, or field. An informational interview is not the time to ask for a job, but rather a time to build your network and explore a career path.

What is a job shadow? A job shadow is a means for exploring a career by walking through the work day as a "shadow" to a worker. A job shadow is usually very short-term – anywhere from a few hours to a few days. Unlike an internship, it is not done to gain experience in a certain field, but rather to witness a certain profession first-hand. Job shadows are highly enlightening; they can either magnify your ambition to pursue a certain career or give you a chance to redirect your path to find a better fit.

Asking people for informational interviews or job shadows: People who enjoy their work like introducing their work to others. Do not be shy to ask for one of these experiences, but be specific about the time commitment you are requesting. Ask if you can speak with them for 20-30 minutes, or if you can shadow them. If this is your first email, be sure to introduce yourself. You will need to include how you found this person (through the Career Mentor Database, a friend, a professor, someone in your current internship, etc.).

Preparing for an informational interview or job shadow: Do your homework. While you can ask general questions about the field, the organization and the person's position, it helps to show you have done some research. You can find information about the organization online. Be on time for your appointment and wear business professional attire. Always bring copies of your résumé with you to ask for a review.

Sample questions you might ask at an informational interview or job shadow (pick some):

The most important questions to ask are the ones that you want answers to. Make the time to think about what you will get out of this conversation.

- On a typical day in this position, what do you do?
- What training or education is required for this type of work?
- What personal qualities or abilities are important to being successful in this job?
- What part of this job do you find most satisfying? Most challenging?
- How do you see jobs in this field changing in the future? Is there a demand for this occupation?
- What special advice would you give a person thinking about entering this field?
- If you could do things again, would you choose the same path? Why? What would you change?
- With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research?
- What steps have you taken to get where you are today?
- Any additional advice/words of wisdom?

Following-up: *Say thank you!* **Nothing** is more important in this entire networking process as sending a thank you note to your contact. See the "thank you note" section of "interviews," above.

NAVIGATING NETWORKING EVENTS

Career Services offers multiple opportunities for you to network in person, with Stonehill alumni, and area employers. In addition, through your coursework, campus activities or outside interests, you may have the opportunity to network in a social setting. Here are some tips for success in these situations:

- Pay attention to the dress code on the invitation; dress to impress!
- Your nametag goes on your right hand side
- Hold your drink/plate in your left hand so that your right hand is always free to shake hands
- Approach someone who is alone, introduce yourself and start a conversation; focus on remembering the other person's name; ask questions and listen! Don't just talk.
- Have a goal: meet someone in a particular field or company, find out about open positions, practice your elevator pitch, or learn something new!
- If you have business cards, don't forget them!
- When you receive business cards, write a bullet point on the back about your conversation to make your follow-up easier.
- Follow up immediately. A great way is to write them a personalized note on LinkedIn and ask to connect.

USE YOUR NETWORK TO LAND AN OPPORTUNITY

Say thank you! There is nothing more important in this entire process. If a professional takes the time to answer your questions, say thank you – either electronically or with a handwritten note (or both). You may not know right now how useful this particular connection can be to you in the future. Not saying “thank you” might mean that they are not willing to help you when you need it.

If you find an internship and/or a job you are interested in, apply via the application instructions. Next, search the Career Connection Mentor Database to see if we have a mentor working there. If we do, reach out and ask for an informational interview. If we don't, search LinkedIn, find a connection and ask for an informational interview.

- Utilize the mentor database, LinkedIn and other networking resources to find a contact.
- Try to get your résumé into the organization through an employee.
- Ask for an “informational interview” or “advice on how to best position yourself as a candidate for X.”
- Having a connection at the organization who is willing to advocate for you (even by simply sending your resume directly to a hiring manager) is often the difference between getting the opportunity to interview and not.

YOUR PROFESSIONAL PERSONA

Your Corporate Persona encompasses everything you do: every communication, every interaction, every project, every meeting. Personal branding is the practice of people marketing themselves and their careers as brands. The personal-branding concept suggests that success comes from self-packaging. By following the steps of this guide, you are seeking to brand yourself professionally. You've learned to create a professional resume and cover letter and learned essential interviewing and networking skills. Last, but absolutely not least important, is continuing to create that professional persona in email and online.

EMAIL ETIQUETTE

- If you are using your personal email (which you should begin using senior year, as Stonehill turns your email off after graduation) be sure it is appropriate and professional and (ideally) contains your first and last name.
- Use a subject line and make it relevant.
- Include a salutation e.g., Dear Ms. Smith – not Hi or Hey there.
- Include a closing remark e.g., Sincerely and your name (ideally you'll include a small signature as well that contains your name, class year, major, email and cell phone number).
- Punctuation and grammar are key! Your professional persona depends on being able to write a professional email free from grammatical or spelling errors. Forget what you think you know about emailing today - think of every email you send as an "old fashioned" letter. Be formal, be concise, be a fantastic writer and be professional.

SOCIAL NETWORKING SITES

First step - Google yourself. What do you find? Is your LinkedIn up to date? What can I find about you on Facebook, Twitter, Pinterest, etc... Are you invisible or do you have a presence online? Recent surveys have shown that 89% of employers will Google candidates they're considering.

Developing your online brand via Facebook:

1. Make sure your profile is appropriate. Rule of thumb - if it might be inappropriate, it probably is...
2. A simple headshot or a photo of you doing something interesting is fantastic! No party pictures.
3. 'Like' the organizations you are targeting. Many of them will have Career pages that you can fan.
4. Like the Career Services Facebook Page (www.facebook.com/stonehillocks). We post photos, videos, tips and helpful information. Plus, we announce positions that are available to Stonehill students.

Developing your online brand via Twitter:

1. Follow the organizations (or perhaps even their specific recruiters) to show interest and find out instantly when jobs are posted.
2. Did you interview somewhere? Professionally mention it on Twitter by mentioning the @employer.

Developing your online brand via Blogging:

1. Do you blog? Are you talking about the industry/field you may want to work in some day?
2. Are there opportunities for you to get on to the Stonehill website? For example through a student or club/organization blog?
3. A blog is a fantastic way to show a potential employer/graduate school that you have solid writing skills and a strong interest in their field.

Use Caution: Inappropriate content posted on your page has the potential to destroy your chances of receiving an interview and/or offer from an organization. Organizations and graduate/professional schools have been known to search these profiles prior to offering employment or admission. A good rule of thumb is to not post anything you would not want a potential employer/admissions counselor seeing. Privacy settings do not guarantee privacy. If it is out there, assume someone will see it.

MENTOR DATABASE

Stonehill's Career Mentor Database is comprised of over a thousand alumni and friends of the College who want to be available to Stonehill students and alumni who are looking for career guidance. Mentors are an excellent resource for networking and information-gathering within a career field. Please remember that while job and internship opportunities may naturally arise from these interactions, the database is not intended as a job search tool.

FREQUENTLY ASKED QUESTIONS

How do I access the database?	<p><i>Log in to Career Connection and click on the "Mentor Search" tab</i></p>														
How do I find mentors?	<p><i>The way you search depends on who you want to connect with:</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><i>If you want to find someone who...</i></th> <th style="text-align: left; padding: 5px;"><i>Search by:</i></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Works at a particular company/organization</td> <td style="padding: 5px;">"Employer name" Ex: Fidelity</td> </tr> <tr> <td style="padding: 5px;">Works within a particular job field</td> <td style="padding: 5px;">"Industry" Ex: Healthcare</td> </tr> <tr> <td style="padding: 5px;">Plays a particular role in their company/organization</td> <td style="padding: 5px;">"Job Function" Ex: Writing</td> </tr> <tr> <td style="padding: 5px;">Participated in a year of service</td> <td style="padding: 5px;">"Post-Graduate Service"</td> </tr> <tr> <td style="padding: 5px;">Works in a particular location</td> <td style="padding: 5px;">"City" "State" or "Country"</td> </tr> <tr> <td style="padding: 5px;">Played a particular sport at Stonehill</td> <td style="padding: 5px;">"Stonehill Varsity Athlete?" Ex: yes - football</td> </tr> </tbody> </table>	<i>If you want to find someone who...</i>	<i>Search by:</i>	Works at a particular company/organization	"Employer name" Ex: Fidelity	Works within a particular job field	"Industry" Ex: Healthcare	Plays a particular role in their company/organization	"Job Function" Ex: Writing	Participated in a year of service	"Post-Graduate Service"	Works in a particular location	"City" "State" or "Country"	Played a particular sport at Stonehill	"Stonehill Varsity Athlete?" Ex: yes - football
<i>If you want to find someone who...</i>	<i>Search by:</i>														
Works at a particular company/organization	"Employer name" Ex: Fidelity														
Works within a particular job field	"Industry" Ex: Healthcare														
Plays a particular role in their company/organization	"Job Function" Ex: Writing														
Participated in a year of service	"Post-Graduate Service"														
Works in a particular location	"City" "State" or "Country"														
Played a particular sport at Stonehill	"Stonehill Varsity Athlete?" Ex: yes - football														
What should I ask mentors?	<p><i>It depends on what you want to accomplish from the interaction.</i></p> <ul style="list-style-type: none"> Ask for 15-30 minutes of their time for an "informational interview" (either over the phone or in-person) in which you ask them questions about their career path Ask to job shadow for ½ a day Ask them to critique your résumé, cover letter, or graduate school essay Ask them to give you a mock interview 														
How to I initiate the discussion?	<p><i>Click on "contact mentor" to send an email. Always be respectful of their time and communicate professionally (use titles, full names and salutations in your email correspondence). For example:</i></p> <p style="margin-left: 20px;">Dear Mr. Gomez,</p> <p style="margin-left: 20px;">I am a junior at Stonehill College. Through the Career Mentor Database, I found that you work as an Associate at XYZ Company. I am intrigued by this career path and would greatly appreciate the opportunity to ask you a few questions about how you got to where you are today. I would love to schedule a time to get coffee with you near your work, or ask you a few questions over the phone, if you have an available half hour in the next few weeks. You can reach me at this email or 508-565-0000. I greatly appreciate your time!</p> <p style="margin-left: 20px;">Thank you, Student Person</p>														

NEGOTIATING A JOB OFFER

Yes is Yes!

- The most important thing to remember when beginning this process is that your opportunity to negotiate is GONE the minute you say “yes.” A verbal “yes” is still a “yes.”

Step One: Receive the Offer

1. Be sure to take careful notes as you are receiving the offer.
2. Don't accept on the spot. You'll want some time to process the information, review your notes and talk the offer over with someone you trust.
3. Prepare a list of questions. They may include questions regarding benefits, vacation, sick time, bonus opportunities, performance reviews, start date, clarification of salary, etc.
4. Recognize that once the offer is made, the ball is in your court for the first time since the entire interview process started.

Step Two: Negotiate the Offer

1. Know what you want to ask for and know what you are willing to accept. These are usually not the same thing! Also, know what is most important to you - sometimes it isn't money.
2. Talk about whatever it is you want most: salary, extra vacation, a later start date, the opportunity for a review/raise in six months.
3. Be willing to accept compromises.
4. Don't be afraid to ask; the worst they can say is “no.”

FREQUENTLY ASKED QUESTIONS

When do we talk about money?

It is NEVER appropriate to ask about compensation before you have received a job offer. Some interviewers may ask you to provide a salary that you are looking for, and in that case you should be prepared to answer them - but do not bring it up yourself. You should never give a number, rather provide a range - low to mid 40's.

How do I know if the offer is a good one?

Do your research. Talk to friends, research online, talk to professors and meet with Career Services to determine a fair pay range for the job title you are applying for, as well as the location. Online resources include: Glassdoor.com, the Occupational Outlook Handbook, and careerbliss.com/salary.

What if I have already accepted the job? Can I still negotiate?

No. Once you have accepted a job offer (even verbally) then you have agreed to the organization's terms. In very rare instances, there may be other things you want to discuss after saying yes, but for the most part “yes” is the end of the negotiating conversation.

Will I lose the offer if I ask for more money?

No. Offers are not rescinded because of a question that you ask. Be sure to ask professionally and politely if there is room to negotiate the salary.

What if I've tried all this and they still won't give me what I want?

The most important thing, at this stage of your career, is that you asked. You practiced negotiating and learned something about how to ask for what you want in the workplace. At some point, you may have to make the decision to accept exactly what was offered. Also, it is always okay to negotiate for a review in six months. If you didn't get what you want this time - and you still want the position- see if you can have another conversation about it after you've proven yourself.

POST GRADUATE SERVICE

At Stonehill College, it is our hope that each graduate thinks, acts, and leads with courage toward creating a more just and compassionate world. Upon graduating, many seniors feel the call to advocate for others and to give back to their local and global community by participating in a volunteer service program. Some answer that call by participating in a full-time volunteer program after graduation.

There are **hundreds** of volunteer programs available offering a wide range of positions, living situations and locations. You can choose to spend a few months or a few years working in the field of your choice, experiencing personal and professional growth, and building a stronger community where you are serving.

Post graduate service organizations connect volunteers with communities in need, while providing living arrangements, professional development opportunities, and stipends. Through post graduate service, you have the chance to engage in, or perhaps discover, something you are truly *passionate* about. Post graduate service offers amazing opportunities throughout the U.S. and around the world.

PRACTICAL BENEFITS

- Room and Board
- Stipend
- Health insurance
- Student loan deferment
- Résumé building/Work experience
- Ongoing training and development
- Education award/Master's program
- Opens doors to graduate school

PERSONAL BENEFITS

- Build new friendships
- Explore a simple lifestyle
- Walk in solidarity with others
- Gain insight into oneself and others
- Learn about other cultures
- Work for social justice
- Experience spiritual growth
- Develop professional and leadership skills

QUESTIONS TO CONSIDER

- Do my values match those of the program I am considering?
- Where do I hope to volunteer and for how long?
- How do I want to live - with a community of volunteers, with a host family, or alone?
- To what extent do I want this experience to include faith and spirituality?
- What type of service do I wish to perform?

EXAMPLES OF POST GRADUATE SERVICE PROGRAMS

- AmeriCorps NCCC or VISTA
- Border Servant Corps
- Christian Appalachian Project
- Colorado Vincentian Volunteers
- Jesuit Volunteer Corps
- Mercy Volunteer Corps
- Stonehill Service Corps
- Teach for America
- Peace Corps
- WorldTeach

RESOURCES

- Catholic Volunteer Network (great search feature): www.catholicvolunteernetwork.org
- Stonehill College - Post Graduate Service Website: www.stonehill.edu/postgradservice
- Stonehill Service Corps: www.stonehill.edu/servicecorps

STONEHILL SERVICE CORPS

In the Stonehill Service Corps, Stonehill graduates live in and serve the community as an expression of the College's Catholic tradition. Volunteers assist the community in a variety of ways based on the program's core principles of service, simple living, community, and spirituality. Participants are given the opportunity to use their unique talents and graduates of any area of study are encouraged to apply. For more information, visit www.stonehill.edu/servicecorps.

BROCKTON



In Brockton, MA, Corps members serve with one of our local partner agencies such as Trinity Catholic Academy, Brockton Interfaith Community, My Brother's Keeper, and others. Living together in a home in Brockton, participants commit to intentional community, a simple lifestyle, spiritual reflection, and immersion into the local culture. The service term is August through June.

DOMINICAN REPUBLIC



In La Romana, Dominican Republic, Corps members work at Hogar del Nino, a daycare and school that serves over 1,500 children aged newborn to 18 years old. The various roles at the facility include early childhood teaching and curriculum development, after school programming, grant writing, and more. Some Spanish fluency and an interest in working with children is required. The service term is August through June.

HONDURAS



In Guaimaca, Honduras, Corps members work for the Guaimaca Mission, consisting of a clinic, school and farm. They work primarily as teachers but may also assume various other roles at the facilities including medical support, tutoring and assisting on the farm. No prior teaching experience is necessary, however Spanish fluency and an interest in teaching grades 7-12 is required. The service term is January through November.

INDIA



In Agartala, India, Corps members work as teachers at one or more K-12 schools operated by the Congregation of Holy Cross in Tripura State, Northeast India. No prior teaching experience is necessary, nor is there a language requirement; however an interest in teaching is essential. The service term is January through December.

For more information about the Stonehill Service Corps contact Kris Silva, Associate Director of Career Services, at 508-565-1325 or by email at ksilva@stonehill.edu.

GRADUATE/PROFESSIONAL SCHOOL

Deciding to seek a graduate degree is a major commitment of time and money – an undertaking which deserves serious consideration. Before deciding your next step, you should take the time to analyze your options. The Office of Career Services provides general information and advice to students on graduate/professional school including issues to consider, researching programs, and details on the application process. We also strongly urge you to talk with faculty, advisors, graduate students, and individuals working in your field of interest. A more detailed guide is available in Career Services.

QUESTIONS TO CONSIDER

- What are my career interests and goals?
- Is a graduate degree necessary to accomplish those goals?
- When is the best time for me to go to graduate school?
- Will an advanced degree make me more marketable to an employer?
- Am I simply delaying my post-graduation job search?
- Can I financially afford going to graduate/professional school?

GRADUATE/PROFESSIONAL SCHOOL REQUIREMENTS

Application requirements differ among institutions and programs, so review each school's materials to make sure you file a complete and timely application. Typically you will need:

- | | |
|------------------------------|-------------------------------|
| ✓ Application forms | ✓ Letters of Recommendation |
| ✓ Graduate Admission Test(s) | ✓ Personal Essay or Statement |
| ✓ Official Transcripts | ✓ Application Fees |

GRADUATE/PROFESSIONAL SCHOOL ADMISSIONS TESTS

Graduate Record Examination (GRE) www.gre.org

“General” graduate admissions test required for admission to many university graduate programs. The exam aims to measure verbal reasoning, quantitative reasoning, analytical writing and critical thinking skills that have been acquired over a long period of time and that are not related to any specific field of study.

Graduate Management Admission Test (GMAT) www.gmat.org

Used by graduate business programs to assess the qualifications of applicants. The GMAT consists of four main sections—Analytical Writing Assessment, Integrated Reasoning, Quantitative, and Verbal.

Law School Admission Test (LSAT) www.lsat.org

The American Bar Association requires a standardized test for admission to the law schools that are members of the Law School Admission Council.

Medical College Admission Test (MCAT) www.aamc.org

The MCAT is a standardized, multiple-choice examination designed to assess the examinee's problem solving, critical thinking, writing skills, and knowledge of science concepts and principles prerequisite to the study of medicine.

Additional admission tests which may be required of applicants include Dental Admission Testing (DAT), Miller Analogies Test (MAT), Pharmacy College Admission Test (PCAT), Praxis II: Subject Assessments, Test of English as a Foreign Language (TOEFL), Test of Spoken English (TSE), and Veterinary College Admission Test (VCAT).

FINANCING YOUR EDUCATION

It is crucial to explore plans for financing advanced study early in the application process. Most funding is administered directly from graduate departments or universities, and it is important to complete the schools' financial aid application and requirements early. Special fellowships, grants and scholarships can be researched through various financial aid directories and databases. Keep in mind that grant support varies dramatically from field to field. Some employers offer tuition refund programs for their employees.

Certain types of support, such as teaching, research, and administrative assistantships, require recipients to provide service to the university in exchange for a salary or stipend. Sometimes tuition is also provided or waived. Most graduate students, except those pursuing PhD's in certain fields, borrow to finance their graduate programs. There are basically two sources of student loans – the Federal Government and Private Loan programs.

THREE STEPS TO GREAT RECOMMENDATIONS

Even though others actually write the letters, you can influence the results by whom you select and what information you provide them. While you cannot control every word your recommenders write, by following these steps you will greatly increase the chances that you will have stellar recommendations.

#1: Start Early	Approach your recommenders early in the fall of your senior year to give them time to write before their other academic pressures mount. Give recommenders at least three to four weeks notice.
#2: Make the Best Selections for Recommendations	Identify individuals who can provide quality recommendations - individuals who can testify in support of your strengths, who have credibility, know you personally, and are good writers. The teachers in whose classes you excel will be your most likely candidates. Employers for whom you performed well may be likely candidates as well.
#3 Check in Often	It is your responsibility to make sure that your recommenders are aware of the deadlines and complete everything on time. A subtle reminder is to send a thank-you note a week before the recommendations are due.

PERSONAL ESSAY/STATEMENT

The audience for your personal essay or statement is an admissions committee composed of members of your future profession or academic discipline. When they read your essay, they will be seeking depth and substance, along with a true passion and commitment to your area of study. They will also be looking for traits or characteristics that make you an outstanding graduate school candidate. Admissions committees read hundreds of essays in a short period of time, so you must make them interesting!

HOW A COMMITTEE EVALUATES YOUR APPLICATION

1. Does the candidate follow directions well? Make sure all of your documents are there and in the proper format.
2. Is the candidate qualified based on grades, coursework, and experience?
3. Does the candidate demonstrate an understanding of the field?
4. Is the personal essay interesting, well written, and engaging?
5. Do the recommendations support the candidate's application?
6. Did the candidate prove he/she can contribute to our program? Did the candidate demonstrate that he/she knows our specific program well?

GRADUATE SCHOOL APPLICATION STRATEGY

Where do I start?	Other things to do?
<p>What do I need to ask myself?</p> <ul style="list-style-type: none"> • What are my career interests and goals? • Is a graduate degree necessary to attain those goals? • Do I need to go to graduate school now? • Am I ready to take on another degree program? • What do I plan to do when I get out of graduate school? • Can I afford to go to graduate/professional school? • Am I delaying my post-graduation search? 	<p>What else can I do:</p> <ul style="list-style-type: none"> • Visit schools of interest • Attend open houses for programs of interest • Study for standardized entrance exam(s) • Research courses, faculty, school culture • Investigate career assistance, networking contacts, success of graduates • Investigate options for financing education • Look into Teaching, Research and Graduate Assistant opportunities • Prepare a back-up plan if graduate school is not an option
<p>How do I find the right school/program for me?</p> <ul style="list-style-type: none"> • Office of Career Services • Faculty, Academic Advisors, Research Mentors • Specific profession advisors: <ul style="list-style-type: none"> - Craig Almeida, Pre-Health Professions - Sheila Barry, Pre-Allied Health Professions - Peter Ubertaccio, Pre Law Advisor • Graduate students and others in field of interest • Electronic and hardcopy research tools 	<p>What should I continue to do?</p> <ul style="list-style-type: none"> • Maintain a good academic record • Participate in related clubs, associations, and activities • Pursue related work, internships, and research experiences • Maintain relationships with faculty, advisors and supervisors who can be good sources for recommendations • Research and clarify career options • Take courses relevant to field of study • Focus on your own experiences, not your peers
<p>What will I need to apply?</p> <ul style="list-style-type: none"> • Standardized entrance exam(s) (e.g., GRE, LSAT, GMAT, DAT) • Application forms • Application fees • Résumé • Statement of interest/personal essay • Letters of recommendation • Official undergraduate transcripts • Knowledge of deadlines! 	<p>What happens after I apply?</p> <ul style="list-style-type: none"> • Rank order schools based on preference • Prepare for admissions interviews if required (e.g., mock interview at Career Services and/or with faculty member) • Wait to hear from schools about acceptance • Keep references informed and thank them for their assistance • Notify schools of decision to attend or decline • Finalize avenues of financing

POST GRADUATE EMPLOYMENT STRATEGY

70% Networking	30% Job Searching
<p>Career Connection www.myinterfase.com/stonehill/student</p> <ul style="list-style-type: none"> • Mentor Database • Career Events 	<p>Career Connection www.myinterfase.com/stonehill/student</p> <ul style="list-style-type: none"> • My Account: My Documents – Upload Résumé/Cover Letters • Search Jobs/Internships – Create “agent”
<p>LinkedIn www.linkedin.com</p> <ul style="list-style-type: none"> • Create online résumé (profile) • Build network • Ask for recommendations 	<p>Career Services Job Sites www.stonehill.edu/jobsearchsites</p> <ul style="list-style-type: none"> • National databases • Job search sites by field • Idealist (for non-profit jobs) • Indeed (a metasearch engine)
<p>Professional Associations / Job Fairs / Social Events</p> <ul style="list-style-type: none"> • Research your industry and get involved • “Fan” relevant associations on Facebook to learn about networking events • “Follow” these organizations on Twitter • Join relevant groups on LinkedIn and pay attention to their conversations 	<p>Utilize Social Media Outlets</p> <ul style="list-style-type: none"> • Facebook Fan Pages (fan your target companies) • Twitter (follow your target companies) • LinkedIn Student Jobs: www.linkedin.com/studentjobs • Connect your SimplyHired www.simplyhired.com account to LinkedIn and Facebook to see who you know that works at organizations you may be interested in
<p>TO DO</p> <ul style="list-style-type: none"> • Figure out your story / write it down • Contact your ENTIRE network, tell your story, ask for help • Contact 1 networking contact / week • Ask for an informational interview 	<p>TO DO</p> <ul style="list-style-type: none"> • Apply for 2 jobs / week • Stretch: Apply for jobs you may not be qualified for • Leave your comfort zone: Apply for jobs you are not sure you will like
<p>How to use your Network to get an Interview:</p> <ul style="list-style-type: none"> • Of the 2 jobs you apply to each week, FIND SOMEONE WHO WORKS THERE! • Utilize the mentor database, LinkedIn and other networking resources to find a contact • Try to get your résumé into the organization through an employee • Ask for an “informational interview” or just “advice on how to best position yourself as a candidate for X” 	

