

# STONEHILL

CAREER SERVICES

## **CAREER RESOURCE GUIDE:**

Career Exploration, Internships,  
Post Graduate Service and  
Graduate School Assistance

# 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.

### CONTACT

To meet with a Career Services staff member, please call 508-565-1325 or email us at [careerservices@stonehill.edu](mailto:careerservices@stonehill.edu).

## Connect With Us!



*Follow Career Services on Facebook to:*

- See photos and videos of events
- Connect with our employer partners
- See photos and read stories about alumni who are in post grad service
- Discover jobs and internships
- Get updates on upcoming events
- Participate in contests and win prizes

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



*Follow Career Services on Twitter to:*

- Get up-to-the-minute details on events
- Read interesting articles about the career process
- See updates from our alumni serving abroad
- Follow and interact with our employer partners
- Interact with our office and get quick responses
- Learn how your social media can work for you after graduation
- Participate in contests and win prizes

**[@StonehillOCS](https://twitter.com/StonehillOCS)**

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## THE 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.



The Career Services Staff

### WHAT DOES CAREER SERVICES DO AND HOW CAN WE HELP?

- Assist you with *exploring majors/minors* and plans for after graduation
- Critique *résumés/CV's, cover letters* and *thank you notes*
- Research *internships* in Boston, Los Angeles, New York, Washington, D.C. and throughout the country
- Provide mock interviews and practical advice on *interviewing* and *networking*
- Prepare you for *job search, graduate/professional school* or *post graduate service* plans

### 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, Just-in-Time Job Fair, and the Internship Fair. Check our Upcoming Events page for current listings!



Career Services'  
Upcoming Events

## YOUR FOUR YEAR CAREER PLAN

The Stonehill College Four Year Plan serves as a bridge between the intellectual aspects of a liberal arts education and the practical challenges of choosing a career or graduate/professional school. This program provides the opportunity for students to achieve their academic and/or career goals through self-assessment, career exploration, experiential and employment options, service opportunities, advanced degree information, and the acquisition of life-long career management skills.

The Career Development Program leads you through a carefully developed cycle that will enhance your overall sense of career satisfaction throughout life. To get started, all you need to do is stop by the Office of Career Services.

<b>FIRST YEAR: SELF ASSESSMENT</b> <i>Become more aware of your interests, values and skills</i>	
<b>Goals for the year</b>	<ul style="list-style-type: none"> <li>• Get to know Stonehill</li> <li>• Discover your interests, values and skills</li> <li>• Explore majors and careers through electives and core courses</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Meet with a Career Planning Intern to have your Strong Interest Inventory results interpreted</li> <li>• Get to know faculty and administrators</li> <li>• Join student clubs and organizations</li> <li>• Discuss courses with your advisor</li> <li>• Explore possible majors</li> <li>• Draft a college résumé</li> <li>• Log onto Career Connection– Career Services database of jobs, internships and mentors</li> <li>• Attend Career Services workshops and programs on résumés and internships</li> </ul>
<b>During the summer</b>	<ul style="list-style-type: none"> <li>• Try to work, volunteer or job shadow within an area of interest</li> <li>• Develop communication skills</li> <li>• Develop a positive work attitude</li> </ul>

## SOPHOMORE YEAR: EXPLORATION

*Find the many ways you can use your interests, values and skills*

<b>Goals for the year</b>	<ul style="list-style-type: none"> <li>• Become familiar with career options</li> <li>• Match interests, values and skills to career choices</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Research local, New York City, Los Angeles, Washington, D.C. and international internships</li> <li>• Explore international study abroad programs</li> <li>• Explore alternative spring break service (HOPE)</li> <li>• Learn about career fields and graduate/professional schools</li> <li>• Meet with your advisor and a career counselor</li> <li>• Talk with alumni in Career Connection's Mentor Database</li> <li>• Choose your major</li> <li>• Use Focus II, the computerized career guidance program</li> <li>• Update your résumé</li> <li>• Attend Career Services workshops and programs including Sophomore Disorientation Conference</li> </ul>
<b>During the summer</b>	<ul style="list-style-type: none"> <li>• Work, intern or volunteer within your chosen field of study</li> <li>• Begin to build a strong network of support people</li> <li>• Explore career and service opportunities</li> </ul>

## JUNIOR YEAR: REALITY TESTING

*Evaluate your career choices to see if they are right for you*

<b>Goals for the year</b>	<ul style="list-style-type: none"> <li>• Test career options and develop job search skills</li> <li>• Expand academic knowledge</li> <li>• Acquire entry-level occupational skills</li> <li>• Seek leadership opportunities</li> <li>• Learn about occupations and how they relate to your major</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Complete at least one internship locally, internationally, in NYC, LA, DC, and/or study abroad</li> <li>• Identify potential graduate/professional schools and programs</li> <li>• Work closely with faculty advisors</li> <li>• Conduct informational interviews with alumni in Career Connection's Mentor Database and other professionals</li> <li>• Attend career-related panel discussions/networking events</li> <li>• Explore post-graduate service programs</li> <li>• Participate in mock interview opportunities</li> <li>• Join LinkedIn</li> </ul>
<b>During the summer</b>	<ul style="list-style-type: none"> <li>• Obtain additional career-related experience (internship, research, informational interview/job shadow)</li> <li>• Prepare for or complete graduation school examinations</li> <li>• Research and visit potential graduate/professional schools</li> <li>• Research deadlines and applications for post-graduate service programs</li> </ul>

## SENIOR YEAR: IMPLEMENTATION

*Prepare to begin your career*

<b>Goals for the year</b>	<ul style="list-style-type: none"><li>• Complete academic requirements and gain career-related experience</li><li>• Solidify career direction and options</li><li>• Continue to develop and implement job search skills</li></ul>
<b>Strategies</b>	<ul style="list-style-type: none"><li>• Participate in the On-Campus Recruiting Program sponsored by Career Services as well as off-campus career fairs/events</li><li>• Attend the Senior Transitions Conference</li><li>• Refine your résumé, cover letter and list of references</li><li>• Determine a focused job search strategy, identify potential organizations and continue to develop your network</li><li>• Prepare and submit graduate/professional school applications and take relevant entrance exams</li><li>• Attend Post Graduate Service Fair</li><li>• Prepare and submit post-graduate service applications</li><li>• Practice for job , graduate school and service interviews</li></ul>
<b>After Graduation</b>	<ul style="list-style-type: none"><li>• Continue to keep in touch with Career Services</li><li>• Register in Career Connection's Alumni Mentor Database</li><li>• Pursue and complete graduate/professional school training or post-graduate service opportunities</li></ul>

Career Services is happy to meet with you to help guide you through your four year career plan. To meet with a Career Counselor, please call 508-565-1325 or email us at [careerservices@stonehill.edu](mailto:careerservices@stonehill.edu).

# 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.



Resume Guidelines,  
Tips & Samples

Your résumé is just one part of your employment package, yet it is 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, and always have it reviewed 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. 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

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- 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 – use both your home and college, specify which is which
- 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

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- 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

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*Consider the interest of the reader when presenting your experiences*

- Separate your experiences by relevant headings such as: "Work," "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

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*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

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*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:**

*Bouncer, Boston Restaurant and Bar, Boston, MA*

Summer 2012

- Counted the number of people entering the bar to keep it safe

### **AFTER:**

*Front Door Manager, Boston Restaurant and Bar, Boston, MA*

Summer 2012

- Calculated and oversaw patrons entering/exiting facility in order to adhere to state safety regulations

# Edward Cullen

508-555-4567 | professional.email@hotmail.com

SAMPLE RÉSUMÉ | CAREER SERVICES

**Just Getting  
Started**

Stonehill College  
320 Washington Street  
South Easton, MA 02375

*Permanent Address*  
176 Vampire Avenue  
Forks, Washington 98331

## EDUCATION

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**Stonehill College**, North Easton

May 2014

*Candidate for Bachelor of Science in Business Administration*

**Major:** Marketing | **GPA:** 3.26

## RELEVANT COURSEWORK

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Principles of Marketing, Business to Business Marketing, Consumer Behavior, Marketing Research, Sports Marketing, Principles of Management, Decision Support Systems, Advertising Management, International Business, Financial Accounting, Managerial Accounting, Corporate Finance, The Process of Communication, Fundamentals of Leadership

## WORK EXPERIENCE

---

**The Painting Wolves**, Jacob, CT

Summer 2012

*Marketing Associate*

- Engaged in door-to-door sales calls to generate new customers, resulting in \$3000 in new revenue
- Provided work estimates to potential consumers and followed up to determine interest
- Researched key areas and delivered advertising materials and business cards to residences

**County Municipal Ice Rink**, Bella, CT

Summers 2009 – 2011

*Maintenance Manager*

- Managed daily upkeep of municipal facility, following environmental and state codes
- Participated in construction and installation of ice surface
- Supervised a team of five employees, handling employee training and scheduling

## COLLEGIATE ACTIVITIES

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**Varsity Soccer**

September 2011 – Present

- NCAA Division II, Northeast 10 Conference
- 2011-2012 Defensive Player Of The Year Award
- 2011-2012 Athletic Director's Honor Roll

**Marketing Management Association**, Member

September 2011 – Present

- Attended campus events focused on the marketing industry and potential career paths

**In House Design**, Stonehill's student-run design firm, Member

September 2011 – Present

- Worked collaboratively in a team to design materials for college campus offices

## COMPUTER SKILLS

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Proficient with the Microsoft Office Suite including Word, Excel and PowerPoint  
Working knowledge of Adobe Creative Suite including Photoshop and InDesign

## Stephanie Germanotta

80 Slanket Lane | New York, NY 01111  
(508) 555-5555 | myname@student.stonehill.edu

### Education

Stonehill College, Easton, MA  
Bachelor of Arts

Anticipated Graduation: May 2012

**Major:** Psychology | **Minor:** Economics

### Relevant Coursework

Public Speaking, Investments, Principals of Finance, Financial Accounting, Macroeconomics, Statistics, Theories of Learning, Race and Ethnic Diversity, Organizational Behavior, Human Resource Management, Ethics and Moral Character

### Internship Experience

**Park Avenue Investments**, Boston, MA

May – August 2011

*Market Analyst*

- Conduct pre and post transition portfolio analysis to determine appropriate liquidation and purchasing decisions for traders
- Analyze existing portfolios, identifying the monetary value of futures, international equity, and cash in US and foreign currencies
- Researched current market prices using Bloomberg software

### Leadership Experience

**Student Ambassador**, Stonehill College

August 2009 – Present

- Selected to represent Stonehill College, serving as a tour guide and speaking on panels for prospective student and parents
- Blog with high school students about Stonehill's academic majors and campus culture

**Stonehill Externship Program**, New York City, NY

March 2010

- Selected after competitive interview process to represent Stonehill in a career exploration opportunity with prominent New York City alumni
- Participated in intensive leadership and networking training and utilized these skills while learning about a variety of industries in the New York City area

### Additional Work Experience

**Stonehill College**, Easton, MA

January 2010 – Present

*Assistant Research Analyst for the Department of Business*

- Assist professor in HRM consulting engagements to improve strategic planning and operations for clients
- Design templates for online system which allows consultants to submit survey results and clients to view key findings
- Research best practices for presenting survey data to corporate clients

**MIT Institute**, Boston, MA

June 2009 – June 2010

*Research Analyst*

- Shadowed lead lab researcher and lab owner on new entry points on the development of cancer
- Assisted in research for ovarian, kidney and prostate cancer
- Prepared and presented professional presentation to scientists summarizing summer research project and proposing next steps for funding

### Volunteer Experience

**St. Mary's Church**, Easton, NJ

September 2010 – Present

- Help inner city youth during youth ministry nights by facilitating sport activities and religious education

**Old Colony YMCA**, Brockton, MA

September – December 2009

- Educated at-risk teens about the political process and guided them how to become more informed citizens
- Worked in a team to create weekly curriculum topics including: how to register to vote, the democratic process, financial credit rating, and life skills

### Collegiate Activities & Skills

**Associations:** Student Alumni Association (SAA), Financial Management Association, Marketing & Management Association, Public Relations Society

**Computer:** Bloomberg, SPSS, Proficient in Microsoft PowerPoint, Excel, Word

**Leslie Knope**

lknope@ad.com | (508) 555-5555

Home Address:  
123 Parks Department Blvd.  
Pawnee, IN 47302

School Address:  
320 Washington Street  
Easton, MA 02357

**EDUCATION****Stonehill College**, Easton, MA*Candidate for Bachelor of Arts*

May 2013

**Double Major:** International Studies and History | **GPA:** 3.78**Awards:** Member of Sigma Iota Rho- National Honor Society for International Studies, qualified for membership to History Honor Society (membership awarded in spring)**St. Angela's College**, Ireland Two week summer course on Celtic Studies

Summer 2011

**St. Andrews University**, Scotland semester study abroad program

Spring 2011

**VOLUNTEER SERVICE****HOPE Mission Trip (Alternative Spring Break Program)**, Dominican Republic*Student Site Leader*

2011-2012

- Met with team weekly for seven months to prepare for the trip: led preparation for team-building, manual labor and spiritual growth. Brought a group of approximately 20 members to the Dominican Republic in spring '10.

**HOPE Mission Trip**, Bronx, NY*Participant*

2010-2011

- Tutored English as a Second Language classes at the Manhattan Comprehensive Day and Night School; included students from over 30 countries who spoke at least 6 languages

**Schools on Wheels**, Brockton, MA*Volunteer*

2010-2011

- Tutored homeless children, one-on-one, who had fallen behind on their schoolwork due to inconsistencies in school and home life

**Big Brother Big Sister**, Brockton, MA*Site Coordinator*

2009-2010

- Ensured each child had a mentor; arranged for volunteers' transportation; communicated with volunteers
- Provided consistent companionship to an 11 year-old boy, helped with homework; played games and assisted with arts and crafts; encouraged appropriate social interactions; taught the value of community service

**WORK EXPERIENCE****Guamaca Mission in Honduras**, Dighton, MA*Development Consultant*

Fall 2011 and Spring 2012

- Formalized a development program to support a mission in Honduras run through the Dominican Sisters of the Presentation

**Esperanza Academy**, Lawrence, MA*Development Intern*

Summer 2011

- Planned Auction Fundraiser, updating activity in Excel database; Created event programs; Organized grant and receipt information for upcoming audit; Input donor gifts and sent bulk mailings

**COLLEGIATE/LEADERSHIP ACTIVITIES**

Participant - Stonehill College and Bridgewater State College Leadership Summit,

Founder/President/Treasurer - Model United Nations Club, Stonehill College

Member - Model United Nations, Oxford Conference for St. Andrews University

**LANGUAGE SKILLS**

Proficient in Spanish

# 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  
CPR Professional Rescuer and First Aid Certification (2012)

January 2012

### EDUCATION

**Stonehill College**, Easton, MA

*Candidate for Bachelor of Arts Degree*

**Majors:** Elementary Education and Visual and Performing Arts

**GPA:** 3.78 · **Dean's List:** 4 semesters

Expected Graduation May 2012

**Lorenzo de'Medici University**, Florence, Italy

Spring 2011

- 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 2011

- 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 several lessons, utilizing phonemic awareness and reading comprehension strategies
- Planned and taught small reading group lessons daily, with lessons and reading materials modified 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 2010

- 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 2008 - 2010

*Intern (Graphic Designer)*

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

**Town Department of Parks and Recreation**, Town, NY

Summers 2005- 2010

*Summer Camp Arts and Crafts Counselor/Trip Leader*

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

**Town Big Brothers Big Sisters**, Town, NY

2007- 2009

*Mentor a 12 and 8 year-old girl*

- Planned weekly meetings and served as a positive female role model

### 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

## EDUCATION

**Stonehill College**, Easton, MA May 2011  
*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 2011

- 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 2010

- 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 2010-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 2009-May 2011

- 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 2008-May 2011

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

*Soccer & Beach Volleyball* | **Intramural Sports** September 2008-December 2010



## 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.

**Meredith Grey**

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

**Education****Stonehill College**, North Easton, MA

May 2012

*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 2011

*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 2010

*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 2010- May 2012

*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 2011

- 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 2012

**"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 2010

**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**Co-Curricular Activities and Leadership**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

# COVER LETTERS

A cover letter should accompany every résumé you send out. 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.



Cover Letter Guidelines

**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!)*

Real  
Cover Letter  
That Worked!

March 24, 2012

Ms. [REDACTED]  
Managing Editor/Local News  
Worcester Telegram & Gazette  
20 Franklin Street  
Worcester, MA 01615-0012

Dear Ms. [REDACTED]:

Lisa [REDACTED] suggested that I write to you about a part time summer internship at the *Worcester Telegram & Gazette*. I am a multidisciplinary major at Stonehill College with a concentration in communications and journalism. I currently work for our school newspaper, *The Summit*, and I am very eager to gain experience at a dynamic news media organization such as yours. After sitting with Ms. [REDACTED] for an informational interview, I am truly excited by the prospect of working at the Telegram & Gazette. As a journalism student at Stonehill, I have learned that *everyone* has a story to tell and that story deserves to be told. I want to enter the journalism field so I can make the average person's story come to life and be recognized for its place as part of our world. I am learning to write hard news, feature stories, and narrative pieces. I am also learning to analyze, critique, and edit journalistic pieces in my classes, and I am reading and discussing renowned authors such as Tom Hallman, Jr. Journalism has strengthened my communication and interpersonal skills, and has significantly enhanced my creative writing ability.

I would be honored to work with your team at the Worcester Telegram and Gazette.

I have enclosed my résumé for your review. I would be very appreciative if you would like to meet for an interview. I can be reached at (508) 555-5555 and stonehillstudent@gmail.com. Thank you for considering me as an intern.

Sincerely,  
[REDACTED]

Real  
Cover Letter  
That Worked!

██████████  
320 Washington Street  
Easton, MA 02357

July 16, 2012

Center for Community Change  
Intern Coordinator  
1536 U Street, NW  
Washington, DC 20009

Greetings,

In response to your posting on American University's Internship Database, I would like to apply for an intern position at the Center for Community Change. I will be an American University Washington Semester student enrolled in the Transforming Communities program this fall.

I have always been passionate about advocating and actively working for positive social change. As a Civic Ambassador at Stonehill College's Political Science Institute, I have met a number of inspiring individuals who are dedicated to promoting peace and spreading awareness about injustice. In my Sociology course last semester, I learned a lot about social policies and how they can either combat or contribute to inequities. In addition to my coursework, I spent the semester volunteering at a transitional housing facility, through which I gained valuable insight into the everyday realities of poverty and the enormous obstacles faced by so many families today. I truly identify with the Center's mission and believe I could not only contribute to furthering its goals with my writing and communication skills, passion, and dedication, but also would learn and grow from the experience of working within such a successful and established organization.

My résumé is attached for your further consideration. I will be available for an interview beginning the week of August 24<sup>th</sup>, or earlier, if conducted over the phone. If you have any questions, please contact me at stonehillstudent@stonehill.edu or at 508-555-5555. Thank you very much for your consideration.

Sincerely,  
██████████

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

Real  
Cover Letter  
That Worked!

Dear [REDACTED]:

I am interested in a fall 2011 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 2011 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

Real  
Cover Letter  
That Worked!

P.O. Box [REDACTED]  
Duxbury, MA 02123  
[REDACTED]

Human Resources Department  
Museum of Fine Arts, Boston  
Avenue of the Arts  
465 Huntington Avenue  
Boston, MA 02115

Dear [REDACTED],

When applying to college, I originally decided to pursue a bachelor's degree in neuroscience and biology. While my career path may have been a little more straightforward with these majors, I decided to follow my passion. This spring, I will graduate with a bachelor's degree in history, a field about which I am extremely enthusiastic.

Several career opportunities and scholarly studies continue to hold my interest including art history, archaeology, conservation and curatorial work. The position of Group Sales Coordinator and Reception will allow me to gain an essential understanding of the organization and communication networks within the museum.

Studying abroad in Galway, Ireland for six months refined many of the skills essential to such a position. During our spring break, I took the liberty of planning a trip across Europe from Nice, France to Barcelona and ending in Rome. Such travel plans required finding hotels, trains, planes, and taxis – for fourteen people. In order to follow such an itinerary, organization, planning, and strict attention to detail were required. When things did not go according to plan, such as a train engine breaking down on the border of France and Spain, I had to acclimate and troubleshoot a solution.

Further work experiences in sales and food services have also given me skills in customer service. I have learned to uphold my approachable and cheerful personality, even with the most difficult customers. Working at a prestigious resort in Cape Cod required me to establish devotion to the customers and ensure their satisfaction. Whether in a large party of thirty or a couple, I have learned to relate to a wide variety of customers.

Therefore, I believe my abilities in problem solving, skills in planning and organization as well as my dedication to exceptional service will make me a beneficial team member at the Museum of Fine Arts. Thank you very much for your time and consideration for this position. I have included my résumé as well. Please feel free to contact me at (781) 555 – 5555 or e-mail me at stonehillstudent@gmail.com.

Sincerely,  
[REDACTED]



Real  
Cover Letter  
That Worked!

October 4, 2012

██████████  
Director of HR & Operations  
Wolf & Company, P.C.  
99 High Street  
Boston, MA 02110

Dear ██████████:

After speaking with ██████████ at the Stonehill College Networking Reception and researching the Wolf & Company, P.C. website, I am very interested in applying for the entry-level auditor position. I am a senior accounting major at Stonehill, from which I expect to receive my degree in May of 2012.

What attracts me to the auditor position at Wolf, and the field of accountancy in general, is the enjoyment of working with team members and meeting clients' needs through timely audits and advisory services. I believe my strengths lie in my teamwork skills and in my attention to detail. I have been fortunate enough to intern at a public accounting firm this past summer in which I completed many audits for not-for-profit entities in the greater Boston area. I pride myself in prioritizing my responsibilities while maintaining a strong work ethic. After completing a successful internship, I have found that I would truly enjoy working at a slightly larger accounting firm like Wolf & Company. I am confident that I can grow as a person and have a successful career as a Certified Public Accountant.

My résumé is enclosed for your review. I am very enthusiastic about the full-time entry-level auditor position and am available for an interview at your convenience. Thank you very much for considering my candidacy for this position.

Sincerely,

Stonehill Student  
[stonehillstudent@stonehill.edu](mailto: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.



Stonehill Internship  
Programs

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 develop career-related skills such as public speaking, report-writing, dealing with customers, etc.
- Polish 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 internship opportunities in Stonehill's Career Connection Database
- Opportunities for all majors available
- Visit our Spring Internship Fair

### **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 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 receive 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 1<sup>st</sup>.

### **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 DOMESTIC 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 D.C.

- Two programs available: American University and The Washington Center
- 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 | Egyptian Embassy | DC Metro Police

### 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

### HOW TO APPLY FOR THESE PROGRAMS:

Applications can be downloaded from the Career Services website or picked up in the Office of Career Services. Visit our internships website, [www.stonehill.edu/x10285.xml](http://www.stonehill.edu/x10285.xml), for more information.

### 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.

## 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 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 the Career Services website.
3. Print a copy of your completed application. It will need to be signed by both you and the faculty moderator overseeing your internship. Deliver the signed application to the Registrar's Office.
4. Keep in contact with your faculty moderator throughout the semester to ensure your requirements are met.

## 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. Some organizations have early deadlines, so it is helpful to start planning at least a semester ahead.

### **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 unpaid 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 all 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 D.C. or New York City internship, you should also notify your program coordinator or placement representative as soon as possible.


## 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>

**New Users - Registration:** If you are not a current user, click on “Click here to Register!” and follow the directions on that page. Students use their student ID number for their username and the password is stonehill.

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 résumé 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're applying for.

### SEARCHING FOR OPPORTUNITIES

- Put your cursor over Jobs/Internships and select Job Search
- Enter in a 'keyword' related to the type of position you are interested in and select a 'position type'. Click the Search button, OR click on Advanced Search to further narrow your criteria.
- To view all current openings, select a 'position type' and click the “Search” button - without entering a keyword or other search criteria
- 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 positions and browse job descriptions
- If using the Advanced Search option, choose one job function at a time to allow the most results for each area
- Don't be too specific in your search

### APPLYING FOR POSITIONS WITH “STONEHILL PARTNERS”

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.

*NOTE:* To be eligible to apply for these positions you must first have your résumé approved by a member of the Career Services team and must also complete a Recruiting Orientation.

# INTERVIEWING

Interviewers have a job to do; they want to find the best match between a potential candidate and their organization. Remember - they want you to do well in your interview. They want *you* to be the best candidate.



## THE STAGES OF AN INTERVIEW

1. **The First Impression:** Initially, your interviewer will be checking that you are appropriately dressed (this almost always means a suit), you have a good firm handshake, and that you are confident when introducing yourself. Remember, you are “on” from parking lot to parking lot.
2. **The Ice Breaker:** Every interview is a conversation and most conversations start with small talk: “Did you find us okay?” or “It’s so nice out today.” Be prepared to chit-chat a bit to ease into the interview.
3. **The General Overview Question:** Your interviewer might ask you “So, tell me about yourself” or “Why do you want to come to work for us?” You should have a 30 second speech to articulate who you are, what you’ve done, and why you want the job.
4. **Job-Specific Questions:** Look at the job description to anticipate the job-related questions you may be asked. You will need to speak to your skills, abilities & qualifications from past experiences. BE SPECIFIC!
5. **Behavioral Based Interviewing:** 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 answers by providing VERY specific examples of your experiences.
6. **The Conclusion:** 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. Do exactly what they say!

### IMPORTANT REMINDERS:

- ❖ You are “on” from the moment you put your suit on before the interview until you take it off back at home. Your interviewer could see you on the commute to the site, in the parking lot, or pass you in the lobby as you’re waiting. A good first impression won’t get you the job, but a bad first impression can keep you from getting it!
- ❖ 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. Personal phone calls and text messages can wait. Leave your coffee/beverage in your car. And unless otherwise requested, arrive *no earlier* than 15 minutes before your interview is set to start. Your interviewer doesn’t want to feel obligated to entertain you while you’re waiting for the interview to start.
- ❖ If they haven’t already, they will check social media after the interview. Be positive about the experience and the organization or, even safer, don’t make any comments about it at all!

## INTERVIEWING STRATEGIES

<b>PREPARE</b>	Know your résumé inside and out and be prepared to discuss anything on it. Always have specific examples for anticipated questions.
<b>RESEARCH</b>	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.
<b>PRACTICE</b>	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.
<b>BE YOURSELF</b>	Interviewing is just as much about your fit with the organization as it is about your qualifications. During an interview, be yourself and let the recruiter get to know <b>you</b> .

## BASIC INTERVIEW QUESTIONS (compiled from actual interviewers)

### Questions about the Company/Job

- What do you think you will get, personally and professionally, out of this role?
- What can you contribute to our organization?
- What do you know about our company?
- Why are you interested in this position and in our organization?

### Questions about Your Work Ethic/Style

- In what type of work environment do you find yourself most productive?
- Give me an example of an important goal and tell me about your progress in reaching that goal.
- Tell me about a time when you had to show good leadership.
- How did you select Stonehill College? Your major?
- What motivates you?
- When you realize you can't get everything done, how do you decide what won't get done?
- Tell me about a team project - describe any problems that came up and how you handled them.
- Have you ever had to accomplish a task with someone who was particularly difficult?
- 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?

### Questions about Your Experience

- Walk me through your résumé.
- How have your prior experiences and education prepared you for this job?
- What would your former manager say about you and why?

### Strength & Weakness Questions

- Tell me about your strengths – and areas for improvement.
- What is your most important accomplishment to date?
- What are people most likely to misunderstand about you?
- What has been your greatest challenge?
- What intimidates you?
- What's the toughest feedback you've ever received and how did you learn from it?
- Describe a situation in which you were successful.

### Additional (Very Specific) Questions

- Tell me about your technical capabilities.
- Where (geographically) do you want to work?
- When are you available to start?
- What are your salary expectations?



## BEHAVIORAL-BASED INTERVIEWING (AKA: The Hard Questions)

There are two main types of questions: Informational questions and behavioral questions. **Informational questions** are just that – your interviewer is gathering information to find out whether or not you have the necessary background to do the job. **Behavioral-based questions** will ask you to focus on specific examples that will target behaviors the interviewer believes are needed for success in the position.

How do you prepare for these types of questions? Spend some time thinking about ALL your past experiences (work, education, leadership, sports, etc.) and then use the sample questions provided below to practice. As you practice, think about the situation: The task you were performing, the actions you took, and the results of those actions.

INTERVIEW QUESTION	WHAT THEY REALLY WANT TO KNOW IS....	SAMPLE RESPONSES
<i>“Tell me about yourself”</i>	<ul style="list-style-type: none"> <li>• Can I filter information?</li> <li>• Do I know what is relevant?</li> <li>• Do my skills relate to the position?</li> </ul>	<p>“I am a junior at Stonehill College majoring in English. I have completed two internships in both publishing and editing. I enjoy interviewing people and learning about the stories they have to tell. I know that this position requires great interpersonal and analytical skills, and I believe I can bring the lessons I have learned from my internships to this position.”</p>
<i>“What are your strengths and weaknesses?”</i>	<ul style="list-style-type: none"> <li>• Do I know about myself?</li> <li>• Can I articulate relevant, personal information?</li> <li>• Am I honest and self-aware?</li> <li>• Will my weakness be a liability to the position/organization?</li> </ul>	<p>“One of my strengths is the ability to be both organized and flexible. I approach each and every project with a great deal of preparation, yet I strongly believe in team collaboration.</p> <p>My weakness is that I do not have a great deal of experience in sales, but I am a quick and thorough learner who will always give 110% to my work.”</p>
<i>“Why are you interested in our organization?”</i>	<ul style="list-style-type: none"> <li>• Did I do my homework?</li> <li>• Can I articulate the mission of the organization and what makes it different from its competitors?</li> </ul>	<p>“I’ve done my research on both ABC company and your competition. I would like to work at ABC company for both the opportunity to learn and for the room to grow. ABC Company’s stock has been doing well, your corporate training program is well respected, and the work culture is one that appeals to me. I like that there is an open-door policy and that the environment is a collaborative culture. I believe this is consistent with what I am looking for in an organization.”</p>

## QUESTIONS YOU SHOULD ASK IN AN INTERVIEW

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 use 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 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?

## PHONE INTERVIEW TIPS

### PRE-INTERVIEW

- Find a quiet space for the interview, one without any distractions.
- 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 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.
- 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 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.

## DRESS FOR SUCCESS

It is important to dress to impress to make a great first impression. We always recommend wearing a suit to any job, internship, service, or graduate/professional school interview.

**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.”

<p><b>YES!</b></p> 	<p><b>YES!</b></p> 	<p><b>YES!</b></p> 
<p><b>This is NOT a suit and is WAY too tight for an interview</b></p> 	<p><b>Where's the jacket?</b></p> 	<p><b>This outfit needs a jacket to be a full suit.</b></p> 

**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.

**Wear matching socks:** 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.

# NETWORKING

Approximately 80% of jobs are filled through networking!



Networking Tips

## BUILD A NETWORK

1. **Search the Career Connection Mentor Database** – There are over 1,000 alumni listed in this database that are available to provide you with career guidance. Mentors are an excellent resource for networking and information-gathering within a career field. *See the next section for tips on using the database.*
2. **Attend Events** – Each person you meet is a potential contact in your network. Ask for business cards and always follow up with contacts that interest you. Visit “Career Events” in Career Connection for dates/times of Career Services events as well as off-campus events.
3. **Volunteer** – Getting involved in your community can help you build a local network. Your volunteer supervisor works with volunteers from a wide variety of experiences. Don’t forget to check in to see who THEY know!
4. **Ask at Home** – Go to your personal network which includes parents, siblings, professors, former high school teachers, etc. Everyone is a potential contact. Stop thinking “my mom’s friend” and start thinking “connection to great organization in my hometown.”
5. **Contact Previous Employers** – Maybe you had an internship at a great organization. Have you contacted your former boss or colleagues yet? Maybe you worked retail at Ann Taylor - have you checked for jobs or internships at their corporate headquarters? Maybe you parked cars at a restaurant - did you ask the manager if she/he knows anyone in your field?
6. **Get a LinkedIn Account** - The networking site at [www.linkedin.com](http://www.linkedin.com) is for professional networking. For more information, visit the site or make an appointment with Career Services.

## USE YOUR NETWORK

Now that you have identified who is IN your network, it’s time to start using your contacts to find your next job or internship.

1. **Set up Informational Interviews** with contacts who work in positions or organizations that interest you. See the “Informational Interviews” section of this Guide for more information.
2. **Establish a list of organizations that interest** you by asking your network if they know anyone within these organizations or within your desired industry. A résumé submitted through an employee referral almost always goes further than one submitted blindly to Human Resources or through a website.
3. **Say Thank You!** Always, always, always send a thank you note – either electronic or (even better) handwritten. No exceptions! You won’t believe the impact this can make.

## NETIQUETTE

**Email:** Take your time with each email you send to an employer. Reread it to make sure it makes sense and is professional. Ensure the words are spelled correctly and used appropriately. Also remember, CAPITAL LETTERS MAKE IT LOOK LIKE YOU'RE SCREAMING!

**Passwords:** There has been a trend recently of employers asking their candidates for their login credentials for social media sites in order to have more "disclosure" of their online personas. If you feel comfortable logging in to allow the employer to see your profile page, do so, however usernames and passwords should never be given to anyone. If you would prefer to keep the employer from seeing your profile, politely say that you do not feel comfortable with that and consider whether or not the employer is an organization you would feel happy working in.

### SOCIAL NETWORKING SITES

**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. Companies 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.

### MAKING THE INTERNET AND SOCIAL MEDIA WORK FOR YOU

**Social media - The double-edged sword:** Social media offers a great opportunity for you to voice your opinions, vent your frustrations, share your world with your friends, and keep in touch with people. Do you really want potential employers/admissions counselors to see your innermost thoughts on politics, current events or popular celebrities? Your temptation may be, understandably, to make yourself completely unsearchable and make your profiles as private as possible. The problem with that is, your potential employer/counselor may not be able to find you...and a professional online presence could really work to your advantage, especially as more organizations are seeking a social media presence of their own.

**Think of your online presence as your "digital suit":** We have students regularly stop in to talk about how they can make their résumé and cover letter "stand out" above the crowd. Let's be honest, while a well written résumé and cover letter can keep you out of the "no" pile, they often look the same. Think of your social media as a way to show personality and professionalism beyond your résumé/cover letter and encourage employers to find out more about you! If you have social media, why not put it to work for you?

**Google yourself:** Have you Googled yourself lately? Are you happy with the results? Recent surveys have shown that 89% of employers will Google candidates they're considering. What impression do your results give? Manage your online reputation by setting up Google alerts for your name, email address, usernames etc. or use Google's tool "Me on the Web". Both are free and will give you an idea of what others can see.

**Have a centralized landing zone:** Use tools like about.me or re.vu to have a professional "landing zone" for employers/admissions counselors to be able to access your public profiles. These are great tools to offer a splash of color and personality to your digital persona and give employers/counselors a one-stop shop. If they're going to look you up anyway, why not make it easy on them?

## HOW TO BUILD YOUR DIGITAL BRAND VIA...

### Facebook:

1. Make sure your profile is appropriate. Rule of thumb - if it might be inappropriate, it probably is...
2. Check out the Marketplace application; it lists jobs that are available in your networks/area.
3. You can also 'like' the organizations you are targeting. Many of them will actually have Career pages that you can fan.
4. Like the Career Services Facebook Page ([www.facebook.com/stonehillocs](http://www.facebook.com/stonehillocs)). We post photos, videos, tips and helpful information all the time! Plus we announce jobs that are available exclusively to Stonehill students.
5. Did you interview somewhere? Why not positively mention them in your Facebook status and tag the employer?

### Twitter:

1. Follow the organizations (or perhaps even their specific recruiters) to show interest and find out instantly when jobs are posted.
2. Follow @StonehillOCS. We tweet regularly about interviewing, internships, résumés, service opportunities, cover letters, networking and a variety of other topics to assist you in the process.
3. Did you interview somewhere? Professionally mention it on Twitter by mentioning the @employer, and use hashtags like #awesome, #excited, or #graduation. This will let the employer know that you consider them a favorite, and you are engaged with their organization and brand.

### LinkedIn:

1. LinkedIn is a powerful tool that helps you reach out to people in your network or in related networks to get that "in" at a company. Connect with professors, classmates, your parents, people in your church, whomever you can. You never know who has a connection to an employer you want to work for.
2. Check out the entry level jobs section at: [www.linkedin.com/studentjobs](http://www.linkedin.com/studentjobs).
3. Remember, LinkedIn **is NOT Facebook!** Use it to build your digital brand, not discuss what you did last night or share pictures/videos/memes etc. that others may consider inappropriate.

**SimplyHired:** When you search for a job on [www.simplyhired.com](http://www.simplyhired.com) you can connect with your Facebook and/or LinkedIn accounts. When you see a list of job search results, you can also see what connections you have that work at that organization.

Use these, along with other general sites, to search for jobs/internships. Remember – the BEST way to get a job is through networking. Focus more on whom you know and who works at an organization/industry you are targeting and less on the specific job posting asking you to apply online.

# MENTOR DATABASE

Stonehill's Career Mentor Database is comprised of over 1,000 alumni 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?	<i>Log in to Career Connection and click on the "Mentor Search" tab</i>														
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;"> <thead> <tr> <th style="width: 60%; padding: 5px;"><b><i>If you want to find someone who...</i></b></th> <th style="width: 40%; padding: 5px;"><b><i>Search by:</i></b></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>	<b><i>If you want to find someone who...</i></b>	<b><i>Search by:</i></b>	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
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What should I ask mentors?	<p><i>It depends on what you want to get out of the interaction.</i></p> <ul style="list-style-type: none"> <li>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</li> <li>Ask to job shadow – them or a colleague – for ½ a day</li> <li>Ask them to critique your résumé, cover letter, or graduate school essay</li> <li>Ask them to mock interview you</li> </ul>														
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>Dear Mr. Gomez,</p> <p>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>Thank you, Student Person</p>														

## INFORMATIONAL INTERVIEWING & JOB SHADOWING

**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 are some of the typical tasks involved in this position?
- 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?
- What are the basic prerequisites for jobs in 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 experience as sending a thank you note to your host. Your new networking contact will appreciate it and remember you if you decide to pursue an internship or job in the field. *Stay in touch.* About once each semester it is appropriate to send a note to your networking contacts to let them know what is new in your career progression. *On LinkedIn?* Request permission to add your host to your professional network. *Visit Career Services* for a follow-up appointment to discuss applying what you have learned to your career development.



## 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 each other’s notes.

**Handwritten vs. Email:** Use your best judgment. If the hiring process is closing very soon after your interview, an emailed thank you is appropriate as it ensures that it will be received in enough time to make a positive impact on their decision. Also, if you have absolutely horrible penmanship, emailing a thank you note can maintain a positive outlook on your candidacy. If it’s a “green” organization, obviously you’d send an electronic note. If you are interviewing with someone who seemed formal and/or traditional, chances are they’d appreciate a handwritten note. If you were at a digital marketing company, they are probably fine with an email. Most important – send SOMETHING!

### THANK YOU NOTE GUIDELINES

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.

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

Sincerely,  
Your Name

### SAMPLE

Dear Mr. Zuckerberg:

Thank you for the opportunity to interview with you at the Benjamin Corporation last Thursday. I appreciate the time you took to answer my questions, learn more about my experiences, and discuss the Marketing Associate position. It was great hearing about your ten years with the organization and your journey from a Marketing Associate to the Vice President of Global Marketing.

I certainly will take your advice and spend one day this summer fishing on Pentcobet Beach in Falmouth. Thank you for sharing the information about the boating company you used on your vacation.

Thank you for your time.

Sincerely,  
Kirsten Matthews

# 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.



Negotiating Tips

## 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 sort 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
- Mother Caroline Academy
- Stonehill International Extension
- Teach for America
- Peace Corps
- WorldTeach

### RESOURCES

- Catholic Volunteer Network (great search feature): [www.catholicvolunteernetwork.org](http://www.catholicvolunteernetwork.org)
- Stonehill College - Post Graduate Service Website: [www.stonehill.edu/postgradservice.xml](http://www.stonehill.edu/postgradservice.xml)
- Stonehill International Extension Program: [www.stonehill.edu/extension.xml](http://www.stonehill.edu/extension.xml)

# STONEHILL INTERNATIONAL EXTENSION

In 2009, Stonehill launched its own post graduate service program, International Extension, with sites in the Dominican Republic, Honduras and India. Stonehill graduates live in and serve the community as an expression of Stonehill's Catholic tradition. Volunteers help local children in a variety of ways based on the program's core principles of service, simple living, community, and spirituality. Volunteers 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/extension.xml](http://www.stonehill.edu/extension.xml).



Extension Programs

## DOMINICAN REPUBLIC



In La Romana, Dominican Republic, volunteers 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 daycare provider, early childhood curriculum development, after school programming, grant writing, and more. Spanish fluency and an interest in working with children is required. The service term is July through June.

*"I don't think I've ever had a job where I believed this much in the significance of my work; a job where each day, I woke up and was truly looking forward to the day ahead."* - Hilary Marck '10

## HONDURAS



In Guaimaca, Honduras, volunteers work at the Guaimaca Mission, consisting of a clinic, school and farm. Service volunteers 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 working with girls in grades 7-12 is required. The service term is January through November.

*"It's their love, their innocence, their eagerness to learn and my eagerness to watch them grow that has been making this year so special."* - Christina Martone '11

## INDIA



Volunteers 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.

*"A year of service in India may seem daunting at first but if you're daring enough to push yourself out of your comfort zone, you may find that you're in for a more inspiring and meaningful year than you can possibly imagine!"* - Iain Flannery '11

For more information about the International Extension Program contact Kris Silva, Associate Director of Career Services, at 508-565-1325 or by email at [ksilva@stonehill.edu](mailto: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.



Grad School  
Resources

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

### GRADUATE/PROFESSIONAL SCHOOL ADMISSIONS TESTS

#### **Graduate Record Examination (GRE)** [www.gre.org](http://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](http://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](http://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](http://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.

<b>#1: Start Early</b>	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.
<b>#2: Make the Best Selections for Recommendations</b>	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.
<b>#3 Check in Often</b>	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 ESSAYS

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

# POST GRADUATE EMPLOYMENT STRATEGY

70% Networking	30% Job Searching
<p><b>Career Connection</b>  <a href="http://www.myinterfase.com/stonehill/student">www.myinterfase.com/stonehill/student</a></p> <ul style="list-style-type: none"> <li>• Mentor Database</li> <li>• Career Events</li> </ul>	<p><b>Career Connection</b>  <a href="http://www.myinterfase.com/stonehill/student">www.myinterfase.com/stonehill/student</a></p> <ul style="list-style-type: none"> <li>• My Account: My Documents – Upload Résumé/Cover Letters</li> <li>• Search Jobs/Internships – Create “agent”</li> </ul>
<p><b>LinkedIn</b>  <a href="http://www.linkedin.com">www.linkedin.com</a></p> <ul style="list-style-type: none"> <li>• Create online résumé (profile)</li> <li>• Build network</li> <li>• Ask for recommendations</li> </ul>	<p><b>Career Services Job Sites</b>  <a href="http://www.stonehill.edu/x11389.xml">www.stonehill.edu/x11389.xml</a></p> <ul style="list-style-type: none"> <li>• National databases</li> <li>• Job search sites by field</li> </ul>
<p><b>Professional Associations / Job Fairs / Social Events</b></p> <ul style="list-style-type: none"> <li>• Research your industry and get involved</li> <li>• “Fan” relevant associations on facebook to learn about networking events</li> <li>• “Follow” these organizations on Twitter</li> <li>• Join relevant groups on LinkedIn and pay attention to their conversations</li> </ul>	<p><b>Utilize Social Media Outlets</b></p> <ul style="list-style-type: none"> <li>• Facebook Fan Pages (fan your target companies)</li> <li>• Twitter (follow your target companies)</li> <li>• LinkedIn Student Jobs:  <a href="http://www.linkedin.com/studentjobs">www.linkedin.com/studentjobs</a></li> <li>• Connect your SimplyHired  <a href="http://www.simplyhired.com">www.simplyhired.com</a> account to LinkedIn and Facebook to see who you know that works at organizations you may be interested in</li> </ul>
<p><b>TO DO</b></p> <ul style="list-style-type: none"> <li>• Figure out your story / write it down</li> <li>• Contact your ENTIRE network, tell your story, ask for help</li> <li>• Contact 1 networking contact / week</li> <li>• Ask for an informational interview</li> </ul>	<p><b>TO DO</b></p> <ul style="list-style-type: none"> <li>• Apply for 2 jobs / week</li> <li>• Stretch: Apply for jobs you may not be qualified for</li> <li>• Leave your comfort zone: Apply for jobs you are not sure you will like</li> </ul>
<p><b>How to use your Network to get an Interview:</b></p> <ul style="list-style-type: none"> <li>• Of the 2 jobs you apply to each week, FIND SOMEONE WHO WORKS THERE!</li> <li>• Utilize the mentor database, LinkedIn and other networking resources to find a contact</li> <li>• Try to get your résumé into the organization through an employee</li> <li>• Ask for an “informational interview” or just “advice on how to best position yourself as a candidate for X”</li> </ul>	