



CAREER
RESOURCE
GUIDE





Career Development Center



ACADEMIC YEAR OFFICE HOURS

	Office Hours	Drop-In Hours
Monday	8:30 a.m. – 4:30 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. – 7:00 p.m.	1:00 – 3:00 p.m.
Friday	8:30 a.m. – 4:30 p.m.	1:00 – 3:00 p.m.

Appointments are typically one hour and allow you to meet with a Career Advisor to discuss a topic of your choice. Drop-ins are another option to meet with a Career Advisor for a quick (10 min) meeting.

SCHEDULING APPOINTMENTS

To meet with a Career Development Center staff member, please make an appointment through Handshake, or call the office at 508-565-1325.

CHECK YOUR EMAIL!

Please pay close attention to your email, especially from us! We try to consolidate our messages to make it easier for you to keep track of all of our events, workshops, and job and internship deadlines! Don't miss out!

Stay connected with us!



Email: careerservices@stonehill.edu | **Instagram:** [HireStonehill](#)
Facebook: facebook.com/stonehillOCS | **Pinterest:** pinterest.com/stonehillocs
Twitter: [@HireStonehill](#) | **YouTube:** [Stonehill College](#)

Connect with us on social media to:

- Discover hot job and internship opportunities
- Connect with our employer partners
- Find interview preparation tips and wardrobe do's and don'ts
- Read the latest industry tips and articles
- Stay informed about upcoming events
- Participate in contests and win prizes

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THINK, ACT, LEAD: Your Career Development Plan

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

THINK

Explore and Connect

- ___ Take the Strong Interest Inventory and have it interpreted
- ___ Begin evaluating your interests, skills and talents
- ___ Attend industry-specific panels and networking events
- ___ Pursue participation in collegiate activities and organizations – get involved!
- ___ Draft a 4-year course plan
- ___ Complete the FOCUS II Assessment
- ___ Conduct informational interviews with career mentors in a field you are interested in

ACT

Plan and Pursue

- ___ Attend the Think. Act. Lead. Planning Conference in your first or sophomore year
- ___ Attend a résumé lab or workshop
- ___ Draft a résumé and upload it into Handshake for review by a Career Advisor
- ___ Revise your 4-year plan
- ___ Keep track of your major class projects and presentations
- ___ Use your résumé to catalog any impact you make on campus clubs/organizations, in class, or at a job
- ___ Participate in internships, research, student teaching or other experiential opportunities
- ___ Schedule an interview prep appointment or a mock interview with a Career Advisor
- ___ Network with career mentors, friends, and family while home on breaks

LEAD

Achieve and Launch

- ___ Begin identifying experiences you will use to provide examples for your answers to interview questions
- ___ Complete the #HireStonehill Certification and apply for on-campus interviews in Handshake (in person or remote)
- ___ Formulate a concise and effective “networking pitch” to answer the question “So, tell me about yourself.”
- ___ Practice articulating who you are, what you want, and why you are qualified
- ___ Attend the Spring Job & Internship Expo to explore internship or job opportunities
- ___ Apply to post-graduate service, graduate school and/or employment opportunities

Goal: Begin to utilize the Career Development Center (meet with an advisor, attend workshops, etc.) and upload a resume to Handshake.

Goal: Meet with a Career Advisor, one on one, during a drop-in or scheduled appointment to define/update your personal post grad plans.

Goal: Upload your primary plan, back-up plan, and potential area of focus to your Handshake profile so you can be contacted with relevant opportunities.

HANDSHAKE



Handshake is YOUR job and internship database and is only available to Stonehill students and alumni. It contains opportunities for **ALL MAJORS**, and it should be an essential resource for you as you search for opportunities both before and after graduation.

Get the App

The app is free and readily available in any app store.

On the Web

Access the following website:
<https://stonehill.joinhandshake.com>

Stonehill app & myHill

Click on the Handshake link from either the Stonehill app or myHill

Handshake offers single sign-in with your current Stonehill credentials. From the app and the mobile site, enter your Stonehill email address to get started.

Alumni: You can create a new account by following the "Sign up for an Account" Link

USING HANDSHAKE

Handshake is user friendly! If you have any trouble figuring it out, check out the Handshake Help Center for tips on getting started:

<https://support.joinhandshake.com/hc/en-us/articles/218693368-Getting-Started-with-Handshake>

THINGS TO USE HANDSHAKE FOR

- Book an appointment to meet with a Career Advisor or with the Office of International Programs' Advisors
- Upload your resume for approval (note: your resume must be approved before you can apply to an opportunity)
- Search and apply for internships, jobs, or post-graduate service opportunities
- Sign up for live and remote Career Events both on and off-campus
- Request an interview with companies participating in Campus Recruiting Interviews via the <https://www.stonehill.edu/offices-and-services/career-development-center/career-development-resources/the-hirestonehill-program/>

Helpful Tips

- Complete your profile. Handshake uses the profile information to add internships, jobs, events, etc., to your home screen based on your interests. Make your profile public for employers to view. Be sure to highlight your work, internship, research, leadership, collegiate club/organization, and volunteer experiences
- Get the app! Download the app on your mobile device and check back daily for new opportunities that match your career interests
- Sync Handshake with your Outlook Calendar! When you are out in the "real world" you will probably be expected to use a Microsoft Office Outlook calendar; get into the habit now and never miss a Handshake appointment or event

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.

TIPS FOR WRITING YOUR RÉSUMÉ

Format is Important:

- Use a standard font (such as Arial or Calibri) and size (10-12 pts.).
- Do not use a template. They are difficult to modify and yours will match hundreds of others out there.
- 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 two pages, but there are very few exceptions for undergraduates.

Start from Scratch: Using a Word document, tailor your résumé to your experiences and how they relate to the positions you are applying for. Pages and Google Docs do not transfer as well or have the same editing features.

Professionalism: Be sure that your email address is professional and appropriate. Seniors should use a non-Stonehill email. Similarly, the phone number you are including must have a professional voicemail and the inbox must not be full!

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 to attract over 400 customers daily."

Action Verbs: Each bullet point should start with an active, descriptive, verb. For a useful list of action verbs see our website and handouts in the "Resources" section of Handshake.

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 a "no" pile. Proofread for spelling and grammatical errors (try reading it out loud to catch more errors) and always have it reviewed by a few people before sending it out.

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

RÉSUMÉ SAMPLES

Click for samples: - <https://www.stonehill.edu/offices-and-services/career-development-center/career-development-resources/resumes/sample-resumes>

RÉSUMÉ CONTENTS

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

Contact Information

- Name – use your first and last name (preferred name is acceptable for a resume, but you must use your legal name on the actual application you will fill out with Human Resources)
- Address – city and state of either home or Stonehill; choose whichever is closest to the opportunity you are applying
- Phone number – make sure your voice message is professional and ensure you have room in your mailbox
- Email address – this should also be professional (a Stonehill email or a web-based address with your name – seniors should use a non-Stonehill email).

Education

- Name and location of any college(s) you have attended, including study abroad
- 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
- Relevant college coursework and projects, if there is room (Remember: 1 page)

Experience

Consider the interest of the reader when presenting your experiences

- Separate your experiences by relevant headings such as: "Work," "Professional," "Internship," "Research," "Leadership," "International" or "Teaching" Experience
- Start with a "Relevant," or "Related" Experience section to draw attention to experience that 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, never season or semester)
 - Bullet points describing your responsibilities – use phrases only; start bullets using "positive action verbs" (a full list of verbs can be found in the "Resources" section of Handshake); be specific about responsibilities you performed/results, transferrable skills you acquired and how your work impacted others

Supplemental Sections

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

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

Skills

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

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

CURRICULUM VITAE (CV)

A curriculum vitae (CV), meaning "course of one's life", follows the same format as a resume but gives more detail about your academic and professional accomplishments. CVs 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 can vary a bit 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 Career Development Center can review your CV for content and format consistency and make suggestions.

Sample CV:

<https://stonehill-website.s3.amazonaws.com/files/resources/cv-sample-2.pdf>

A cover letter should accompany every résumé you send out, even if it's not technically required. It is the first document an employer sees, so it is often the first impression you will make. Take advantage of this first impression and prepare the reader for your application, stating why you are writing, why you are a good match for the job and why you want to work there. Submitting a well-thought, targeted cover letter shows commitment and dedication to the organization.

A cover letter and résumé should always work together as a pair. Both should complement each other and specifically address the qualities asked for in the position description!

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

- Make it clear that you can “deliver the goods.” Go in-depth about important experiences/skills that relate to the job requirements
- Grab the employer’s attention and elaborate on what specifically you can contribute to the organization
- Show the employer that you have researched the organization and that you care enough about this position to individualize your application
- Provide a sample of your written communication skills
- Describe what sets you apart from the rest of the applicants

Top 5 Tips for a Good Cover Letter:

1. ***Make it look as good as your résumé.***

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 samples).

2. ***Send it to an actual person.***

Direct your letter to a specific individual. If necessary, call the organization or research on their website/ LinkedIn to find out who will be receiving the letter. Sometimes it is not possible to get that information so addressing your letter to “Internship Coordinator” or “Hiring Manager” is acceptable.

3. ***Customize it to the job/internship posting.***

Before you start the writing process, review 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 experience that aligns with the desired qualifications. Don’t assume that they will read between the lines of your résumé and dig out the relevant information.

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. Don’t just rehash what is on your resume!

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 Name
Your Address
City, ST Zip

Date

(Dr. /Ms. /Mr.) Name
Job Title
Organization Name
Organization Street Address
City, ST Zip

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 how these past experiences have allowed you to build the skills that will be beneficial to the position. Also mention specifically what is unique and exciting to you about the organization (compared to similar companies).

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!)



ADDITIONAL INFORMATION

- See the Resources section of your Handshake Profile for cover letter samples.
- Check out these great articles from The Muse for tips and advice on what makes a cover letter stand out as well as additional samples.
<https://www.themuse.com/advice/cover-letters>

An internship is a short-term work experience in a professional environment where the emphasis is on experiential learning. They are now a must for anyone considering post-graduate opportunities including service, employment, and graduate school. Co-ops also offer the opportunity to learn through hands-on work in one's field, but typically take place over a longer period of time. Employers typically offer these experiences from January – July or June – December.

We encourage you to complete **at least 2** internships, co-ops, 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, service program or graduate school.

Internships can be....

- For credit (3, 6 or 9), or not for credit*
- Paid or unpaid
- Full or part-time
- Completed during the fall, spring, or summer semesters
- Local, international, or in major US cities including Washington DC, Los Angeles, and New York City

Exploring and Identifying Internship & Co-op Opportunities:

- Search 1,000s of internship opportunities in Stonehill's Handshake database
- Attend our annual Job & Internship Expo in the spring, or our industry-specific fairs offered throughout the year
- Visit our website to find internship search sites by industry: <https://www.stonehill.edu/offices-and-services/career-development-center/career-development-resources/jobs-internships/job-internship-search-sites/>

IMPORTANT: For-Credit vs. Non-Credit Internships

All internships, whether students plan to obtain credit or not, must be entered into the "Stonehill U.S. Internships Application" form, which can be found on the "Students" tab in myHill.

- All for-credit internships & co-ops must be approved by a faculty moderator, and approval will be completed electronically through this form.
- Non-credit internships & co-ops do not require faculty approval but will be added to your permanent record after being submitted through myHill. Once you've completed the experience, your supervisor should email the Career Development Center to confirm your internship. Our office can then change the status of your application to "complete", and the experience will appear on your Achievement Record.

Recent Local Internship Sites:

Commodore Builders | Boston Children's Hospital | Skillsoft | Elliot Physical Therapy | Biogen | Solar Therapeutics | EY | John Hancock | WHDH Channel 7 | Village Speech LLC | Hasbro | Massachusetts State Police | Brockton Public Schools

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



**ADDITIONAL
INFORMATION**

<https://www.stonehill.edu/offices-and-services/career-development-center/career-development-resources/jobs-internships/frequently-asked-questions-internships>

STONEHILL IN THE CITY INTERNSHIP PROGRAM

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 credits. Housing is provided for all programs.



Choose from 4 Programs:

NEW YORK CITY

Live in Brooklyn, intern full-time and take a 3-credit online course of your choice at Stonehill or through [Academeum](#) – an online platform connecting college students to online courses at institutions across the country.

Recent Internship Sites Include:

JP Morgan Chase | Carnegie Hall | Sony Music | Thomson Reuters | Seventeen Magazine | Metropolitan Museum of Art | the Legal Aid Society | Kenneth Cole | SportsNet New York | Atlantic Theater Company | NYU Langone Medical Center

WASHINGTON DC

Live in the exciting Capitol Hill Neighborhood, intern full-time and take a 3-credit Political Parties & Interest Groups class.

Recent Internship Sites 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 | American Red Cross | U.S. Marshals Service | National History Center

LOS ANGELES

Live in sunny Los Angeles, CA.. Intern full-time and take a 3-credit winter session course at Stonehill.

Recent Internship Sites Include:

Warner Brothers | Focus Features | ROAR Entertainment | CBS Television | NewWave Entertainment | Conan O'Brien | Warner Bros. Records | BUZZ Media | CBS Films | MGM | Nickelodeon | NBC Universal | Beck Media & Marketing

BOSTON

Live on-campus or commute from home (if you reside in the Greater Boston Area). Intern full-time and take a 3-credit course at Stonehill.

Recent Internship Sites Include:

CM Marketing | Shields Healthcare | Feeney Brothers Excavation | International Institute of New England | BAYADA | TG Gallagher | C&S Insurance | Applause | InCrowd | blumshapiro | Partners Healthcare | Boston Children's Hospital

Applications for all four programs can be found in Handshake.

ADDITIONAL INFORMATION

- <https://www.stonehill.edu/offices-and-services/career-development-center/career-development-resources> (Internships & Co-ops Tab) Application instructions, requirements and deadlines
- Program credits and requirements
- Cost information
- Housing and transportation details
- Upcoming events

Why participate? Employers participating in the #HireStonehill program want to HIRE STONEHILL STUDENTS. You are more likely to get an interview, and get hired! We make the process easy with interview sign ups right in Handshake, and interviews on-campus or via a virtual platform. Job and Internship opportunities available through the #HireStonehill can be found under the “Interviews” tab in our Handshake database and include opportunities posted by over 150 of our closest employer partners.

The #HireStonehill Program – How to Participate

1. Watch the #HireStonehill Certification Video
2. Complete our electronic #HireStonehill Certification and “sign” the recruiting contract
3. Upload your résumé into Handshake where it will need to be approved by a Career Advisor
4. Check the Interviews section of Handshake regularly
5. Submit your résumé for résumé collections and on-campus interviews
6. Let us take care of the rest! You will be notified whether or not you are selected to interview*

Make sure that you check Handshake regularly, as new opportunities are **added daily**.

**Note:* Employers request that your résumé be approved by a Career Advisor and that you complete the #HireStonehill Certification for all jobs and internships posted as part of this program. Because we want to ensure that you are a competitive candidate for these opportunities, you may be contacted by a Career Advisors team to complete these tasks. Please know that we cannot send your materials if you haven’t completed the required steps.



ADDITIONAL INFORMATION

- <https://www.stonehill.edu/offices-and-services/career-development-center/career-development-resources/the-hirestonehill-program>
- A list of the #HireStonehill employers
- Recent internship and full-time entry level placements
- Interview Tips
- How to look for On-Campus Interview Dates
- Upcoming Events

INTERVIEWING

You've written a great cover letter, submitted your perfect résumé and you've landed an interview – congratulations! Interviews are going to be a part of your process for internships, entry-level jobs, graduate school, or post-graduate service. Interviewing is a skill, and like any new skill, it requires practice. The content here will get you started – but please check our website for lots of additional resources and schedule an interview prep appointment with us.

Prepare

Interviewers tell us that the candidates who stand out are the ones who prepare. They come to the interview knowing a lot about the organization and about their interviewer. You can accomplish this in just a few steps. Keep in mind that virtual interviews require the same amount of practice and preparation as an in-person interview.

RESEARCH THE ORGANIZATION	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) and researching current industry trends.
RESEARCH THE INTERVIEWER(S)	Look up your interviewers on LinkedIn and on the company website. Be aware of who you will be meeting with and be prepared to address them accordingly. For example, don't plan to ask an HR Representative to "describe their typical day." Make sure you save that question for someone who can help you understand the role you are applying for.
RESEARCH THE POSITION	You may only have the job description to go on – but make sure you know it! Everything in the description is likely to come up as an interview question. You can do further research on the position itself by trying to find individuals (on LinkedIn or in the mentor database) who have held the position before. What do they have to say about the role in their profiles?
DRESS FOR SUCCESS	Look professional for your interview to further impress your interviewers and send a message that you are serious about the opportunity you are applying for. If you need to borrow business attire Suit a Skyhawk has everything you need to make a great first impression!

Practice

PRACTICE	<ul style="list-style-type: none"> • Know your résumé inside and out and be prepared to discuss anything on it. Always have specific examples for anticipated questions. • Know the job description – anything on there is fair game for an interview question. Practice answering questions very specific to the qualifications of the position. • Make sure that you have practiced your interviewing skills at least once before going on an interview. Book an appointment with us in Handshake to practice with a Career Advisor.
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Follow-up

FOLLOW-UP	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. This allows you to know what their hiring timeline might be. Also, ALWAYS send a thank you within a day following the interview either electronically or in print!
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ADDITIONAL INFORMATION

- <https://www.stonehill.edu/offices-and-services/career-development-center/career-development-resources/interviewing>
- The stages of an interview – be prepared for every step of the process
- Questions YOU ask THEM! Yes – you need to have some prepared before you begin!

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 other candidates who want the same job.

- Always ask for contact information (business card) at the conclusion of your interview
- Send a thank you note within 24 hours (can be handwritten OR emailed OR both)
- 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 read or share each other’s notes)

Hand-written vs. Email: Use your best judgment. If the hiring process is closing 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 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 the hand-written 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 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 briefly refer to the conversation 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 Ms. Rodriguez:

Thank you for the opportunity to interview with you at the Benjamin Corporation yesterday. I gained even more insight into the daily responsibilities of a Design Associate and am excited about the possibility of joining your team. It was great hearing about your ten years with the Benjamin Corporation and your path from a Marketing Associate to the Vice President of Global Marketing.

I will certainly take your advice and spend one day this summer at Pentcobet Beach in Falmouth. Thank you for your time.

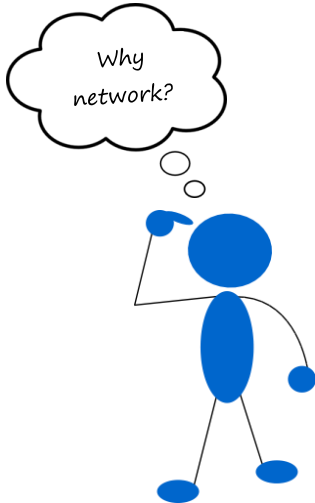
Sincerely,
Stonehill Student

What is Networking?

You've heard the expression "it's all about who you know." That expression absolutely has some truth to it. But the real truth is, it's not who you know right now, it's also who you set out to meet. Networking is the important professional process of making connections and maintaining relationships. It is an opportunity to learn from others, ask questions, and get insight about their career path and profession. Networking can also be incredibly valuable for landing a position within an organization.

IDENTIFY & BUILD YOUR NETWORK

Whether you know it or not, you already HAVE a network. This list can include relatives, friends, and neighbors; previous employers, professors, or volunteer supervisors; fellow Stonehill students/alums or even your roommate's parents.



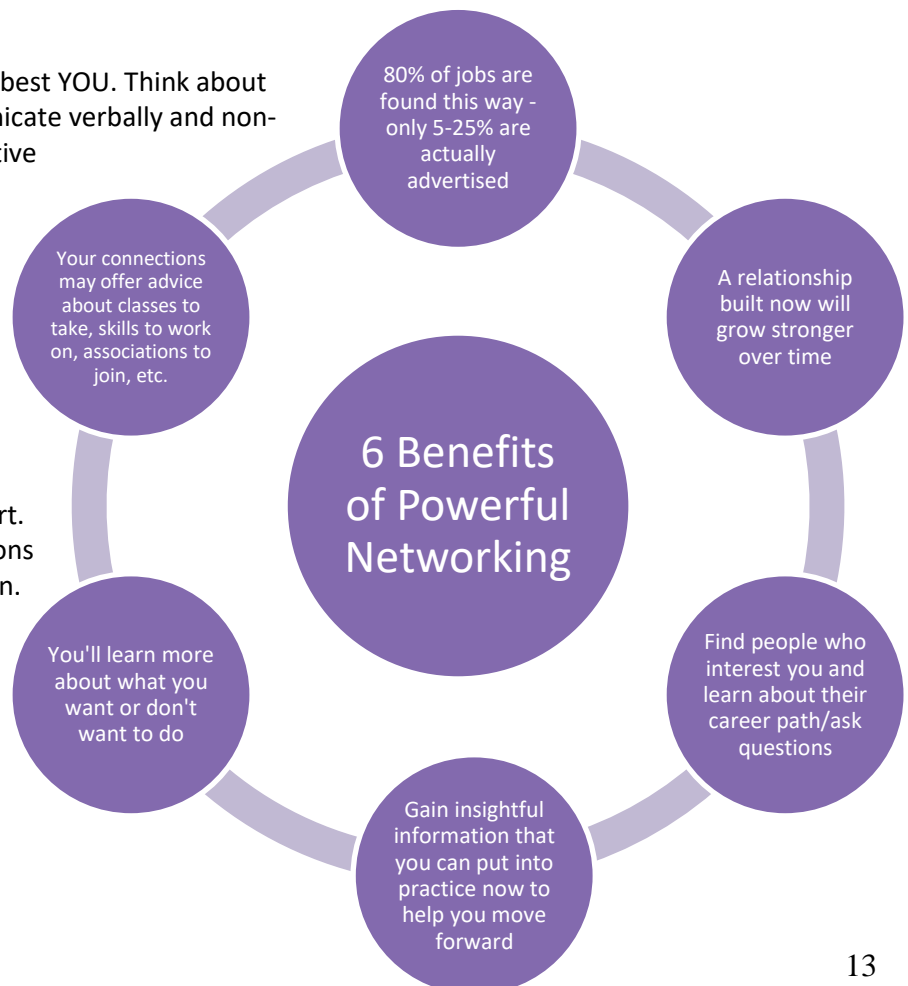
The next step is building a network – and this step never ends. It can happen anytime, anywhere – in the classroom, at a family event, or even in line at Starbucks. It can happen face-to-face or online through social media. You'll start this process now and continue to expand throughout your entire career.

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

- Networking events (industry specific events, career/service fairs, employer/alumni panels)
- Stonehill Connect Mentor Database (more information on this further along in this book)
- Professional Associations or Student Groups (example: the Massachusetts Teachers Association, Public Relations Society of America, Education Society, AIGA)
- LinkedIn (see next section)

Important Reminders:

- It's imperative to always represent the best YOU. Think about your eye contact, the way you communicate verbally and non-verbally, and how you can make a positive impression.
- Whenever you connect with someone for the first time, be sure to follow up with an email or invite on LinkedIn to stay in touch, and if they did something to help you out, be sure to thank them.
- Networking does require time and effort. Put yourself out there by asking questions and staying engaged in the conversation.
- What goes around comes around. Someone might be able to introduce you to a beneficial contact, so remember to return the gesture!





LinkedIn is “The world's largest professional network with 720+ million members in over 200 countries and territories around the globe.” It’s the #1 online networking tool used by professionals in most industries and is used daily by recruiters searching for great talent. It allows you to showcase your skill set, interests, accomplishments, awards, portfolio, experience, and so much more all in one place.

Creating a Profile:

1. Go to www.Linkedin.com
2. Enter information in the “Sign-up – it’s free” section and click “Join now”
3. Once you are logged in, click on the “Profile” tab and then click “Edit Profile”
4. Try to work towards having a 100% complete profile. Once you’re just about there, start making connections!
5. Visit our for “10 Steps to Creating Strong Profiles” <https://www.stonehill.edu/offices-and-services/career-development-center/career-development-resources/networking/linkedin/>

For more tips and sample profiles for getting started, go to <http://university.linkedin.com/linkedin-for-students.html> and attend our networking workshops. Ask a Career Advisor to critique your profile and offer any suggestions tailored to your professional goals!

Adding Connections:

1. ALWAYS write a personal note to request to connect with colleagues, friends, family, professors, fellow students/alums, administrators, etc. (avoid using the generic introduction message).
2. Visit our website “Resources”, under the Networking and Informational Interviews tab, to learn the best strategies for adding LinkedIn Connections.

Using This Great Networking Resource:

1. There are so many ways to use LinkedIn! Use it to explore career paths and fields that you are considering and to connect with a specific organization that you are looking to intern/work with.
2. Visit our website for specific instructions for using LinkedIn as a learning tool or as a powerful resource for landing a job or internship.
3. Connect with other Stonehill alums by using the Alumni too, Stonehill Connect, when you go to the Stonehill College page and select the Alumni tab. This is a great way to also learn about your peer’s careers, and to stay connected after Stonehill and beyond.

INFORMATIONAL INTERVIEWING

An informational interview is a conversation with someone who works in a career you are interested in; attends a graduate school you are considering or otherwise has followed a path you'd like to learn about. An informational interview is NOT the time to ask for a job or an internship, but rather a time to ask questions, listen, build your network, and explore options.

Sample Informational Interview Request Email:

Dear Ms. Chan,

I am a junior at Stonehill College. Through Stonehill Connect, 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 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 at 508-565-0000. I greatly appreciate your time!

Sincerely,
Stonehill Student

USE YOUR NETWORK TO LAND AN OPPORTUNITY

Show appreciation! There is nothing more important in this entire process. If a professional takes the time to answer your questions, say thank you – either electronically or with a handwritten note (or both). You may not know right now how useful this particular connection can be to you in the future.

To use your network to land an opportunity: find an internship and/or a job you are interested in and apply via the application instructions. Next, search the Handshake Mentor Database to see if we have a mentor working there. If we do, reach out and ask for an informational interview. If we don't, search LinkedIn, find a connection and ask for an informational interview. Bottom line: find someone who works there and make a connection.

NAVIGATING NETWORKING EVENTS

We offer multiple opportunities for you to network in-person and virtually with Stonehill alumni and employers. In addition, through your coursework, campus activities or outside interests, you may have the opportunity to network in a social setting. Visit our website for tips on success during face-to-face networking.

ADDITIONAL INFORMATION

- <https://www.stonehill.edu/offices-and-services/career-development-center/career-development-resources/networking/informational-interviewing>
- How to search for professionals to conduct an informational interview with
- How to turn your informational interview into a job shadow
- Sample informational interview questions that YOU prepare to ask
- Additional in-person networking tips and reminders
- Your professional persona – email etiquette and how social media creates your online image



STONEHILL CONNECT

AN ONLINE COMMUNITY FOR ALUMNI

Stonehill Connect is a mentor database is comprised of alumni and friends of the College who want to be available to Stonehill students and alumni who are looking for career guidance. The database includes professionals from over 80 industries. Mentors are an excellent resource for networking and information-gathering within a career field, whether you plan to pursue post-graduate employment, service, or graduate school. Please remember that while job and internship opportunities may naturally arise from these interactions, the database is not intended as a job search tool.

FREQUENTLY ASKED QUESTIONS

How do I access the database?	<p>Log into www.stonehillalumni.org and click on the “Career” tab and select “Career Mentoring Directory” in the dropdown.</p> <p>First time users will be asked enter their Hill number, beginning with an “H”.</p>																
How do I find mentors?	<p>The way you search depends on who you want to connect with:</p> <table border="1"> <thead> <tr> <th>If you want to find someone who...</th><th>Search by:</th></tr> </thead> <tbody> <tr> <td>Works at a particular company/organization</td><td>“Employer name” Ex: Meditech</td></tr> <tr> <td>Works within a particular job field</td><td>“Industry” Ex: Healthcare</td></tr> <tr> <td>Earned a specific graduate school degree</td><td>“Graduate Degree”</td></tr> <tr> <td>Identifies as a particular ethnicity</td><td>“Ethnicity”</td></tr> <tr> <td>Participated in a year of service</td><td>“Post-Graduate Service”</td></tr> <tr> <td>Works in a particular location</td><td>“City” “State” or “Country”</td></tr> <tr> <td>Played a particular sport at Stonehill</td><td>“Student Activity”</td></tr> </tbody> </table>	If you want to find someone who...	Search by:	Works at a particular company/organization	“Employer name” Ex: Meditech	Works within a particular job field	“Industry” Ex: Healthcare	Earned a specific graduate school degree	“Graduate Degree”	Identifies as a particular ethnicity	“Ethnicity”	Participated in a year of service	“Post-Graduate Service”	Works in a particular location	“City” “State” or “Country”	Played a particular sport at Stonehill	“Student Activity”
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What should I ask mentors?	<p>It depends on what you want to accomplish from the interaction.</p> <ul style="list-style-type: none"> • Ask for 15-30 minutes of their time for an “informational interview” (either virtual or in-person) in which you ask them questions about their career path • Ask to job shadow for ½ a day • Ask them to critique your résumé, cover letter, portfolio, or graduate school essay • Ask for a mock interview 																
How do I initiate the discussion?	<p>Click on the “Send an Email” button to send a message. Always be respectful of their time and communicate professionally (use titles, full names, and salutations in your email correspondence). For example:</p> <p>Dear Mr. Gomez,</p> <p>I hope this email finds you well. My name is <i>First Last</i>, and I’m a Junior Psychology major at Stonehill. I came across your profile in our Stonehill Connect Mentor Database and am very interested in your work at XYZ Company.</p> <p>If you have some time in the coming weeks, I would love to talk with you virtually to learn more about your experiences as a professional in the Human Resources field. Please let me know if you would like to connect!</p> <p>Sincerely, <i>First Last</i></p>																

NEGOTIATING A JOB OFFER

You made it!

Congratulations on making it this far! 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” and everything stops. So, what happens now?

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 (we're always happy to help through this process).
3. Prepare your list of questions. This may include questions regarding benefits, vacation, sick time, bonus opportunities, performance reviews, professional development opportunities, start date, clarification of salary, etc. Basically, anything that will help you make your decision!
4. Recognize that once the offer is made, the ball is in your court for the first time since the interview process started. Make sure you fully understand when they expect your decision by.

Step Two: Negotiate the Offer

1. Don't be afraid to ask; the worst they can say is “no.”
2. 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's not all about the money.
3. Talk about whatever it is you want most: salary, a later start date, flexible work schedule, the opportunity for a review/raise in six months, which are items that could be worth negotiating to be happy at work.
4. Be willing to accept compromises.

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 – ex. “low to mid 40's”.

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

Do your research. Talk with someone you trust and meet with a Career Advisor to determine a fair pay range for the job title you are applying for, as well as the location. Cross-check by using resources including: Salary.com, PayScale.com, 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 and be prepared to talk about why you're asking for a different amount.

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 and showed how much value you bring.

POST GRADUATE SERVICE

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

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

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

PRACTICAL BENEFITS

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

PERSONAL BENEFITS

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

QUESTIONS TO CONSIDER

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

EXAMPLES OF POST GRADUATE SERVICE PROGRAMS

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

RESOURCES

- Catholic Volunteer Network (great search feature): <https://catholicvolunteernetwork.org/>
- Stonehill College - Post Graduate Service Website: <https://www.stonehill.edu/offices-and-services/career-development-center/post-graduate-service-programs>

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 Career Development Centers 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 the Career Development Center and on our website.

<p>What do I need to ask myself?</p> <ul style="list-style-type: none"> • What are my career interests and goals? Is a graduate degree necessary to attain those goals? • Do I need to go to graduate school now? • Am I ready to take on another degree program? • What do I plan to do when I get out of graduate school? • Do I want to go to graduate school full or part-time? • Am I interested in taking classes online or in-person? • Can I afford to go to graduate/professional school? 	<p>What else can I do:</p> <ul style="list-style-type: none"> • Visit schools of interest or attend open houses • Study for standardized entrance exam(s) • Research courses, faculty, school culture • Investigate career assistance, networking contacts, success of graduates • Investigate options for financing education • Look into Teaching, Research and Graduate Assistant opportunities • Prepare a back-up plan
<p>On-Campus Resources</p> <ul style="list-style-type: none"> • Career Development Center • Faculty, Academic Advisors, Research Mentors • Specific profession advisors on campus: <ul style="list-style-type: none"> - Andrew Leahy, Pre-Health Professions - Erin O’Hea, Pre-Allied Health Professions - Rob Rogers, Pre Law Advisor • Associate Provost, Craig Kelley, Nationally Competitive Scholarship and Fellowship Advisor 	<p>What should I continue to do?</p> <ul style="list-style-type: none"> • Maintain a good academic record • Participate in related clubs, associations, and activities • Pursue related work, internships, and research experiences • Maintain relationships with faculty, advisors and supervisors who can be good sources for recommendations • Research and clarify career options • Take courses relevant to field of study • Focus on your own experiences, not your peers
<p>What will I need to apply?</p> <ul style="list-style-type: none"> • Standardized entrance exam(s) (e.g., GRE, LSAT, GMAT, DAT) • Application forms • Application fees • CV or Résumé • Statement of interest/personal essay • Letters of recommendation • Official undergraduate transcripts • Knowledge of deadlines! 	<p>What happens after I apply?</p> <ul style="list-style-type: none"> • Rank order schools based on preference • Prepare for admissions interviews if required (e.g., mock interview with a Career Advisor and/or with faculty member) • Wait to hear from schools about acceptance • Keep references informed and thank them for their assistance • Notify schools of decision to attend or decline • Finalize avenues of financing

ADDITIONAL INFORMATION

- <https://stonehill-website.s3.amazonaws.com/files/resources/stonehill-grad-school-guide-ay2018-2.pdf>
- Is Graduate School right for me?
- Graduate School requirements including specifics about admissions tests
- Financing your education
- Tips for writing your personal essay/statement
- How a committee evaluates your application and how you can be a stand out applicant

70 % of your time networking

<https://stonehill.joinhandshake.com>

- Reach out to Career Mentors
- Attend career events where alumni and/or employers will be present

www.linkedin.com

- Create your online résumé and personal brand (profile)
- Build a strong network
- Ask for recommendations
- Participate in Groups

Professional Associations, Job Fairs, & Social Events

- Research your industry and get involved
- Follow relevant associations on social media to learn about networking events
- Join relevant groups on LinkedIn and pay attention to their conversations

TO DO

- Develop and practice your pitch
- Contact your ENTIRE network, tell your story, ask others for guidance and support
- Contact a minimum of 1 networking contact / per week
- Ask for an informational interviews

30% of your time searching/applying

<https://stonehill.joinhandshake.com>

- Save and access your résumé/cover letters
- Bookmark and apply for jobs
- Save your searches

Our Favorites

www.stonehill.edu/offices-services/career-services/internships/job-internship-sites/

- National & international sites
- Job search sites by field
- Idealist.org (for non-profit jobs)
- Indeed.com (a metasearch engine)
- Buzzfile.com

Utilize Social Media Outlets

- Twitter (follow your target companies)
- Visit LinkedIn Student Jobs: www.linkedin.com/studentjobs
- Connect your SimplyHired (www.simplyhired.com) account to LinkedIn and Facebook to see who you know that works at organizations you may be interested in

TO DO

- Apply for a minimum of 2 jobs / per week
- Apply for jobs you may not be 100% qualified for
- Leave your comfort zone: Apply for jobs you are not sure you will like

How to use your Network to get an Interview:

- Of the 2 jobs you apply to each week, FIND SOMEONE WHO WORKS THERE!
- Utilize Handshake, LinkedIn, and other networking resources to find a contact
- Try to get your résumé into the organization through an employee
- Ask for an “informational interview” or “advice on how to best position yourself as a candidate for X”