



Meredith College | Office of Career Planning

CAREER PLANNING WORKBOOK





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CAREER PLANNING SERVICES



Individualized Career Counseling

Strengths Development

Career-Focused Assessments

Major & Occupational Exploration & Selection

Resumes, Cover Letters & Professional Documents

Handshake: Jobs, Internships, & Appointments

Interview Preparation & Mock Interviews

Job Search Strategies

Connections with Employers & Alumnae

On-Campus Recruiting & Career Fairs

Graduate School Preparation

Career Planning Courses: CPS 101, CPS 301

LinkedIn & Social Media Strategies

PROFESSIONAL CONDUCT POLICY

Professional conduct includes communication with employers and professional activities. With any Office of Career Planning sponsored event, the expectation for Meredith students is to always have an appropriate demeanor and behavior. Employers and OCP staff members take these programs seriously. Students participating in OCP sponsored activities are responsible for knowing, following and strongly adhering to campus recruiting policies. We encourage you to review these policies on the OCP website or Handshake. Failure to adhere to campus recruiting policies may result in loss of access to Handshake or other Career Planning services.



DEVELOPING YOUR CAREER PLAN

1

Explore

Look inward. Know yourself. Interests, strengths, skills, and values.

2

Determine your interests

Activities about which you are passionate. What do you enjoy doing in your spare time?

3

Recognize your aptitudes.

The skills you have and those you want to develop. What do you do well?

4

Evaluate your work experience & education.

Acquired knowledge that will help you advance toward your desired career paths. What are your accomplishments?

5

Recognize your personal qualities.

Attributes that makes you a strong candidate. What unique characteristics define you?

6

Select potential career areas.

Areas of career interest for further research and exploration. What career fields do you gravitate towards?

ASSESSMENTS

CliftonStrengths

Designed to uncover your natural talents and discover what makes you stand out. CliftonStrengths language and tools can be used to help you identify what you do well each and every day. Free.

Strong Interest Inventory

Helps to identify your interests. Based on your responses, a list is produced containing occupations that may be a good fit for you. Majors and campus activities you may be interested in pursuing are identified. A counselor will interpret your profile and you will receive a personalized report. \$10.

Myers Briggs Type Indicator

Measures your preferences for interacting with the world and making decisions. It is helpful in understanding how you make decisions, gather information and the way in which your personality “fits” with different careers. It can also be useful in developing job search strategies that match your preferences. \$20.



FOUR YEAR CAREER PLAN

Freshman Year	Sophomore Year	Junior Year	Senior Year
<ul style="list-style-type: none"> <input type="checkbox"/> Enroll in FYE 100 and learn about strategies for academic success, opportunities for campus involvement, topics related to personal finance, and major & career exploration. <input type="checkbox"/> Create your Handshake account. Explore OCP services, events, and opportunities on Handshake. Gather information about co-curricular experiences such as student organizations, study abroad programs, athletics, and undergraduate research. <input type="checkbox"/> Enroll in CPS 101 in the spring semester to explore majors and careers. <input type="checkbox"/> Work with your faculty adviser and the Office of Academic Advising to explore your academic interests. Begin drafting a resume and cover letter that may be used to apply for part-time jobs, volunteer opportunities, or internships related to your interests. 	<ul style="list-style-type: none"> <input type="checkbox"/> In collaboration with your faculty adviser, select a major and create a pathway to complete a major. <input type="checkbox"/> Explore interests, values, and skills through experiential opportunities such as involvement with campus clubs or student organizations, volunteer work, leadership roles, etc. <input type="checkbox"/> Begin identifying internships, undergraduate research, and study abroad options that align with your academic, personal, and career goals. <input type="checkbox"/> Complete your Handshake profile. Update your professional resume and post it on Handshake. Explore and apply for opportunities related to your goals. <input type="checkbox"/> Attend career events including the Internship Discovery Expo, Career Fair, employer information sessions, and networking events. <input type="checkbox"/> Complete an informational interview with a professional whose career interests you. 	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor and revise your academic progress and graduation plan in consultation with your faculty adviser. <input type="checkbox"/> Assume leadership roles in your co-curricular experiences both on and off campus. <input type="checkbox"/> Participate in internships, research, and job observations aligned with your major and career goals. <input type="checkbox"/> Update your Handshake account and check that your profile is visible to employers and Meredith students. <input type="checkbox"/> Explore whether graduate school is a good fit for your career choice, investigate specific programs and deadlines, and begin the application process. <input type="checkbox"/> Practice interviewing during Mock Interview Week in OCP or schedule an appointment for interview coaching with a career counselor. <input type="checkbox"/> Attend career and networking events to learn more about your field of interest and potential employers. 	<ul style="list-style-type: none"> <input type="checkbox"/> Start early! Map out your job search strategies with a counselor in OCP. <input type="checkbox"/> Finalize graduate and professional school applications. <input type="checkbox"/> Selectively focus on leadership development through co-curricular experiences. <input type="checkbox"/> Update your Handshake account with your current resume and monitor events and job postings. <input type="checkbox"/> Participate in conversations and programming to aid in financial planning after college. <input type="checkbox"/> Attend career and networking events to connect with employers and opportunities. <input type="checkbox"/> Take the First Destination Survey to report job and graduate school offers to OCP.

GETTING STARTED

The CliftonStrengths assessment helps you to identify your top 5 Talent Themes which point to talents that naturally exist within you and enable you to do certain things better than others.

When developed, talents are:

1. Behavior patterns that make you effective.
2. Thought patterns that make you efficient.
3. Beliefs that empower you to succeed.
4. Attitudes that sustain your efforts toward achievement and excellence.
5. Motivations that propel you to take action and maintain the energy needed to achieve.

Strengths are developed from our natural talents when combined with acquired skills, lessons or facts learned, and intentional effort. Remember, all 34 themes are positive and can be applied productively in a wide variety of careers. For example, a talent in Communication could be applied to roles in business, education, nutrition, government, theater, public health, and other fields.

Talent + Skills + Knowledge + Effort = Strength

You can apply your strengths to make decisions about your academic and career goals, and develop a plan to get there. List your top talent themes and some of your current thoughts about your academic and career plans. Meet with a strengths coach in StrongPoints, a career counselor, academic adviser, or faculty adviser to talk about how you might use your strengths in a variety of majors and careers.



My Top 5 Talent Themes:	Majors I'm Considering Now...	Careers I'm Considering Now...
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

SELF-ASSESSMENT

To make career decisions, we first have to know about ourselves- our strengths, interests, values, and skills. We can then take this knowledge and explore possible career fields and occupations. With our self-knowledge, we are better able to evaluate whether or not a particular career would be satisfying. Use this self-assessment to start reflecting on your talents, interests, and values.

WHAT I DO BEST

Read through the following list of activities and identify five statements that would best describe tasks or activities you would like to spend most of your time doing in a job or career.

- Volunteer for causes I believe in
- Talk with those going through difficult situations
- Establish routines and processes
- Work hard
- Live for the present
- Find a new way to do things
- Learn as much as I can about the people I meet
- Take on challenges
- Follow through on all of my commitments
- Participate in intellectual and philosophical discussions
- Prove myself successful
- Strive to know more
- Envision the things I want and desire
- Organize a big event or celebration
- Join brainstorming sessions
- Make work fun
- Speak on behalf of other people or organizations
- Compare my performance to others
- Act according to my beliefs
- Include people who feel left out
- Let others know, without words, that I know how they feel
- Help others explain their thoughts
- Meet new people
- Use history to explain my position or idea
- Treat all people the same
- Concentrate until the job gets done
- Do what is expected of me each day
- Discover patterns of data
- Be persuasive
- Keep track of several things at one time
- Figure out how different people can work together productively
- Create future pictures and plans
- Take on significant goals and challenges
- Search for the reasons and causes
- Tell stories
- Push things into action
- Accept people as they are
- Teach or coach people
- Build connections between people of different cultures or experience

MY INTERESTS

Think about what you enjoy doing and things you like to learn about. Choose five interests that you enjoy most.

- | | |
|---|---|
| <input type="checkbox"/> Acting & theater | <input type="checkbox"/> Law |
| <input type="checkbox"/> Action sports | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Armed services | <input type="checkbox"/> Music |
| <input type="checkbox"/> Business | <input type="checkbox"/> Non-Profit Organizations |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Numbers |
| <input type="checkbox"/> Design | <input type="checkbox"/> Philosophy & religion |
| <input type="checkbox"/> Education | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Radio & broadcasting |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Environment & nature | <input type="checkbox"/> Science |
| <input type="checkbox"/> Fashion | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Film | <input type="checkbox"/> Television |
| <input type="checkbox"/> Food | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Government | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Journalism | <input type="checkbox"/> Other: _____ |

WHAT I WANT MOST

Rank the top five career values that best describe the qualities you would most like to find in the place you choose to work.

- | | |
|---|---|
| <input type="checkbox"/> Location | <input type="checkbox"/> Structure and predictability |
| <input type="checkbox"/> Help others | <input type="checkbox"/> Community |
| <input type="checkbox"/> Stability | <input type="checkbox"/> Tradition |
| <input type="checkbox"/> Independence | <input type="checkbox"/> Recognition |
| <input type="checkbox"/> Honesty & Integrity | <input type="checkbox"/> High earnings anticipated |
| <input type="checkbox"/> Work with others | <input type="checkbox"/> Competition |
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Influence people |
| <input type="checkbox"/> Artistic creativity | <input type="checkbox"/> Time freedom |
| <input type="checkbox"/> Excitement | <input type="checkbox"/> Fast pace |
| <input type="checkbox"/> Creative expression | <input type="checkbox"/> Profit, gain |
| <input type="checkbox"/> Power & authority | <input type="checkbox"/> Help society |
| <input type="checkbox"/> Fun & humor | <input type="checkbox"/> Advancement |
| <input type="checkbox"/> Work alone | <input type="checkbox"/> Diversity |
| <input type="checkbox"/> Work on the frontiers of knowledge | <input type="checkbox"/> Moral fulfillment |
| <input type="checkbox"/> Change & variety | <input type="checkbox"/> Work-life balance |
| <input type="checkbox"/> Spirituality | <input type="checkbox"/> Challenging problems |

Write your top talents, interests, and values below. Brainstorm! In what types of roles or work environments could these connect? Meet with a career counselor, academic or faculty adviser, or a strengths coach to discuss options.

My Top 5 Talent Themes:	My interests:	What I want most:
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

HOW HAVE YOU PREPARED?



TECHNOLOGY

How have you built this skill?



LEADERSHIP

How have you built this skill?



CRITICAL THINKING

How have you built this skill?



COMMUNICATION

How have you built this skill?

Meredith College

CAREER COMPETENCIES



CAREER MANAGEMENT

How have you built this skill?



GLOBAL FLUENCY

How have you built this skill?



PROFESSIONALISM

How have you built this skill?



COLLABORATION

How have you built this skill?

BEGINNING YOUR JOB SEARCH

BEGIN WITH SELF-AWARENESS

- What are your interests, strengths, skills, and values?
- What are your personal and professional goals?
- Where would you like to live? What are your preferred geographic locations?

EXPLORE CAREER & JOB INFORMATION

- Explore resources like O*Net, BLS, and Chamber of Commerce websites to research organizations and job titles.
- Read job descriptions and evaluate career fields/industries/employers.
- Conduct informational interviews (see page ___ for details).
- Think about personal qualities and skills required for jobs of interest. Where might your natural talents fit into different occupations?

DEVELOP JOB SEARCH SKILLS AND GET STARTED

- Set specific and tangible goals and create a job search plan. Get organized!
- Create strong resumes and cover letters, and hone your interview skills.
- Build and use your network.
- Complete your profile on Handshake.
- Identify a variety of job search resources and learn to use them effectively.
- Apply to positions of interest and follow up. Tailor your resume and communication accordingly.
- Send thank you notes after each employer/professional interaction.
- Be persistent and recognize that the job search takes time. Plan accordingly!

THE POWER OF NETWORKING

A successful job search entails using a variety of strategies, and an important component of the search is building strong relationships through networking! We know that **80-90%** of jobs are found via referrals and networking, so it's essential to start creating professional contacts early in your college career. When embarking on the job search, experts suggest that 60% of your time should be spent meeting and connecting with professionals, 30% of your time spent researching opportunities, and 10% sending resumes to contacts.

LEARN MORE ABOUT CAREERS AND EMPLOYERS THROUGH INFORMATIONAL INTERVIEWS

One of the best ways to learn more about a specific job, career, or organization is to conduct an information-gathering interview. Talk with a connection you already have, a Meredith alumna, or use other resources such as Handshake or LinkedIn to identify individuals working in a career field that interests you.

Craft a professional message to the person, requesting an appointment to discuss their career path in an information-gaining capacity. Be respectful of your contact's time and stick to the amount of time you originally requested (usually 30 minutes to an hour). Ideally, the meeting will take place at the person's work setting, but phone and email interactions can be just as valuable. Dress appropriately for the work setting, send a thank you note after the meeting, and stay in touch with your new connection. Bonus: you'll expand your professional network while gaining valuable career insights at the same time!

SAMPLE INFORMATION INTERVIEW QUESTIONS

- Describe your career path.
- How did you decide to pursue this career path?
- What do you enjoy most about your position? What is most challenging?
- What does a typical day look like in your role?
- What qualifications do you seek in new hires? Is a graduate degree required for this line of work?
- What advice do you have for students who are preparing to enter this field?

GETTING TO KNOW HANDSHAKE

HANDSHAKE

Handshake is Meredith College's premier recruiting database that connects students with employers. Through a modern, streamlined platform, Handshake offers students the ability to:

- Access personalized job recommendations based on your major and interests
- View and register for upcoming career fairs and employer events
- Apply for jobs, internships, and on-campus interviews with top companies
- Schedule appointments with career counselors

EMPLOYERS USE HANDSHAKE TO:

- Post jobs, internships, and co-op opportunities for students
- Schedule on-campus interviews and participate in mock interviews
- Provide contact information for students
- View and search for student resumes based on criteria such as major and graduation date

The Office of Career Planning vets every employer and job opportunity posted in Handshake prior to posting. OCP works hard to protect the quality of opportunities available through Handshake; however, we cannot guarantee the legitimacy of all postings or employers. Additionally, you may be using search engines such as indeed.com, simplyhired.com or other open job posting aggregators. Use common sense and pay attention to your instincts -- if an opportunity seems too good to be true, it probably is. Have a question about an opportunity? Contact OCP for advice!



NAVIGATING CAREER FAIRS

BEFORE

- Locate the list of employers attending the fair and research the employers that interest you most. You should know: company products/services, history, strengths, competitors, and roles you may be interested in.
- Write down questions that you have for each employer. These should be questions that you can't find the answer to on the Internet.
- Prepare and practice your 30-second introduction.
- Make many copies of your professional resume on high-quality resume paper. Consider making business cards.
- Choose your professional attire for the fair. Aim for conservative, professional clothing: black, gray or navy suit with a blouse, closed-toe shoes with hosiery, manicured and neutral nails, and minimal jewelry.
- Prepare for questions an employer might ask: Why are you interested in our company? What skills and experiences do you possess that would be a good fit with our organization?

DURING

- Travel lightly! If possible, leave your backpack at home. Bring only a portfolio with your resumes and essential items.
- Break the ice and make yourself more comfortable by beginning with an employer that is not on the top of your list.
- Start the conversation with employers. Introduce yourself and ask an open-ended question.
- Pay attention to your nonverbal communication (smile, eye-contact, handshake, posture).
- Limit personal use of your phone. Be mindful that employers may be observing you.
- Ask for the representative's business card and discuss appropriate follow-up.
- Thank the representative and after leaving the table, jot down a few notes about what you learned.

AFTER

- Send thank you notes to each representative. Remind the employer of where you met, reiterate your interest in the organization, and the skills and experiences you can contribute.
- Complete any other follow-up you discussed with the representative.
- Reflect on what you learned at the fair. How do your skills and experiences align with the positions that interest you most? Which organizations seemed like the best fit for your values and interests? What would you do differently at the next career fair?

30-SECOND INTRODUCTION

At a career fair, or during a networking event, you want to be prepared to introduce yourself and start a conversation with an employer.

EXAMPLES:

My name is Katie Murphy, and I will be graduating from Meredith College in May with a B.S. in Public Health and a B.A. in Psychology. I have volunteered in various hospitals and clinics in North Carolina and have interned in the Eligibility Department of a local open door clinic. I am conversational in Spanish, and am looking for a job that will allow me to work with underserved populations in a healthcare environment.

My name is Sandra Taranhike, and I will be graduating from Meredith College in 2019 with a B.A. in Psychology and a B.S.W. I have interned at The Recruitment Company and shadowed a number of Psychologists. Being a bicultural and trilingual individual, I have significant communication and social skills. My goal is to modify the negative perspective towards 'working' and make people more enthusiastic about their career; I am interested in a career as an occupational psychologist.

CREATE YOUR INTRODUCTION

Your introduction is personal and should reflect your individual strengths, interests, and goals. The way that you introduce yourself may change depending upon who you are talking to. Remember, the most memorable conversations happen when a connection is formed. As you think about how to introduce yourself, consider what skills, experiences, interests, and values may be important to an employer.

Who you are:

What you are good at:

*Tip: Review your strengths by reading your Signature Insight Report. Incorporate words or phrases that describe your talents best.

A key relevant experience:

What you are looking for/ why you are interested in their organization:

ASK A QUESTION

Continue the conversation by asking good questions. The best questions are open-ended, can't be answered with a quick web search, and come from a genuine interest in the organization or role. Examples of questions you might ask:

- As an entry-level employee, what could I expect to be doing 2, 5, 10 years from now?
- What courses would best prepare me for your entry-level positions? Are there any student organizations or experiences that would be beneficial in preparing for a position at your company?
- What is one of the biggest challenges in this role?
- My major is X. What positions at your company would be a strong fit for someone with my education background?
- How long is the application and interview process and what does it consist of?

CREATING YOUR RESUME

DEVELOPING YOUR RESUME

Resumes are a brief summary of your work and/or experiences, education, and skills. Resumes are tailored to highlight qualifications and experience as they relate to the job or opportunity you are seeking. You do not have to include every experience you have had. This is often your first impression and your way of securing an interview.

TOP TIPS:

- Be accurate and honest about your qualifications.
- Proofread carefully to avoid any mistakes.
- Avoid including potentially discriminating information such as your picture, race, gender, religion, national origin, political preference, birthdate, height, or weight.
- For each position, include 2-5 bullets that start with action verbs and describe your accomplishments or the skills you used.
- Use a consistent font style and format to create a document that is visually appealing.
- Review the resume approval checklist.
- Print your resume on high quality paper, and use matching paper for your cover letter and references.
- Upload your resume to Handshake and make it visible to employers.

RESUME FORMATS:

(use the existing content-- chronological, functional, combination)

CREATING YOUR RESUME

Which Sections Will You Include on Your Resume?

- | | | |
|--|--|--|
| <input type="checkbox"/> Education | <input type="checkbox"/> Relevant Courses | <input type="checkbox"/> Related Research |
| <input type="checkbox"/> Honors & Awards | <input type="checkbox"/> Relevant Projects | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Skills & Certificates
(Technical skills,
Language skills, etc.) | <input type="checkbox"/> Leadership Experience | <input type="checkbox"/> Military Experience |
| | <input type="checkbox"/> Work Experience | <input type="checkbox"/> Athletic Experience |
| | <input type="checkbox"/> Campus/Community
Involvement | <input type="checkbox"/> Other: _____ |

WRITING STRONG DESCRIPTIONS

Under the heading for each of the experiences you choose to highlight, you will add brief statements that describe the type of project you worked on, skills you used, or contributions you made. Each statement should begin with an action verb and include numbers to help demonstrate the scope or impact of your work. Use the action verb list to choose different verbs that highlight your skills. Practice creating strong bullets by using the STAR (Situation, Task, Action, Result) format.

POSITION TITLE/ ROLE (SITUATION) _____

TASK

ACTION

RESULT

Office of Career Planning Resume Approval Checklist

Although each resume is unique and should be tailored to each job and industry to which you apply, every resume must meet the following criteria for approval in Handshake. More tips, guidelines, and resume examples can be found at meredith.edu/careerplanning. Questions? Contact career@meredith.edu.

APPEARANCE & FORMAT

- Use fonts that are professional and easy to read (Arial, Times, Calibri) and in a legible size (10-12 point)
- All formatting including fonts, bolding, italicizing, and use of capitals are consistent throughout the document
- If bullets are used, be consistent with use of periods
- Use consistent margins – between 0.5 and 1 inch
- Document must be free of spelling and grammatical errors
- Convert your document to a PDF before uploading to prevent an extra blank page

CONTACT INFORMATION & HEADER

- Boldfaced name (14-20 font size) and contact information listed at the top of the resume (telephone, email)
- Email address is professional in nature

EDUCATION

- List full name of institution(s) with city and state
- Degree spelled out accurately (Bachelor of Arts or Bachelor of Science) with major / minor listed along with anticipated graduation date
- Ensure that all degrees are listed accurately (2nd major does not always equal a 2nd degree)
- If listing multiple institutions, list in reverse chronological order (most recent listed first)
- Optional: It is recommended that you list your GPA only if higher than a 3.0

EXPERIENCE SECTIONS

- Include job title, organization name, city, state, and dates (listed in a consistent format)
- Begin descriptions with action verbs in appropriate tense
- Focus descriptions on accomplishments and relevant skills, not just job duties
- If listing multiple experiences, list in reverse chronological order (most recent listed first)

If your submitted resume includes these OPTIONAL items, the following criteria must be met:

OBJECTIVE OR PROFESSIONAL SUMMARY

- Wording is specific and employer-focused, targeted to a particular field, position or industry
- Accomplishments, experience and skills are directly geared toward a particular field, position or employer

RESEARCH, CLASS PROJECTS, COMMUNITY SERVICE, LEADERSHIP, ETC.

- For research or class project, list course, project title, and dates along with accomplishments / results
- If listing volunteer and/or leadership experience, format like “experience section” for consistency

SKILLS SECTION

- Computer skills: examples include software applications, operating systems, social media, etc.
- Language skills: specify level of fluency (beginning, intermediate, advanced, fluent, native speaker)

SKILLS CLUSTER: ACTION VERBS

ADMINISTRATION	COMMUNICATION	CREATIVE	HELPING
Access	Address	Begin	Adapt
Arrange	Advertise	Build	Advocate
Assess	Author	Create	Aid
Categorize	Clarify	Customize	Care for
Collect	Collaboration	Design	Coach
Compile	Communicate	Develop	Contribute
Coordinate	Convince	Display	Counsel
Distribute	Correspond	Draft	Diagnose
Furnish	Define	Entertain	Educate
Generate	Describe	Illustrate	Encourage
Maintain	Develop	Invent	Facilitate
Monitor	Incorporate	Model	Guide
Organize	Influence	Modify	Intervene
Process	Mediate	Pattern	Prevent
Receive	Outline	Perform	Provide
Record	Present	Photograph	Resolve
Serve	Propose	Plan	Simplify
Simplify	Summarize	Shape	Support
Track	Translate	Sketch	Teach
Verify	Write	Style	Volunteer

LEADERSHIP	TECHNICAL	RESEARCH	FINANCE
Advise	Analyze	Conclude	Acquire
Appoint	Apply	Clarify	Adjust
Approve	Build	Collect	Allocate
Chair	Conceptualize	Compare	Appraise
Compare	Construct	Critique	Audit
Decide	Convert	Determine	Balance
Delegate	Design	Diagnose	Calculate
Direct	Develop	Evaluate	Compute
Implement	Edit	Examine	Correct
Increase	Engineer	Experiment	Deploy
Initiate	Inspect	Explain	Determine
Inspire	Locate	Identify	Evaluate
Lead	Modify	Investigate	Inventory
Manage	Program	Measure	Invest
Motivate	Remodel	Prepare	Manage
Organize	Repair	Research	Project
Prioritize	Solve	Review	Reconcile
Recommend	Specialize	Solve	Reduce
Represent	Troubleshoot	Survey	Research
Strategize	Upgrade	Test	Program

SAMPLE RESUME

CATE JONES

3800 Hillsborough Street, Raleigh, NC 27606
(919) 111-2222 | cjones@email.meredith.edu

EDUCATION:

Meredith College, Raleigh, NC
Bachelor of Arts

Anticipated May 2022

Athens Drive High School, Raleigh, NC
High Honors, GPA: 3.85

June 2018

SKILLS:

Microsoft Office: Word, Excel, PowerPoint; Spanish (Conversational Proficiency); CPR Certified

LEADERSHIP EXPERIENCE:

Vice-President, Athens Drive Community Service Club, Raleigh, NC

August 2017 – June 2018

- Coordinated service events for a club of 50+ students contributing a total of 400+ hours of service
- Led club meetings, gathering feedback from past events and ideas for future service activities
- Communicated with community organizations including Habitat for Humanity, Interact and the Salvation Army to explore volunteer opportunities and coordinate days of service
- Raised more than \$5K in donations for the American Cancer Society through Relay for Life

Captain, Athens Drive Lacrosse Team, Raleigh, NC

February 2016 – June 2018

- Elected by peers 2 consecutive years as team captain in recognition of dedication, skill and leadership
- Led team to county championship by coordinating extra team practices in the off season
- Developed strong team bond, resolving conflict between team members and motivating others

Junior Counselor, Twin Creeks Summer Camp, Greenville, NC

June – August 2017

- Led a group of 6 campers ages 8-10
- Motivated campers to try new activities and involve themselves in projects
- Monitored and reported safety concerns with equipment and facilities
- Communicated daily events and observations to parents and senior camp staff

ADDITIONAL EXPERIENCE:

Nanny, Smith Family, Raleigh, NC

June 2014 – Present

- Organize meals, activities and daily tasks for 2 children ages 3 and 5
- Manage disruptive behavior with patience, care and problem solving skills
- Coordinate daily activities to encourage education and development of fine motor skills
- Anticipate the family's needs and demonstrate initiative by managing additional household chores such as cleaning and organizing

CAMPUS INVOLVEMENT:

- Meredith College Lacrosse Team
- Black Student Union
- Meredith Recreation Association

Lectures and visits from OCP in my courses have been very beneficial. As a college student, it is hard to make an appointment when I have back to back courses. They are able to instruct us on important events such as the Etiquette Dinner, reminders to look over our resume and LinkedIn account, all while learning and listening to my peers' professional experiences.

– Yesenia Anorve-Basoria, Communication



SAMPLE RESUME

IDA BLAKE POTEA

Raleigh, NC 27607 | (919) 555-1212 | idapoteat@email.meredith.edu

EDUCATION

MEREDITH COLLEGE, RALEIGH, NC | ANTICIPATED GRADUATION MAY 2019

Bachelor of Arts in Criminology, Second Major in Sociology

Honors: Dean's List

EAST CAROLINA UNIVERSITY, GREENVILLE, NC | AUGUST 2015 – MAY 2016

Earned 30 credit hours toward Bachelor of Arts

COMMUNITY AND SOCIAL SERVICES EXPERIENCE

HAVEN HOUSE SERVICES | TEAM LEADER | RALEIGH, NC | AUGUST 2017 – PRESENT

- Supervise and assist clients during completion of restitution and community service hours.
- Resolve conflict between clients and ensure respectful environment at host sites.
- Communicate with parents regarding procedures and expectations of clients.

TEEN PROGRAMS, CITY OF RALEIGH | CAMP COUNSELOR & OFFICE SPECIALIST | RALEIGH, NC | SUMMERS 2016-17

- Entered participant registration information into MemberTrack database.
- Tracked daily attendance and event registration of participants.
- Evaluated program effectiveness by collecting participant feedback.
- Created and implemented an activity plan for up to 25 campers, ages 12-14.
- Collaborated with two other counselors to coordinate activity logistics.

HAVEN HOUSE SERVICES | INTERN | RALEIGH, NC | AUGUST – SEPTEMBER 2016

- Assisted in intake process with clients and families.
- Maintained contact with juvenile court counselors and observed juvenile court hearings.
- Co-facilitated orientation of a recreation program for at-risk adolescent population.

COMMUNITY AND CAMPUS INVOLVEMENT

CRIMINOLOGY AND SOCIOLOGY CLUB | PRESIDENT | MEREDITH COLLEGE | AUGUST 2016 – PRESENT

- Planned, organized, and led monthly meetings for more than 30 members.
- Coordinated event for a high-profile guest speaker from Homeland Security including managing all marketing.

OFFICE OF ACADEMIC ADVISING | STUDENT ADVISOR | MEREDITH COLLEGE | MARCH – JUNE 2015

- Facilitated and led group discussions and activities throughout the year for a group of 8 first year students.
- Informed first year students of upcoming events and opportunities to build community engagement.
- Mentored students to foster relationships, provide emotional support, and develop academic skills.

SOCIAL JUSTICE RESEARCH

THE STRONG BLACK WOMAN: PROTECTED OR FORGOTTEN? | AUGUST 2016 – PRESENT

- Conduct research on the relationship between race and body image among young women through in-depth interviews.

THE BLAME GAME: A STUDY ON JUVENILES AND PARENTING | MAY – DECEMBER 2016

- Evaluated the importance of parents to the juvenile justice system through field observations and research on the level of effectiveness of parental involvement in social services for juveniles.

OCP has been present in all of my Communication classes at Meredith. We have had speakers from the office come and talk to us every semester about resume tips, interview advice, and they have always made it clear that they were there for us to use if we needed them. It was comforting knowing that there was a place I could go and ask questions without feeling like someone would judge me for not having the answer.

– Emma Watson, Communication



SAMPLE RESUME

Jane M. Faircloth

100 Faircloth Street, Durham, NC 27606
(919) 777-2222 | jfaircloth@email.meredith.edu

Education

Meredith College, Raleigh, NC
Bachelor of Arts in English, with Second Major in History, expected May 2019
Minors: Professional Writing & Presentation Media, International Studies
Meredith College Honors Scholar, GPA: 3.8
Study Abroad: Italy, summer 2016

Publishing & Related Experience

Books Editorial Intern, Duke University Press, Durham, NC, January 2018–present

- Support various editorial associates in the department, including sending emails and packages to authors.
- Manage logging and editing submissions in Title Management, record project documentation, and request payments as needed.

Editor-in-Chief, *The Meredith Herald*, Meredith College, Raleigh, NC, July 2016–present

- Strategically recruit student staff to build a high-performing team.
- Run meetings and direct planning and editing of each bi-weekly issue.
- Complete final copy edits and assist with layout using Adobe InDesign before the paper goes to print.
- Previously served as Arts & Entertainment section editor and associate editor.

Social Medicine Reader Intern, Duke University Press, Raleigh, NC, February 2017–present

- Request and track copyright permissions, including a multitude of messages, fees, and paperwork, for the third edition of *The Social Medicine Reader*.
- Communicate effectively with professionals at scholarly journals and other publishers, the main editor of the *Reader*, and my supervisor.

Writing Tutor, Learning Center, Meredith College, Raleigh, NC, January 2016–present

- Instruct and guide peers, focusing on structure, organization, flow, and grammar on class papers.
- Evaluate and facilitate students' creation and support of thesis statements.

Library Cataloging Intern, Duke University Press, Durham, NC, June 2017

- Mastered Duke University Library's cataloging system and database.
- Cataloged over half of the Press's on-site library under a special collection in the library system.

Freelance Copy Editor, Mr. James Clary, Beaufort, NC, September 2015–September 2016

- Edited nonfiction, historical text for grammar, spelling, punctuation, and flow.
- Provided occasional factual or continuity corrections.
- Created tables, formatted styles, and built a comprehensive index for a 300-page book.

Additional Work Experience

Team Member, Chick-fil-A, Beaufort, NC, August 2012–January 2017

- Grew customer satisfaction by providing friendly, consistent service with a team.
- Resolved customer concerns independently and efficiently.

Relevant Coursework

Publishing & Editing, ENG 247, Fall 2017
Web Site Design & Management, CS 156, Fall 2015

Skills

HTML, CSS, XML
AP Style
Adobe InDesign
WordPress

My freshman year, I visited OCP looking for an internship through CareerLink. They helped me find an internship with Midtown Events as a Special Events Intern. I got to work with Midtown Beach Music Festival, Wellness Wednesdays, etc. It was my first and one of my favorite internships.

– Sierra Smith, Dance & Communication




SAMPLE RESUME

KENIA HARRIS

PROFILE

Enthusiastic communicator seeking an opportunity to enhance and improve businesses, manage crises, and create marketing. Skilled in public speaking, public relations, visual design, fundraising and problem solving. High-energy and confident professional that can effectively complete tasks to accomplish projects with structure and creativity.

 (919) 760-0000

 keniaharris@gmail.com

 linkedin.com/in/keniaharris

EDUCATION

Meredith College, Raleigh, NC
Bachelor of Arts in Communication
with a Concentration in Public
Relations, Major GPA 3.5, May 2019

Minor: Professional Writing and
Presentation Media

LEADERSHIP

Student Government Association
President, August 2018 — present

Class Vice President of 2018,
August 2016 — May 2017

Communication Club,
August 2015 — present

White Iris Circle Tour Guide,
May 2016 — present

Meredith International Association,
January 2016 — present

SKILLS

Adobe Creative Suite: InDesign,
Photoshop, Illustrator, Lightroom

Microsoft Office: Word, Excel, PowerPoint

Social Media: Twitter, Instagram,
Facebook, LinkedIn

Public Speaking

HTML5 & CSS3

EXPERIENCE

Office of Career Planning, Raleigh, NC, August 2017 — present Graphic Design Intern

- Create/advertise flyers, posters, logos, and programs of different events in Office of Career Planning
- Develop skills to understand the target audience for each project
- Collaborate with faculty, staff, and employers to communicate with students about potential career options

NCDOT, Raleigh, NC, May — August 2017 Graphic Design Intern

- Worked in the creative services unit which is comprised of graphic designers, photographers, web specialists, videographers, and a social media coordinator
- Assisted Director of Creative Services and Graphic Designer with numerous projects in different divisions
- Had the opportunity to participate and learn the duties of each creative services employee

NC Office of the State Controller, Raleigh, NC, February — May 2017 Communication Intern

- Assisted Director of Communication and Government Relations with OSC projects, such as written communication press releases, statewide training, and virtual media
- Observed the communication division acts for all public information request and duties as a liaison to other agencies and the legislature

The Meredith Fund, Raleigh, NC, March 2015 — May 2017 Student Supervisor

- Communicated with Meredith College alumnae to receive gifts of money to address the most pressing needs on campus, such as scholarships, alumnae events, traditions, and development around campus
- Promoted to supervisor position in August of 2016, which included directing Meredith Fund callers to ensure they were communicating with alumnae
- Build relationships with alumnae and provide information about events and improvement around campus

NCDOT Help Desk Tech Support Intern, Raleigh, NC, May — August 2016 Tech Support Intern

- Navigated NCDOT employees through computer systems when individuals were locked out of NCID, Beacon, Shareplus, Citrix, or SAP accounts
- Deleted and created Department of Transportation accounts for NCDOT workers in the field and in different divisions
- Documented tickets for every employee who called in to ask for help

Career planning has provided me with so many opportunities and information that are beneficial to any student that will be looking for a job after college, such as interviewing skills with mock interviews, building personal statements and resumes and providing books for standardized tests for professional school.

— Deema Sader, Biology



SAMPLE RESUME

SONIA LEDFORD

1234 Meredith Drive, Raleigh, NC 27607 | (919) 760-1234
smledford@email.meredith.edu | www.linkedin.com/in/smledford

EDUCATION

Meredith College, Raleigh, NC
Bachelor of Science in Computer Science
GPA: 3.1/4.0; Dean's List; PI DELTA PI Honor Society
May 2019

SKILLS

Programming Languages: Java, JavaScript, HTML, CSS, MySQL, PHP, AngularJS, and Python
Tools: Junit, Maven, Git
Methodologies: Object Oriented Programming, Test Driven Development, SDLC, Agile, Scrum
Multi-lingual: Fluent in spoken and written English and Spanish, conversational Japanese

Relevant Courses: Website Management and Design, Graphics and Modeling, Databases, Software Engineering, Web Programming with Databases, Networking and Operating Systems, Computer Organization, Data Structures

TECHNICAL WORK EXPERIENCE

MetLife, Raleigh, NC
Technical Intern August 2018 - Present

- Saved MetLife \$50,445 annually and improved build speed by 97 percent working with a team to integrate a critical application to the Software Delivery Automation toolset.
- Develop an adaptable tool using Java 1.8 and test-driven development. This tool converts 6,406 files to possess a Maven standard directory layout in 48 seconds.
- Update portions of legacy code written in Java 1.5 to fit best practices and write automated tests using Junit.
- Convert 3rd party JARs to Maven coordinates and configure POM files for several projects.
- Create a technical design document, a UML diagram, and other supporting documentation.

SembraCare, Raleigh, NC
IT Intern May – August 2017

- Designed, developed, and maintained marketing websites to establish an online presence for the company.
- Stored critical files from websites to local directories to allow for faster problem remediation.
- Assisted in client billing using corporate provided software.

PROFESSIONAL EXPERIENCE

Center for Information Dominance, Yokosuka, Japan
Training Instructor August 2010 – December 2014

- Developed training products vital to the defense of naval forces operating abroad.
- Designed and implemented training programs for Navy technical schools.
- Briefed multi-functional teams using diverse instructional techniques in a classroom environment.

Navy Personnel Command, Millington, Tennessee
Detailer/Human Resource Manager May 2007 – August 2010

- Supervised and evaluated work performances of 40 instructors, administrative staff and budget analysts.
- Collaborated with senior-level leaders on operational planning and productivity consistent with mission objectives.
- Developed fiscal budgets needed for employee development, training and travel.

ADDITIONAL EMPLOYMENT HISTORY

Operations Manager/Training Officer, USS IWO JIMA (LHD-7) Norfolk, Virginia 2004-2007
Course Manager/Instructor, Center for Information Dominance, Pensacola, Florida 2000-2004
US Navy – Active Duty Military 1995-2014

REFERENCE EXAMPLE

A reference is a person who provides a recommendation for you when you are seeking employment or an introduction. Some employers will request that you include contact information for references with your application. For others, you will bring a copy with you to your interview.

Tips for Success:

1. Select individuals who know you well and can speak about your strengths: current or former faculty, advisers, or supervisors.
2. Meet with your references to obtain permission from each person prior to using their name as a reference.
3. Share a copy of your resume, information about your goals and positions that interest you with your references.
4. Keep your references up to date on your progress!

Jane M. Faircloth

100 Faircloth Street, Durham, NC 27606 | (919) 777-2222 | jfaircloth@email.meredith.edu

REFERENCES

Mr. James Clary (Former Supervisor)

Author

JClary Books, Inc.
222 Henderson Road
Beaufort, NC 28516
jclary@clarybooks.com
(919) 555-6788

Dr. Rebecca Duncan (Advisor, Professor)

Professor of English, Advisor to the Meredith Herald

Meredith College
3800 Hillsborough Street
Raleigh, NC 27607
duncanr@meredith.edu
(919) 760-2291

Dr. Carmen Christopher (Current Supervisor)

Learning Center Director, Assistant Professor of English

Meredith College
3800 Hillsborough Street
Raleigh, NC 27607
christoc@meredith.edu
(919) 760-8611

COVER LETTERS

Effective cover letters are as important in a job search as a resume. Employers often read a cover letter before the corresponding resume. A cover letter is your opportunity to introduce yourself in a memorable and compelling way. While a resume outlines and details your experiences, the cover letter highlights give the reader a clear idea of who you are and how you can add value to their organization through stories about your strengths and most relevant experiences.

Tips for Success:

- Always write a tailored cover letter to accompany your resume. That means a unique letter for every job to which you apply!
- Address your letter to a specific individual, with the correct title. Don't know who to address it to? Check the job description, Handshake the staff directory on the company website, or call the organization. If you exhaust all resources and do not locate the name of the specific person, use the job title in the salutation (i.e. Dear Human Resources Director).
- Use the requirements for the job outlined in the job description and information about the company as a guide to identify which talents and experiences to showcase.
- Be clear and concise; aim for 3-4 paragraphs at most.
- Write with a tone that balances professional and personal, and feels authentic.
- Proofread your letter thoroughly. This is your first impression!
- If you are emailing your resume to an employer, simply include your cover letter content as the body of your email.

Highlight Your Strengths

Your cover letter is an excellent place to describe your strengths to an employer. Rather than including a list of strengths, describe your strengths in your own words and accompany this with relevant examples. Focus on the needs of the employer, and craft examples of how your strengths are consistent with the skills and experiences needed in the position for which you're applying.

Formatting

Your cover letter may be submitted as an attachment, or in the body of an email, depending upon the application process.

- Email version: Brief, 1-3 short paragraphs; the body of the email is your letter.
- Print or attached version: Half to three-quarters page, 3-4 short paragraphs, business letter format, with a heading and font style that matches your resume.

SAMPLE COVER LETTER – EMAIL VERSION

Dear Ms. Hoagland:

I am writing to you to apply for the position of Social Medicine Reader Intern at your company. I believe that my editing experience and attention to detail will make me a valuable part of your team, and I am excited at the possibility of working with such an outstanding academic press. I am currently a junior at Meredith College, where I am pursuing a bachelor's degree with a double major in English and history. My majors have only enhanced my love of language; in addition, my training as a historian has helped develop an ability to analyze information and ask the right questions, which will serve me well in negotiating contracts and deciding when permissions may not be required for a text at all.

I have experience working in areas that require precise organization and coordination with multiple people to complete projects, which I would need to do to find copyright holders, relay information to editors, and stay on top of permissions needed. As the Editor-In-Chief of the Meredith Herald, I have an impeccable attention to detail. While editing for Mr. James Clary on his nonfiction Civil War book, I synthesized and interpreted his instructions in regards to the book, and presented my own questions and suggestions in a concise and clear manner when needed. My focused approach to project management combined with my dedication to producing high quality work will be instrumental in this role.

For the past several years I have been planning for a career in publishing, and I am eager to learn how I can best work with any and all parts of this business. I have attached my resume for your review, and I look forward to hearing from you soon. Thank you for your consideration of my application.

Sincerely,

Jane M. Faircloth
jfaircloth@email.meredith.edu
(919) 777-2222

COVER LETTER EXAMPLES

OUTLINE FOR A COVER LETTER

Jane M. Faircloth

100 Faircloth Street, Durham, NC 27606 | (919) 777-2222 | jfaircloth@email.meredith.edu

(TIP: Use the same heading for your resume, cover letter, and references page.)

Date

Employer/ Representative Name
Employer/ Representative Title
Name of Organization/ Company
Street Address of the Organization
City, State Zip Code

Dear (Representative's Name):

Paragraph I: Purpose

Identify the position or type of positions in which you are interested. State how you heard about the opening or organization, and name any professionals who may have referred you. If you have met with the hiring manager before, remind them who you are by referencing your past connection or conversation. Include a statement of "energy" that begins to create the match between the position requirements and your qualifications. Tell the hiring manager that you understand what makes this organization or role special.

Paragraph II: Background and Qualifications

Describe your most relevant previous positions or experiences, and the skills you gained from them. Use the job description and organization website as guides to identify how your skills match with the employer's needs. Provide specific examples of your strongest qualifications and relate them to how you would apply those skills in this position. Rather than listing all of your experience, focus on the most relevant and give additional insight into the responsibilities you had in that role and what you accomplished. This paragraph may be broken into two paragraphs to make it more readable.

Paragraph III: Next Steps

End the letter indicating your strong interest in the position. Be assertive and state how you intend to follow up. Thank the employer for their consideration and interest.

Sincerely,

(Handwritten signature if using a printed version)

Your name typed

SAMPLE COVER LETTER

Jane M. Faircloth

100 Faircloth Street, Durham, NC 27606 | (919) 777-2222 | jfaircloth@email.meredith.edu

January 4, 2017

Nancy Hoagland
Books Editing and Production Manager
Duke University Press
905 W. Main St. Ste 18-B
Durham, NC 27701

Dear Ms. Hoagland:

I am writing to you to apply for the position of Social Medicine Reader Intern at your company. I believe that my editing experience and attention to detail will make me a valuable part of your team, and I am excited at the possibility of working with such an outstanding academic press.

I am currently a junior at Meredith College, where I am pursuing a bachelor's degree with a double major in English and history. My majors have only enhanced my love of language; in addition, my training as a historian has helped develop an ability to analyze information and ask the right questions, which will serve me well in negotiating contracts and deciding when permissions may not be required for a text at all. Attention to detail will also be instrumental in these tasks, and I have further developed this strength through my work as the Editor-In-Chief of the Meredith Herald.

I also have experience working in areas that require precise organization and coordination with multiple people to complete projects, which I would apply to find copyright holders, relay information to editors, and stay on top of permissions needed. During my year working with Mr. James Clary on his nonfiction Civil War book, I utilized and improved my own organizational skills and ability to communicate through a multitude of mediums. While editing for Mr. Clary, I worked remotely through emails and phone calls, synthesized and interpreted his instructions in regards to the book, and presented my own questions and suggestions in a concise and clear manner when needed. I have also made use of these skills while twice leading the planning for the honors program annual fall trip, which required communication with a dozen fellow students and clear directives to keep us running smoothly. My focused approach to project management combined with my dedication to producing high quality work will be instrumental in this role.

For the past several years I have been planning for a career in publishing, and I am eager to learn to work with any and all parts of this business. I believe my prior experience combined with my enthusiasm to learn from this opportunity will be valuable to your editorial staff. I look forward to hearing from you soon. Thank you for your consideration of this letter and the enclosed résumé.

Sincerely,

Jane M. Faircloth

Going in for an interview can be the most intimidating part of the job-hunting process. Staying confident in who you are as a person is one of the most key factors to success in interviewing for a job position. Some advice that I could give for interviewing is do your research on the company before going in, practice your 30-second elevator pitch about yourself, have one or two questions in your mind to ask the interviewer, speak with confidence in your voice and keep good eye contact with the person you are speaking



– Shonda Mitchell, Accounting Major

THANK YOU LETTERS

Send a thank you letter to each person with whom you interview, each time you interview. This is your opportunity to remind the hiring manager what a great applicant you are. This letter may be brief, expressing your appreciation for the interview, re-emphasizing key points discussed during the interview, and reiterating your continued interest in the position. Make your note unique by referencing something special about the person or interaction. Ideally, a thank you letter should be sent within 24 hours. Nothing stands out quite like a handwritten note; however, it is acceptable to email thank you notes particularly when you anticipate that a decision will be made quickly.

SAMPLE THANK YOU LETTER

Dear Ms. Hoagland:

I wanted to take a moment to thank you again for the time you spent with me this afternoon. Interviews can be stressful; you and the entire editorial staff made me feel quite comfortable and welcomed throughout the process. Your description of the Social Medicine Reader Intern position convinced me that this is a job that I would enjoy, and would allow me to successfully apply my talents in editing and project management to contribute to Duke University Press.

It was very helpful to understand how the intern position's duties contribute to the production process. I see clear places where my experience as an independent nonfiction book editor will contribute to my ability to quickly add value to your team. It was fun to hear from so many of your staff members about their own experiences editing their college newspapers!

I appreciate the opportunity to interview with Duke University Press, and the time your team spent with me. I look forward to hearing from you and remain very interested in this internship. If you need any additional information from me, I will be happy to promptly provide it for you.

Sincerely,

Jane Faircloth

jfaircloth@email.meredith.edu
(919) 777-2222

OTHER JOB SEARCH DOCUMENTS

CURRICULUM VITAE

A curriculum vitae (CV) is a comprehensive biographical statement, usually three or more pages in length. A CV is most often used by those seeking academic or research focused positions. Unlike a resume, a CV may include the following sections:

- Presentations
- Publications
- Professional Affiliations
- Research Experience
- Certifications/ Licensure
- Teaching Experience
- Areas of Expertise
- Fellowships/ Scholarships

Pro Tip:

Save your documents in the format “your name_resume.” Employers receive hundreds!

LETTERS OF RECOMMENDATION

For most job or internship applications, you will provide a reference list rather than letters of recommendation. Letters of recommendation will typically be used in applications for graduate programs, scholarships, fellowships, and positions in academia.

- **When do I ask?** Give your references plenty of time to write their letters of recommendation, at least three weeks before your deadline is preferred.
- **Who do I ask?** Check instructions for your application. Often, there are specific guidelines on who you need recommendations from. Ask faculty, supervisors, advisors, or community members who know you well, write well, and can speak to your fit with the program or opportunity to which you are applying.
- **What information do I need to give my references?** Share an updated copy of your resume, your specific interest in the program or role, information about the program or role, and deadlines.

PROFESSIONAL EMAILS

Professional emails are very different from casual emails or text messages. The ability to craft professional, clear, and concise written communications is rated among the top competencies employers seek year after year.

TIPS FOR SUCCESS:

- **Respond in a timely manner.** Return a message regardless of your interest in the position.
- **Use formal, professional language** in your greeting and to introduce yourself. For example, Dear Mrs. X: I am writing in regard to your posting on... for XYZ positions in financial services.
- **Choose an appropriate email address.** Keep it simple, ideally a combination of your first and last names.
- **Be brief.** Include all necessary information but save detailed stories or examples for attachments or verbal communications.
- **Proofread!** Did you name the correct company and contact? Check spelling, grammar, and tone.
- **Pick up the phone** and follow up with a hiring manager. Don't just rely on email.

PREPARING FOR INTERVIEWS

Interviewing

Interviewing requires advance planning, preparation, and practice. Practice and preparation will help you to build your confidence and allow your qualifications to shine. Interviewing is a conversation, you and the interviewer are getting to know one another. While each interview is different, employers invest significant time and money into recruiting candidates and want you to do well during the interview. Remember, you are also deciding if the organization and role will be a good fit.

Employers are evaluating three key things during your interview:

Can you do the job? (your skills/competencies)

Will you do the job? (your motivation/work ethic)

Are you a good fit for the organization?

PREPARING FOR YOUR INTERVIEW

Step 1: Know Yourself

To interview well, you must first know yourself and be able to communicate your relevant skills and experiences. Analyze your strengths, weaknesses, and goals, and how they relate to the employer. Get started:

What specific skills do you have that will help you most in this job?

Describe two of your strengths that would make you a good fit for this role.

What is an area of weakness that you are working on or what are you less good at?

Why do you want this job specifically?

Step 2: Research the Employer

Spend at least a few hours learning everything that you can about the employer you are interviewing with. Use a variety of resources to collect information- the organization's website, news sources, social media, library databases, alumnae and other professionals, etc. Learn about the industry or field that the company is in. Employers want to hire candidates that are genuinely interested in working in their organization.

What is the organization's mission and what do they value?

What does the organization do? What are their products or services?

What has the organization been focusing on recently? (See news releases, social media, etc.)

Step 3: Practice

Interviewing is a skill. The more you practice, the easier it will be for you to be your best when you enter an interview. OCP hosts mock interviews with employers each semester, or you can schedule a mock interview with a career counselor at any time. Practice your responses and including specific examples of your related experiences. Ask for feedback on your volume, tone, and speed. Be mindful of your eye contact, posture, and other non-verbal behaviors. Don't forget to smile!

Three People that I Can Practice With:

1.

2.

3.

INTERVIEW QUESTIONS

Different types of interviews are used to gather information on your skills, competencies, and fit with the organization. Regardless of the type of interview, you can anticipate responding to a few different types of interview questions. Use the job description as a clue to what the interviewer will be looking for.

TRADITIONAL INTERVIEW QUESTIONS

These questions often may be used to open an interview, to gather information about your motivation and interest, or to better understand your decisions and achievements.

- Tell me about yourself.
- Why are you interested in this position/organization/field?
- What are your greatest strengths/weaknesses?
- Where do you see yourself in 5 years?
- Of what accomplishment are you most proud?
- What do you know about our organization?
- Why should we hire you?

Pro Tip:

While you most likely will be unable to guess the exact questions that will be asked, researching the organization's mission, their values, and skills, qualities, or behaviors needed in the role may give you additional clues about what the hiring manager is most interested in asking you.

BEHAVIORAL INTERVIEW QUESTIONS

Many employers use a behavioral interview style of questioning to see how you react in various situations. Behavioral questions are asked with the intent on understanding your past behavior. The idea is that your past behavior is a good predictor of your future behavior, or how you would perform as a future employee. These questions often begin with "Tell me about a time when..." Use the STAR method (Situation-Task-Action-Result) to best respond to behavioral question.

- Describe a project that you initiated. How did you go about organizing it?
- Tell me about a time when you encountered a conflict with someone.
- Tell me about a time when you persuaded someone to change their mind.
- Describe your most successful experience working on a team.

ANSWERING DIFFICULT QUESTIONS

Tell me about yourself. This is often used to open an interview, avoid telling your life story and instead focus on your most relevant experiences and qualifications for the job. Think about a present-past-future formula for your response. Share where you are now, then a little bit about the related experiences you've had and skills you've gained, and then finish with how this position fits with your career goals. Tell the employer why you are excited about their opportunity.

What are your greatest strengths? Revisit your CliftonStrengths for clues to your natural talents. Be sure to use language that describes your strengths in terms that everyone might understand and share an example of how that strength has helped you excel in past experiences.



What is your greatest weakness? No one is perfect, employers want to see that you have self-awareness and are motivated to improve. Take a positive approach to this question. Choose a professional skill or quality that you are interested in growing. The best strategy is to describe a skill that you have been working on developing and emphasize the steps you have taken to grow in that area.

Why isn't your GPA higher? Here the recruiter is giving you an opportunity to prove ability in spite of your average grades. Be prepared to explain, but do not disclose detailed personal information. Describe your related areas of academic strength.

What are your salary expectations? Always let an employer bring salary up first. Do your homework before your interview and know the average starting salary for the role you are interested in. OCP has resources to assist you with this research. The best strategy is to state a salary range (typically 10%) that you are seeking and provide justification by mentioning the research that you have done.

CLOSING YOUR INTERVIEW

At the end of your interview, you will typically have the opportunity to ask questions. If given the chance, always ask questions. Be sure to ask questions you could not find an answer to on the web, and avoid salary questions.

Sample Questions to Ask an Employer:

- What would it take to exceed your expectations for this position?
- What kinds of opportunities exist for me to improve my professional skills within the organization?
- What are some recent challenges and opportunities faced by your organization?
- How are performance reviews conducted?
- What is the supervisory style of the manager who oversees this position?
- Will you discuss the hiring timeline for this position? The organization's next steps?

Ask for business cards from the interviewers you have met with. Smile and summarize your interest in the position.

AFTER YOUR INTERVIEW

1. Be sure to follow up within 24-48 hours with a thank you note. Writing an email is fine, if you know an employer may not be making a decision in the next 48 hours. It is a great idea to send a handwritten note, also.
2. Contact your references to let them know how it went and to potentially expect to hear from the company.
3. While you wait, research salaries in comparable positions in your geographical area. Prepare for a salary negotiation.
4. Until you have verbally accepted an offer, keep searching! Continue to network, volunteer, and apply for positions that interest you.
5. Reflect on your experience with the organization, do you want the job? Avoid updating social media with opinions of the company or your confidence in landing the position.

INTERVIEW QUESTION WORKSHEET

Interviewing is a skill that you can develop and practice. Use the space below to begin practicing what you would communicate in an interview.

Tell me about yourself. Try the present-past-future formula. Where are you now? What are your most relevant past experiences and the skills you used in those roles? How does this position fit into your overall career interests and goals?

Why should I hire you? Highlight your most relevant strengths and qualifications. Mention your research and describe how your skills will benefit the organization.

STAR Method Practice

Behavioral interview questions are used to help interviewers understand how you may behave in work-related situations. Interviewers look at past behavior to predict your future behavior. When answering behavioral interview questions, use the STAR Method.

SITUATION/ TASK: Describe the specific situation and explain in detail the task you needed to accomplish. Who was involved? What specifically were you trying to accomplish?

ACTION: Share the action that you took. Outline the steps you, and/or your team, used. How did you lead or engage others during the process?

RESULT: Describe the results and what you learned. What was accomplished? What or who benefited from your work? What would you do differently in the future? What skills or competencies did you develop?

Practice using the STAR method to answer behavioral questions.

Give me an example of a successful presentation you gave and why you think it was a hit.

Talk about a time when you had to work closely with someone whose personality was very different from yours.

Tell me about a time when you went above and beyond what was expected of you. What motivated you?

Tell me about a time you were under a lot of pressure. What was going on, and how did you get through it?

HANDSHAKE

TIPS & TRICKS

Customize your profile

- Ensure profile information is correct
- List your major and select job preferences
- Upload your resume and/or customize job experience
- Make your profile visible to employers and Meredith students
- Add in your skills, relevant coursework, and projects

Visit the homepage/dashboard

- Search for relevant jobs and internship opportunities
- Explore upcoming events and the events calendar
- Book an appointment under the “Career Center” section
- Refer back to “Favorited” events/jobs and appointment reminders

Register for an event

- View upcoming events in the “Events” section
- Find an event of interest and select “+Join event” or “Favorite”
- Share event from Handshake with others

Job Search

- Click the “Jobs” tab to view both relevant and new searches
- Filter by location, categories, job type & more!

Visit Handshake's "Help" page for FAQ & support



SOCIAL MEDIA & YOUR BRAND

SOCIAL MEDIA & YOUR PROFESSIONAL BRAND

Social media can be a powerful tool to use to research and connect with organizations and employers. Experts estimate that more than 90% of organizations now use social media to recruit and vet potential hires.

TIPS FOR USING SOCIAL MEDIA IN YOUR JOB SEARCH:

Clean Up: Look at all of your social media platforms, check your privacy settings, remove items that may leave a negative impression.

Keep it Positive: Before posting, please consider if it is something you would want a potential employer to see. Watch your grammar and avoid negative or inflammatory comments.

Be Strategic: Join or follow groups, organizations, or people who are in the types of environments in which you aspire to work in the future. Include keywords on your profile that highlight critical skill sets in your field.

Engage: Ask questions, publish, share, and post about your academic and career interests. Connect with recruiters, alumnae, and others to grow your network- these are people who can help to open doors.

Research: Explore organizations that hire in your field. Investigate and follow trends that are influencing related industries. Review current events for organizations that you're interviewing with.



MAKE A GREAT FIRST IMPRESSION

- Choose clean, pressed, and tailored clothing.
- Opt for a more conservative style suit, stick to dark or neutral colors.
- Choose a blouse with a higher neckline or a collared button-down shirt, avoid bold colors or patterns.
- If you plan to wear a skirt or dress, aim for a hemline that hits your knee.
- Limit accessories and perfume.
- Coordinate your shoes with your attire, aim for closed-toe, flat or low-heeled shoes.
- Religious dress (such as crosses, hijabs, or turbans) should be worn in neutral colors when possible.
- Check the little things: address loose hems, manicure your fingernails, and shine your shoes.
- Carry a small, conservative handbag and folder or portfolio with copies of your resume.

Do your research. Some organizations are quite casual today. If you're not sure what attire is appropriate, ask a counselor in OCP or a professional connection for advice. Great style does not have to break the bank! Visit OCP to ask about free and inexpensive professional attire.

I like that we can register for events ahead of time. It also notifies me via email when I have an event and notifies me of events I might be interested. I also like that I can schedule an appointment with anyone in OCP when I want.

– Kanza Ibrahim, Computer Science Major

LINKEDIN PROFILE CHECKLIST

PHOTO

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

HEADLINE

Tell people what you're excited about now and the cool things you want to do in the future.

SUMMARY

Describe what motivates you, what you're skilled at, and what's next.

ORGANIZATION

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

EXPERIENCE

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

EDUCATION

Starting with college, list all the educational experiences you've had - including summer programs.

VOLUNTEER EXPERIENCE & CAUSES

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

SKILLS & EXPERIENCE

Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

AWARDS & HONORS

If you earned a prize in or out of school, don't be shy. Let the world know about it!

COURSES

List the classes that show off the skills and interests you're most excited about.

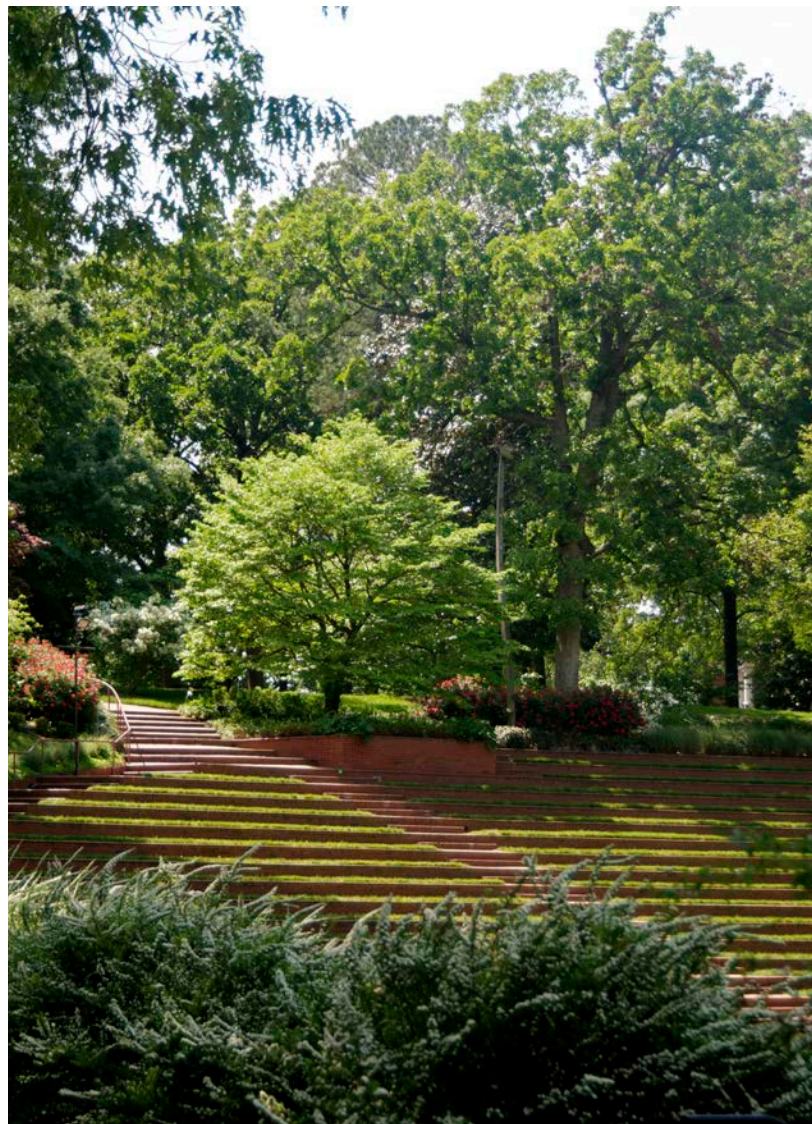
PROJECTS

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

RECOMMENDATIONS

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

university. linkedin.com



SALARY NEGOTIATIONS

Congratulations! If you are looking at negotiating your salary, you have secured at least one job offer! Each salary negotiation will be unique, so meet with a counselor in OCP to discuss your specific situation. Visit MyMeredith for tools to help you budget and research salaries.

EVALUATE THE OFFER:

Do you want the job? How does the offer align with what you want most? Not every offer needs to be negotiated, and not all offers are negotiable.

TIPS FOR STRONG NEGOTIATING:

- Be polite, professional and firm. Be aware of your non-verbal communication (posture, facial expressions, etc.)
- Do your research. Know your value and determine realistic salary requirements. Your offer may depend upon your prior professional experience, education level, GPA, internships, geographic location, industry, and the employer's internal salary schedule. Visit OCP for information on national salary averages for various industries.
- Articulate what you bring the organization, frame the discussion around the employer's needs and ask for things that will make you more productive.
- Don't bring personal needs into the discussion. Focus on the value you bring to the organization.
- Show your enthusiasm for the position and stay positive.
- Know your bottom line and when to walk away. Make yourself a realistic budget; estimate housing, transportation, student loans, and other financial commitments.
- Evaluate the total offer (advancement opportunities, benefits, location, etc.) Consider alternatives to a higher salary.
- Don't commit until absolutely certain and get the offer in writing.

SAMPLE SCRIPTS:

- "I'm sure we can find a number that's fair for both of us but for right now, I just want to see if there's a fit on your side and on my side."
- "You're my top choice, but I want to be totally honest with you — I have two other offers, but if we can work this to a fair number, I would be excited to join your team."
- "Thank you so much – I am excited about the prospect of joining the [Company Name] team. However, I've done some research and feel that with my qualifications, I should be earning [\$xxx] in this role. Can you come up with a package that meets this number?"
- "I want to say yes because it's a great opportunity, but I'm mindful of the market value of this position. I accept your offer, but can we revisit my compensation in six months?"

AFTER YOU ACCEPT AN OFFER:

Once you have accepted an offer of employment, write a letter or email withdrawing your application from other employers. Do this with great care since you may wish to consider employment with this employer in the future. When a job offer has been accepted, you must STOP interviewing. It is unprofessional to continue interviewing with other employers to see if something better comes along.

GAP YEAR & SHORT-TERM OPPORTUNITIES

Thinking about taking one or two years before continuing with graduate or professional school? Want to travel or develop new skills before taking on a longer-term career related role? Carefully chosen short-term experiences may be a great option for you!

Define Your “Why?”: Why do you want to take a gap year? How does your plan fit with your future goals?

Set Goals: Make your gap year meaningful by being intentional in how you spend your time. What interests you most? At the end of your year(s), what do you want to have accomplished? Where do you want to be? Are you aiming to expand your resume, clarify your career interests, or experience a different culture?

Explore and Research Options: Consider fellowships, travel or study abroad, political or government internships, community service or advocacy programs, working through a temp agency, or outdoor adventure programs. Explore experiential services programs including: Teach for America, College Advising Corps, Peace Corps, and Americorps. Watch Handshake for opportunities, and talk with faculty advisors or career counselors to gather information.

Make a Plan: Identify relevant application deadlines. Discuss financial plans, make a budget, and apply for funding if needed. Planning to travel? Arrange to have your travel documents updated.

50/20/30 BUDGETING FORMULA

Use the 50/20/30 rule as a guideline for distributing percentages of your income to three things:

- 50% Essentials (rent, mortgage, transportation, groceries, utilities)
- 20% Future (emergency savings, retirement, paying off debt)
- 30% Lifestyle (restaurants, shopping, entertainment, fun!)



DECIDING ON GRADUATE/PROFESSIONAL SCHOOL

The decision to attend graduate or professional school requires serious and intentional thought. Look for ways to apply your strengths to help you make this decision. Are you good at collecting lots of information, connecting with new people, or sticking to a plan?

Here are some things to take into consideration when deciding what might be the best fit for you:

GOALS:

Why do you want to go to graduate school?

ACADEMIC:

- What is the size of the program? How many students would be in your cohort?
- How do students in the program describe their relationship with faculty members?
- What concentrations or specialties is the program known for?
- What format are classes offered in? (in-person, distance, hybrid)

CAREER:

- Is further education beyond a bachelor's degree required for your career choice?
- What opportunities are available to you with an advanced degree?
- Is it necessary/desirable to have professional work experience prior to getting an advanced degree?

EXPERIENTIAL:

- Is the program offering you practical experience in addition to coursework?
- How does the location fit with what you like to do outside the classroom? What organizations or companies are located near the campus that might offer volunteer, research, internship, or job opportunities?
- What is the campus culture of the institution?
- If relocating, what does housing and transportation look like during your education?

FINANCIAL:

- What opportunities exist to help you finance your graduate education? Are there assistantships, fellowships, scholarships, etc.?
- How does your projected salary change by completing this degree program?
- Is it possible to work while completing this program? What are some examples of jobs past students in this program have had?



GRADUATE SCHOOL CHECKLIST

DO YOUR RESEARCH

- Research colleges and universities of interest
 - Ask faculty, advisers, and the counselors at the Office of Career Planning about how to begin your search
 - Visit campuses, if possible, or schedule meetings to speak with admissions representatives, faculty, and students
 - Check Handshake for upcoming graduate and professional school fairs
- Establish a list of schools you plan to apply to, check their application criteria & deadlines
 - Create a personal system for ranking the institutions
- Discuss financial needs and plans with trusted advisers, family, or financial aid counselors

PREPARE APPLICATION MATERIALS

- Prepare and register for admissions tests (GMAT, LSAT, MCAT, GRE, etc.) at least four - six months prior to your application deadline
- Write your personal statements and essays
 - Visit the Office of Career Planning for ideas and content, and visit the Learning Center grammar and overall flow. Review your ideas with your faculty advisers and get feedback as you edit.
- Tailor your resume/CV
- Take admission tests
- Request letters of recommendation at least three weeks prior to your deadline
 - Be sure to gain a variety of recommendations. Academic and professional recommendations give a holistic picture of your ability to be a successful graduate student. Follow all application instructions for the number and type of recommendations required.

SUBMIT YOUR APPLICATION

- Submit completed applications and be sure to include all necessary supplemental information
- Request official transcripts from the Registrar's Office
- Contact the department or check online to make sure your application file is complete
- Continue to check your application status
- Complete any necessary financial aid paperwork (FAFSA)

ACCEPT AND CELEBRATE

- Send required information and/or fees to the institution where you have been accepted
- Send thank you notes to recommendation writers, and inform them of your final decision



