



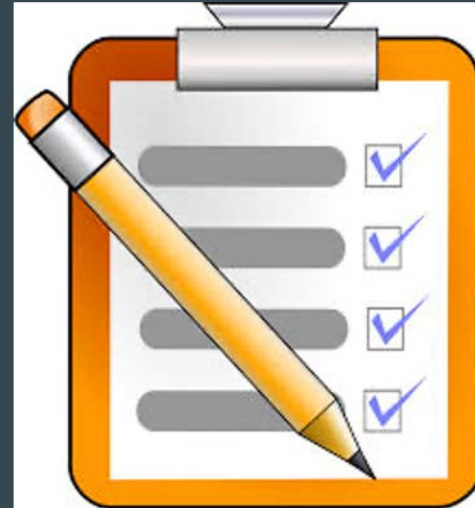
BDIC Today, Employed Tomorrow!

UMassAmherst

Career Development &
Professional Connections

Look at all the skills you are developing just by becoming a BDIC student!

- Analysis/Assessment of Your Interests
- Initiative & Determination
- Research
- Organization
- Writing your BDIC proposal
- Follow through
- Communication
- Creative problem-solving
- Leadership



And look how these compare with the Top Skills Employers Seek*

UMassAmherst

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- Critical Thinking /Problem Solving
- Communications: Oral & Written
- Teamwork/Collaboration
- Leadership
- Computer Technology
- Professionalism/Work Ethic
- Initiative
- Global/Intercultural Fluency
- Career Management

*NACE (National Association of Colleges and Employers) Competencies 2019

So, with thousands of students
graduating every year,
you will...



**Writing an excellent
resume will be a bridge
to your future -
starting at one end,
building upon your
transferrable skills
& well-rounded
education, to reach
the other side –
your dream internship
& job!**



Step 1: Get a Good Resume

- Don't wait until the last minute
- Keep a master resume and pick and pull experiences for each position prospect.
- Update it regularly.
- Tailor your resume to your field of interest/job you're applying for.
- Get your resume reviewed by the Hub
- Make it professional looking
- No pictures, no WordArt, no funky colors, no Comic Sans.



Test your use of white space by blurring your eyes.

Look at the format, *not the text*.
How does it look?

Should not be too cramped

Next read for content -

What does the reader learn about you in 5 seconds?

NO TYPOS!

YOUR NAME

Address
City, State Zip
Phone, Fax
e-mail

OBJECTIVE

Seeking a **(see below)* sales representative position within a growth oriented company whose advancement and earnings are based upon performance and achievement.

**(Please make a medical sales representative and a pharmaceutical sales representative resume)*

EXPERIENCE

Nexco Corporation,	Los Angeles, CA
Major Account Executive	June 2000-Present
Sales Representative	
• #1 Sales Representative 2004 – 10 out of 12 months	
• #1 Sales Representative Producer in Los Angeles Office 2003 YTD	
• Ranked in the top 13 Sales Representatives Nationwide 2003 YTD	
• Certificate of achievement award May 2002 – 200% over quota	
• Responsible for obtaining one of the largest accounts nationwide- The County of Los Angeles	
• Highest Net Revenue Award October 2004 – 675% over quota	
• Circle of Excellence Award – 2001 & 2004	
• Surpassed expected quota 2001-2002 - 200%	
• Promoted to Major Account Executive after 9 Months	
Gallo Wine Company	Los Angeles, CA
Sales Representative	May 1999 - June 2001
• Top Closer 2000-2001	
• Increased revenue 20%	
• Sales Representative of the Month Award	

EDUCATION

University of California, Los Angeles	May 1999
• Bachelor of Arts, Communications	
• Graduated Summa Cum Laude	

ATHLETIC ACHIEVEMENTS

- Member of University of California, Los Angeles' Football & Track and Field Teams 1995 – 1999
- Captain of Football, 1998-1999/Captain of Track & Field, 1997-1999 (All American Honor)
- UCLA Senior Scholar/Athlete of the Year award, 1999

Put Who You Are Into Words



Look how important Transferable Skills are!

- Customer service jobs? communication skills, problem-solving and patience
- Babysitting? Dependability, creativity and safety.
- Waiting tables? People skills, following directions, attention to detail, working in fast-paced environments.
- Office work? teamwork, confidentiality, efficiency, familiarity with computer systems.



Analyze Job Descriptions to write your Resume & Coverletter & include key phrases in them

Description

Process deposits, transfers, withdrawals, and other transactions in accordance with established policies and procedures; must be continuously aware of fraud loss and check cashing guidelines as well as all security and transaction documentation requirements. Also responsible for the security of assigned cash which must be maintained and balanced within established guidelines. Must Champion and live the service and sales culture.

Responsibilities:

- Greets customers/prospects in the lobby, drive-thru and on the phone
- Process transactions within established policies and procedures to ensure operational excellence
- Identify and refer sales opportunities to Relationship Bankers via the GAIN needs assessment
- Compliance with all banking regulations
- Maintain supply and sale of consignment items.
- Deliver on in branch customer experience for all segments to ensure a quality customer experience-every customer every time.
- All other job duties as assigned.

Qualifications

- At least a High School Diploma, GED or Equivalent Certification
- At least six months of customer service experience
- At least six months of cash handling experience

Wordsmithing

- Instead of just.....
Typed, performed data entry, answered phones, did receptionist duties
- Performed data entry for 16 regional hearing officers as member of eight-person office team
- Assisted with email responses, distribution, report generation, and payroll inputs
- Helped purge backlog of 1,000 obsolete files in system
- Quantify any tasks if you can...Talk about what **WHAT HAPPENED** because of what you did!

Step 2: Speak with a Career Advisor

The Career Hub Advisors are your
BDIC Career Advisors

Make an appointment via Handshake
to talk to one of us!

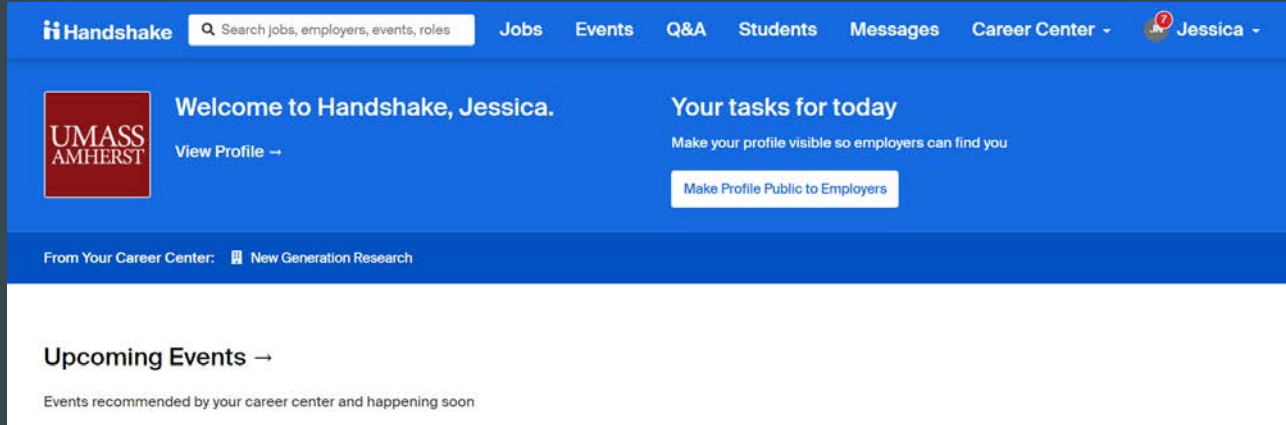
For academic issues – see your
Academic Advisor



Need Your Resume (LinkedIn profile, Cover letter, etc.) Reviewed?

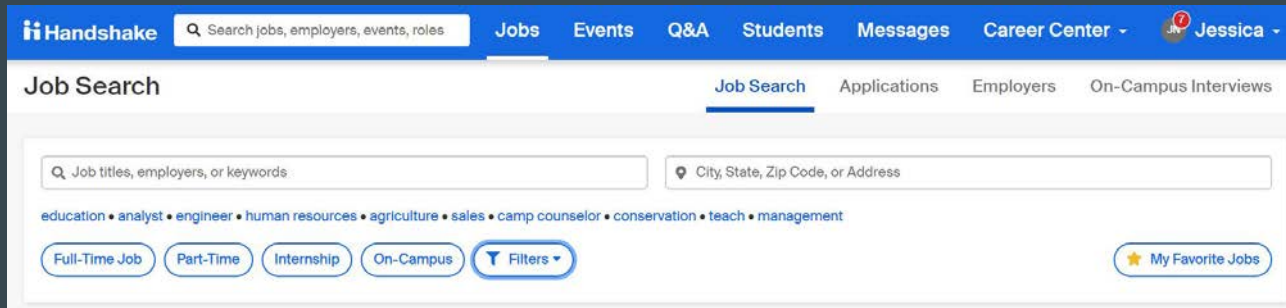
- Request a review in Handshake in the Appointments tab
- Or when classes are in session: Drop-ins – no appointment needed, at the Career Hub, 511 Goodell
 - Monday-Friday 1-4pm
 - Handshake: <https://umass.joinhandshake.com>

Use Handshake: Job and Internship Database



The screenshot shows the Handshake dashboard for a user named Jessica. At the top, there is a navigation bar with the Handshake logo, a search bar, and menu items for Jobs, Events, Q&A, Students, Messages, Career Center, and a user profile for Jessica. Below the navigation bar, the dashboard is divided into two main sections. On the left, there is a 'Welcome to Handshake, Jessica.' message with a 'View Profile' link and a UMass Amherst logo. On the right, there is a 'Your tasks for today' section with the instruction 'Make your profile visible so employers can find you' and a 'Make Profile Public to Employers' button. Below these sections, there is a 'From Your Career Center:' section with a link to 'New Generation Research'. At the bottom, there is an 'Upcoming Events' section with a link to view more events.

Your student
dashboard



The screenshot shows the Handshake job search function. At the top, there is a navigation bar with the Handshake logo, a search bar, and menu items for Jobs, Events, Q&A, Students, Messages, Career Center, and a user profile for Jessica. Below the navigation bar, the 'Job Search' section is active, with sub-tabs for Job Search, Applications, Employers, and On-Campus Interviews. The main search area contains two input fields: one for 'Job titles, employers, or keywords' and another for 'City, State, Zip Code, or Address'. Below the input fields, there is a list of job categories: education, analyst, engineer, human resources, agriculture, sales, camp counselor, conservation, teach, and management. At the bottom, there are buttons for 'Full-Time Job', 'Part-Time', 'Internship', 'On-Campus', 'Filters', and 'My Favorite Jobs'.

Job/Internship
search function



Attend On-Campus/Virtual Events in Handshake

- Alumni Events/Networking Nights
- Employer Information Sessions
- Industry Panels
- Online Workshops on: Prep for Career Fairs, LinkedIn, Networking
- Videos on various industries, How to Use Handshake, How Internships Work at UMass, etc.
- Career Fairs:
- HFA, SBS Non-Profits, Career Blast
- Isenberg Career Day
- Hospitality & Tourism Fair
- STEM Fairs
- Psychology Fair
- Public Health & Health Sciences
- Earth & Sustainability
- Fairs at other Colleges

Step 3: Network



Use LinkedIn & the UMass Alumni Association Network to learn about career fields and make connections!

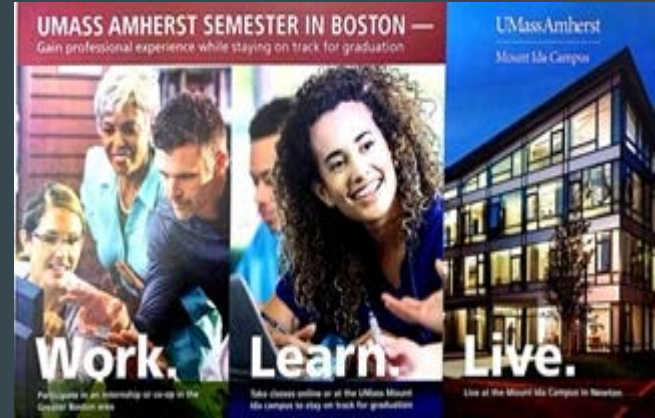
Step 4: Start Applying!



3 Unique Internship Programs (credits)

UMass Amherst Semester in Boston-500+ internships/
co-ops within 10 miles of Mount Ida campus

- Four-day internship/wk.
- Professional skills course taught at Mt. Ida
- Live on the Mt. Ida Campus/AC & UMass dining services
- Sign up at umass.edu/mic/internships



The Washington Center, D.C. for a semester and/or summer.

- For MA Residents with a 3.0+ GPA there are funding opportunities available.
To make an appointment go into Handshake/Appointment with Candice Serafino

Semester in the City Internship Program

- Live in Boston, learn about social impact, while earning 16 credits towards graduation.
- Non-Profit sector
- Housing in Allston (or at home)
- UMass students from BDIC, Spanish, Psychology
- Prepares you for the working world, helps you build your network, gain confidence, and sharpen your focus.
 - SITC costs the same OR LESS than your tuition & housing@ UMass Amherst, and you can use most financial aid!
- Applications due semester before
- <https://collegeforsocialinnovation.org/apply>



Additional Resources

www.umass.edu/careers

Take a Self-Assessment (Focus2, CliftonStrengths, MBTI, etc.)

Career Tool Kit

Career Success in a Virtual World Series

Watch Career Videos

BIG Interview Streaming

Practice Mock Interviews

Aria BDIC -Narrative Education, 2017

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New England Public Radio

Digital Media

"There are lots of stories out there—and lots of voices ready to tell them. All you have to do is listen, and the truth and nuance of everyday life unfold for you. Who needs fiction when you've got public radio?"

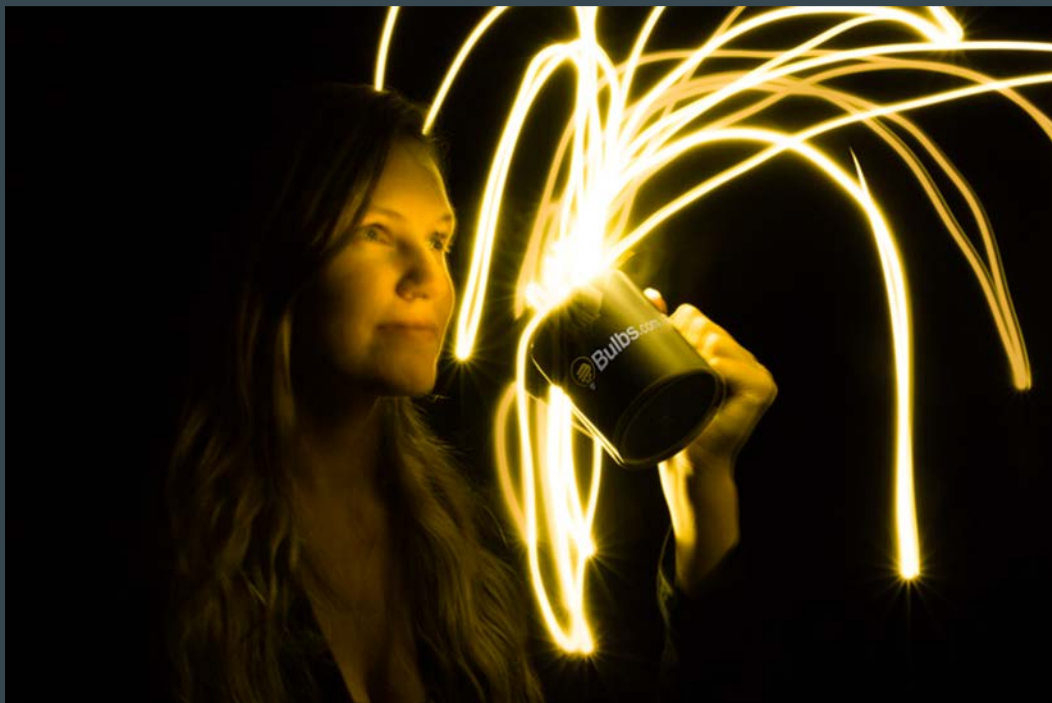


Gabrielle

BDIC- Environmental Ethics and Psychology, 2018

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Marketing Intern at Bulbs.com headquarters

I worked alongside the Marketing, Business, and Graphic Design departments immersing myself in every opportunity the company had to offer. I aided in the development of marketing strategies, headed social media campaigns, and wrote articles pertaining to energy-related issues and improvements.

Jackie

BDIC - Global Public Relations & Sociology, 2018

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Education First International Language School, Boston

This summer, I worked with students from all over the world, from Kazakhstan to Chile, who came to Boston to improve their English at EF, the the world leader in International Education and a major sponsor of the Olympics. My exposure to EF, a major organization in international business, was priceless.

Contact Us!

Career Development
& Professional Connections Hub

511 Goodell

careerservices@umass.edu

(413) 545-2224

www.umass.edu/careers

<https://umass.joinhandshake.com>

www.facebook.com/UMassCareers/