

CAREER GUIDE



HOFSTRA
UNIVERSITY®

CENTER FOR CAREER DESIGN
& DEVELOPMENT



The Center for Career Design & Development

hofstra.edu/careerhub | 516-463-6060 | careerdesign@hofstra.edu

OBJECTIVE

Provide students and alumni with career development assistance, which can be used to select a major, choose a career, search for internships and jobs, and improve career-related skills such as interviewing and networking.

SERVICES

Appointments: In-Person at 110 Weller Hall or virtually via Zoom

Schedule a one-on-one appointment with a career advisor for resume/cover letter review, job and internship search assistance, career/major exploration, strength assessments/skill-building workshops, and graduate school information.

- Practice interview appointments with a career advisor are available for digital/AI interviews, face-to-face interviews, and group interviews.
- Appointments can be made online via Student Success CONNECT in the Hofstra portal or by calling the office at 516-463-6060.
- Alumni may access The Career Center services with a valid Alumni Card, including Career Fairs, Handshake for job postings, and up to five one-on-one appointments per year.

Quick Questions, 110 Weller Hall

Quick Questions are 10- to 15-minute, one-on-one drop-in appointments at which students are seen by the first available advisor on a first-come, first-serve basis.

- Out-of-office Quick Question Hours are held on a per semester basis.

Career Resources, hofstra.edu/careerhub • Available 24/7

EVENTS

Career Fairs

- Multiple career fairs are held each semester providing the opportunity to meet with over 100 companies from all industries as they recruit for full- and part-time employment, internships and co-op opportunities.

On-Campus Recruiting (OCR)

- Employers from various industries come to campus to recruit Hofstra students.

Workshops & Programs

- Student clubs and organizations may suggest interactive and informative workshops or programs to be facilitated by a member of The Career Center team.
- Both in-person and virtual programs can be requested online at hofstra.edu/careerprogramrequest

TABLE OF CONTENTS

Career Resources	_____	4
Career Competencies	_____	5
Networking and Connecting	_____	6-8
Resume Tips & Examples	_____	9-18
STAR Method/ Action Verbs	_____	19-20
	_____	21
Cover Letter Format	_____	22-25
Cover Letter Examples	_____	26
Personal Statement	_____	27-30
Interviewing		
Negotiating	_____	31-33
Accepting/Declining an Offer		
Additional	_____	34
Post-Graduate Opportunities		



Career Resources

The Center for Career Design & Development Career Resources website has multiple online resources for all areas of career development!



Hofstra Career Guide

The Career Guide is designed for Hofstra students with sample resumes and cover letters, internship resources, interviewing tips, and job search information.

Handshake

Discover and explore jobs, internships, and opportunities specifically for Hofstra students and alumni; register for Center for Career Design & Development events and career fairs.

Big Interview

Learn how to ace interview questions with video lessons, then practice interviewing with AI-based virtual practice interviews with questions from all industries.

Vault

Explore rankings, ratings, and reviews on thousands of top employers and hundreds of internship programs to find out what it's really like to work within an industry, company, or profession.

Focus2

Customize your career plans and explore majors and careers by taking a series of quick self-assessments in the areas of work interest, skills, values, personality, and leisure. *Register with the access code "pride" and your Hofstra @pride email address.*

FOR MORE CAREER RESOURCES:
Visit hofstra.edu/career -> scroll to "Career Counseling"
-> Click "Career Resources"



CAREER COMPETENCIES

SKILLS

1 **DIGITAL TECHNOLOGY**
Leverage existing digital technologies to solve problems, complete tasks, and accomplish goals. Be adaptable to new and emerging technologies.

2 **GLOBAL FLUENCY**
Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

3 **TEAMWORK/COLLABORATION**
Build collaborative relationships with those representing diverse backgrounds, lifestyles, and viewpoints.

4 **ORAL/WRITTEN COMMUNICATION**
Articulate thoughts and ideas clearly and effectively in written and oral forms.

5 **LEADERSHIP**
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.

6 **CRITICAL THINKING/PROBLEM SOLVING**
Exercise sound reasoning and analysis to solve difficult problems.

7 **CAREER MANAGEMENT**
Identify and articulate one's skills, strengths, knowledge, and experiences relevant to career goals, and identify areas necessary for professional growth.

8 **PROFESSIONALISM/WORK ETHIC**
Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management.

Networking & Connections

Informational Interviews

An informational interview allows you to speak with individuals who are currently employed in a position or field of interest. Informational interviews can be held in-person, over the phone, or online, and allow you to gain a better understanding of an occupation or industry and start to build a network.

Suggested Questions for Informational Interviews

- What led you to your current position and what keeps you here?
- What is a typical career path in this field or organization?
- What advice would you have for someone looking to enter this career?
- Is there anyone else that you recommend I reach out to?

DO

Ask your friends, family and professors to determine who to contact. Utilize LinkedIn and Alumni Student Konnection (ASK) to expand your network

Introduce yourself (explain how you found their contact information and include who referred you, if you were referred)

Send a thank-you note within 24 hours of the informational interview

Periodically reach out to your new contact after the informational interview to maintain the relationship

DON'T

Ask questions that can be easily answered by looking at the company's website

Take advantage of the person's time; keep meeting to 20-30 minutes

Ask for a job or internship during the interview

SOCIAL MEDIA PRO TIP: When it comes to using social media, it is important to be smart and put your best foot forward. Be sure to maintain a positive and professional social media presence on every platform, not only LinkedIn, that reflects your best self.

Networking & Connections

Elevator Pitch/Tell Your Story

Components: Your elevator pitch is a 30-60 second introduction of yourself that also engages the person you are talking to. Your pitch takes practice to craft and can be adapted according to the situation. Think about your top professional highlights and what makes you stand out. No one knows you better than yourself, so STRUT. Some components to address include:



- Name and year in school
- Major and/or career area of interest
- Skills and/or work experience that you possess that relate to the industry of interest
- An open-ended question to start the conversation (not a yes/no question)

Example:

Hi, my name is Aubrey Graham, but I go by Drake. I am a graduating senior from Hofstra University. I am a sociology major and am looking for an internship in a law firm this summer. I have had a strong interest in law since taking courses in criminal justice and having an internship at my district judge's office. I understand your firm specializes in criminal law. What type of internship options are available at your firm?



Resume Tips

1

Organize Your Info

Make your info have maximum impact on the reader – use reverse chronological order because the most important and applicable experiences, education, etc. are likely to be most recent.

6

Make it Easy to Read

Use a clean font (such as Arial or Times New Roman). Good sizing guidelines are contact information at 14-16 point, section headings at 12 point, and content at 10-11 point.

2

Proofread

Ensure there are no spelling, typographical, or grammatical errors. Be careful of word choice and redundancy.

7

Use Bullets

They help you emphasize points and avoid long sentences

3

Keep it Short!

For recent graduates, one page is considered best. If you have 10 years of extensive work experience per page, it is acceptable to use two pages. The second page should fill at least $\frac{3}{4}$ of the page.

8

Spell Out Abbreviations

Spell it out the first time you mention something. Complete degree titles should be written (ex. Bachelor of Science in Psychology).

4

Avoid Overcrowding

Leave at least 0.5-inch horizontal and vertical margins. Use capitalization, underlining, bold type and spacing to make your resume easy to read and emphasize the important points.

9

Results Sell

Include quantifiable measurements and stress actions that resulted in accomplishments (ex. supervisor ratings, productivity increases by percentage, number of people you manage).

5

Make it Action Packed

Begin sentences with action verbs and make sure all verb tenses agree, with present experiences in the present tense, and past experiences in the past tense.

10

Speak the Employer's Language

If possible, use the terms in the job description to describe your skills in the resume.

Frederick First-Year

101 Hofstra University Way, Hempstead, NY 11549
516-463-6060 | firstyear-resume@pride.hofstra.edu

Education

Hofstra University, Hempstead, NY
Bachelor of Arts in Psychology

Expected May 20xx

Academy for Information Technology High School, Scotch Plains, NJ

June 20xx

Work Experience

Private Childcare Provider, Scotch Plains, NJ

September 20xx- Present

- Prepare children's lunches and monitor eating habits, as well as plan and prepare dinner as directed by employer
- Communicate with parents regarding children's behavior and appropriate interventions
- Demonstrate multitasking skills by completing laundry and light housekeeping tasks throughout the day
- Kept children's bedrooms, bathroom and play areas orderly throughout work hours
- Perform child-related everyday jobs as directed by parents and supervise children's activities

Extracurricular Activities

Academy for Information Technology High School, Scotch Plains, NJ

Softball, Team Captain

September 20xx-June 20xx

- Assessed performance following athletic competition, identifying strengths and weaknesses and adjusting to improve future performance
- Attended all scheduled practices six days a week for the school team, and two days a week for the tournament team
- Demonstrated athletic skills and teamwork during games and practices
- Maintained optimum physical fitness levels by training regularly and following nutrition plans
- Kept team focused and motivated by leading morale boosting activities

Cheerleading

August 20xx-November 20xx

- Attended all practices after school, during the school year and during breaks
- Cared for all equipment used by the squad
- Performed at all football games during the season

Yearbook Club

September 20xx-April 20xx

- Created Halloween page and took photos at 10 school events

Volunteer Work

St. Michael's Medical Center, Newark, NJ

July 20xx-September 20xx

Nurse's Assistant

- Located medical supplies needed by head nurse for patient care
- Organized and filed patient, insurance, and miscellaneous paperwork needed for the month

Office Assistant

- Answered phone calls and directed calls appropriately to various departments
- Directed visitors to specific patient's rooms and monitored visiting hours
- Compiled and distributed paperwork to be used by the visitors

Skills & Certifications

- CPR, AED, First Aid Certification (Received April 20XX)
- Proficient in Microsoft Word, Excel, and PowerPoint

Sara Sigma

14 Hofstra Court, Hempstead, NY 11549 | 516-463-6060 | saras1234@pride.hofstra.edu

EDUCATION

Hofstra University, Hempstead, NY
Bachelor of Arts, Political Science, Minor in Spanish

Expected May 20xx
GPA: 3.55

WORK EXPERIENCE

Hofstra Career Center, Hempstead, NY
Student Assistant

January 20xx-Present

- Assist with bi-annual Career Fairs for all majors by engaging with employers and students to register for the fair and perform set-up day of
- Serve as the liaison between Hofstra students and career counselors to set-up appointments using EAB Navigate both in-person and over the phone
- Maintain a professional relationship with career counselor mentor by meeting once a week to discuss academics, internships and personal experiences

Driftwood Day Camp, Melville, NY
Group Leader

Summer 20xx

- Designed educational activities for 20 camp-goers aged 7-12 in the areas of science, math and reading
- Coordinated with 5 additional Group Leaders and 3 Senior Staff members to plan the End of Camp Concert for all 100 camp-goers
- Prepared three meals daily for group members to ensure proper nutrition of children

LEADERSHIP EXPERIENCE

Oozma Kappa Sorority, Inc., Beta Mu Chapter, Hofstra University
Vice President

August 20xx-Present

- Utilize strong communication skills to coordinate and plan chapter events for 80 fellow sorority members, such as the annual Philanthropy Day which raises \$20,000 on average for a different charity each year
- Serve as acting President when the Chapter President is absent from meetings and events
- Collaborate with the Treasurer in weekly meetings to allocate funds and review \$7,000 annual budget

Marketing Chair

January 20xx-May 20xx

- Wrote, reviewed and published monthly newsletter for 80 sorority members; included information about upcoming events at Hofstra, fellow Greek Life events, student spotlight and Chapter news
- Utilized Twitter, Facebook and Instagram to promote recruitment and events for Oozma Kappa and monitored sites daily
- Created promotional materials (posters, flyers and signs) for recruitment in Canva to be sent to printing

SKILLS

- Proficient in Microsoft Word, PowerPoint, Outlook, Excel
- Social Media: Facebook, Twitter, Instagram
- Advanced Spanish

PRO TIP: If you have a lot of white space at the bottom of your resume adjust the font and/or margins to make your resume fill the entire page.

HANNAH HEALTH

101 Hofstra Dome Way, Hempstead, NY 11549 | 516-463-6060 | resume@hofstra.edu

EDUCATION

Hofstra University, Hempstead, NY

Master of Public Health

May 20xx

Fordham University Bronx, NY

Bachelor of Arts, Life Sciences

May 20xx

INTERNSHIP EXPERIENCE

Mercy Medical Center | Rockville Center, NY

January 20xx-Present

Health Administration Intern

- Assist with weekly and monthly meetings by handing out meeting agenda and taking notes
- Organized workers schedules in order to implement EPIC healthcare software in a timely matter
- Collaborated with 10 team members to implement EMRs and CT scanners
- Handled several customer service-related projects for Patient Support Services departments

PATIENT CARE ENGAGEMENT

Helping Hands

Old Bethpage, NY

Direct Support Professional

March 20xx-August 20xx

- Assisted children with autism and other developmental disabilities with various activities
- Worked on enhancing their social skills and engagement in the activities
- Used applied behavioral analysis techniques to facilitate positive useful behaviors; focusing on reducing maladaptive behaviors that interfered with social functioning and/or learning
- Acted as group leader; planned, prepared and implemented age appropriate activities for the children
- Documented child's percentage of engagement in each activity and prompting cues required

Northwell Health – Long Island Jewish

Forest Hills, NY

Certified Emergency Medical Technician (EMT)

July 20xx – June 20xx

- Provided basic life support emergency medical services for Northwell Health System ambulances
- Trained to elicit patient medical history and to administer a full physical exam
- Consulted patients under supervision of Dr. Jason Ehrlich, internal medicine physician

RESEARCH EXPERIENCE

Memorial Sloan Kettering Cancer Center Research

New York, NY

Clinical Researcher, Cancer Treatment-Planning, Medical Physics Department

June 20xx – August 20xx

- Conducted clinical research on “Improving Parotid Gland Dose Consistency Using a Knowledge Based Planning Model (KBPM)”
- Applied a head and neck KBPM on treatment-planning CT scans acquired from a retrospective cohort of oropharyngeal thorax radiotherapy (OPX RT) patients in order to estimate mean parotid doses that would effectively treat parotid tumor
- Measured head and neck radiotherapy mean doses of organs-at-risks (OARs), resulting from tumor and OAR segmentation variability between clinician expert manual segmentation and computer-generated auto-segmentations

Long Island University Research Associate

Brooklyn, NY

Microbiology Researcher

September 20xx – May 20xx

- Conducted laboratory research on antibacterial enhancing effects of glutathione on antibiotics in Methicillin-resistant Staphylococcus aureus (MRSA) Mu50 strain
- Trained new graduate research associates in performing relevant microbiologic lab procedures and experiments that facilitated other ongoing research projects

SKILLS

- Computer: Microsoft Office, Proficient in Electronic Medical Records (EMR) software
- Language: Fluent Spanish

BIANCA BUSINESS

123 Accounting Avenue, New York, NY 11208 | zarb@email.com | 516-463-6060

EDUCATION

Hofstra University, Hempstead, NY

Expected May 20xx

Frank G. Zarb School of Business

Bachelor of Business Administration in Accounting

Honors/Awards: Dean's List Fall 20xx and Spring 20xx, Dean's Business Scholar's Program

GPA 3.84

RELATED WORK EXPERIENCE

PricewaterhouseCoopers (PwC), New York, NY

May 20xx-Present

Semester of Discovery Intern

- Engage with over 100 PwC professionals to develop an understanding of PwC business units throughout the program
- Create and implement 5 development projects focused on client engagement and business development
- Contribute to weekly project development meetings that include cross-functional partners in order to brainstorm over 15 new ideas for the team
- Volunteer for 5 different community services projects, including Habitat for Humanity

Hofstra Tax Society, Hempstead, NY

Volunteer Income Tax Assistant (VITA)

January 20xx-May 20xx

- Collaborated with a team of four to file over 175 tax returns to secure \$35,000 in earned income credits for low income families in the Hempstead and Uniondale communities
- Completed IRS certification program in order to legally process all tax forms; passed the basic and intermediate levels to perform duties as a tax preparer

ADDITIONAL WORK EXPERIENCE

Center for Academic Excellence, Hempstead, NY

September 20xx- Present

Undergraduate Tutor for Accounting

- Work with 3 students per week to improve their knowledge of accounting concepts
- Prepare appropriate instructional materials to evaluate and enforce learning

Forever 21, Garden City, NY

March 20xx- August 20xx

Sales Associate

- Established relationships with customers by answering questions, providing information on incoming styles and brands, and aiding customers through their shopping experience
- Reached monthly sales goals and was chosen as employee of the month for June 20xx
- Took inventory of the store's merchandise twice per week to ensure that all sales items were in stock

CAMPUS LEADERSHIP

Frank G. Zarb School of Business Mentorship Program, Hempstead, New York

September 20xx- Present

Mentor and Ambassador

- Interact with groups of 25 underclassmen each semester and help them transition into college and the business school, encourage them to get involved on campus and serve as a resource for them throughout the semester
- Connect with potential students by answering questions about my experience as an accounting major at Hofstra

Hofstra University 180 Degree Consulting, Hempstead, NY

September 20xx-December 20xx

Organization Member

- Met with representatives from Island Harvest to analyze the needs, goals, and expectations of the partnership
- Collaborated with a supportive team to conduct research to provide consulting solutions in order achieve business goals
- Developed a presentation and final report for clients on the findings and suggested solutions, such as ideas to promote the new virtual food drive

SKILLS

- Computer/Social Media: Proficient in Microsoft Word, PowerPoint, Excel, Outlook, Facebook, Twitter, Instagram
- Language: Advanced French

Eduardo Education

140 Hagedorn Way, Hempstead, N.Y. 11549 | 516-463-6060 | socialteach1@yahoo.com

Certification: Candidate for New York State Initial Certification in Secondary Education,
specialization in Social Studies August 20xx

Education: Hofstra University Hempstead, N.Y.
Master of Science in Secondary Education, specialization in Social Studies August 20xx
Bachelor of Arts in Communication, minor in Psychology May 19xx

Secondary Education Experience:

Half Hollow Hills High School East Melville, N.Y.
Student Teacher March 20xx-May 20xx

- Taught 9th grade Global Inclusion, where other departmental teachers requested to utilize my lesson on “The Middle Passage” and “The Aztec Civilization” to ensure all classes received the same material and lesson
- Collaborated with special education teacher to prepare “station lessons” for 9th grade Global Inclusion for high and low learners
- Used a student centered “History Alive” activity for a lesson on the North African Gold and Salt Trade
- Conducted a week long career and budget project for 12th grade Economics A/P and 12th grade Economic Regent’s classes where students were able to work cooperatively in class and the computer lab
- Taught Sports in History class, which covered topics such as Title IX and racism in sports and included use of historical films and documentaries as a visual tool in differentiated learning styles
- Prepared and graded tests, essays, and DBQ’s to assist all teacher’s in the department to streamline the grading process

West Hollow Middle School Melville, N.Y.
Student Teacher January 20xx-March 20xx

- Student taught 7th grade Social Studies and 7th grade Social Studies Inclusion classes
- Implemented various interactive games such as Around the World and Memory as a preparation tool for exams and to assess student progress and learning styles

Classroom Observations September 20xx-December 20xx

- Chaperoned a class of middle school students on a field trip to a local college to see a play on school bullying
- Assisted teachers by providing individual attention to diverse students
 - * Sachem East High School, Farmingville, N.Y.
 - * Hempstead High School, Hempstead, N.Y.
 - * Elwood Middle School, Elwood, N.Y.
 - * Beach Channel High School, Far Rockaway, N.Y.
 - * Herricks High School, New Hyde Park, N.Y.
 - * St. Mary’s of Mercy First, Syosset, N.Y.
 - * Law and Government High School, Cambria Heights, Queens, N.Y.

Other Professional Experience:

The Estee Lauder Companies, Inc. Melville, N.Y.
Accounts Payable Representative March 20xx-Current

- Process invoices for payments for various product lines under the Estee Lauder umbrella

JP Morgan Chase Auto Finance Garden City, N.Y.
Team Leader September 20xx-Novemeber 20xx

- Collected payment arrangements on auto loan accounts that and coordinated successful repossession efforts with various agents throughout the United States

Washington Mutual (Dime Savings Bank) Melville, N.Y.
Legal Recovery Liaison March 20xx-August 20xx

- Averaged \$75,000 in collection activity and \$100,000 in remittances per month via negotiation efforts with auto loan debtors, law firms, mortgage brokers, and credit counselors

Skills:

- Microsoft Office (Word, Excel, PowerPoint), MAC, Internet and SMART Board technologies

LEILA LIBERAL-ARTS

45 Liberal Arts Blvd., Hempstead, NY 11569
516-463-6060 | hclasstudent@pride.hofstra.edu

Education

Hofstra University

Bachelor of Arts, Anthropology, Minor in Nutrition Science

Hempstead, NY

Expected May 20xx

Honors and Achievements: 3.56 GPA, Presidential Academic Scholarship, Dean's List Spring 20xx, Fall 20xx

Work Experience

Hofstra University Graduate Admission Office

Student Aide

Hempstead, NY

September 20xx- Present

- Advise over 25 walk-ins and 50 calls from prospective students per week on admission applications questions and assist current students with class registration and I-20 paperwork for international students, which leads to new students coming to Hofstra and retaining existing students
- Administer 15 admission events on weekends and nights per year for prospective students interested in pursuing a master's or doctoral degree and assist in arrangements for associate deans meet and greet prospective students by guiding students to correct facilities
- Update and maintain office database of Hofstra and non-Hofstra program directors in Excel which helps to keep track of the programs and create relationships with schools from around the country

American Eagle Outfitters

Seasonal Sales Associate

Garden City, NY

October 20xx- January 20xx

- Provided customer service to patrons by accommodating their requests, solving problems, and answering questions
- Kept the store clean/presentable, maintained fitting room with the rest of the team by consistent communication
- Met daily sales goals and expectations set by the management team

Young People's Summer Camp

Camp Counselor

Syracuse, NY

Summer 20xx

- Supervised 20 campers, aged 7-15 years old, during meal time and activities at sleepaway art camp
- Taught a class of 30 campers on the subject of abstract art, by assigning art projects and ensuring a safe classroom environment
- Co-hosted an evening activity to stimulate a positive learning environment for campers

Campus Involvement

Hofstra University, Office of Residence Life

Resident Assistant

Hempstead NY

May 20xx-Present

- Maintain discipline and ensure all rules and policies by Residence Life are being followed in a house of 45 residents using leadership skills
- Organize up-to 5 programs a month and create informative bulletin boards to increase residents' awareness
- Resolve problems and concerns that residents bring up by finding solutions that are safe and effective
- Handle academic challenges, RA duties and other on-campus involvement with effective time-management skills
- Collaborate and work cohesively with 15 RA staff members to ensure consistency in events and services

Hofstra University Office of Admissions

Pride Guide

Hempstead NY

January 20xx- Present

- Facilitate informational tours for high school and transfer students, with their families, to aid in their interactions with the University by educating on Hofstra's history and academic programs that are offered

Skills

Technical: Proficient in Microsoft Word, PowerPoint, Excel, Outlook, Publisher, Google Documents

Languages: Conversational Urdu and Hindi

Social Media Marketing: Facebook, Instagram, LinkedIn, WordPress

COLIN COMMUNICATION

108 Multimedia Blvd., New York, NY | 516-463-6060 | LHSC@pride.hofstra.edu

EDUCATION

Hofstra University, Hempstead, NY
The Lawrence Herbert School of Communication
Bachelor of Arts in Journalism

Expected May 20xx

RELATED EXPERIENCE

WRHU-Radio Hofstra University, Hempstead, NY

On-Air Reporter

August 20xx-Present

- Served as the lead reporter for the Second Annual Presidential Debate, held at Hofstra University, broadcasting live from the Debate Hall
- Conduct one-on-one interviews twice a week of guests for “Hofstra Morning Wake Up Call,” a 2-hour talk show focused on Long Island life, national news, and international issues
- Collaborate with writers, producers and directors to successfully execute radio broadcasts of New York Islanders NHL games

Fox Sports, Los Angeles, CA

June 20xx- August 20xx

Intern

- Received and reviewed daily programming schedules of 15 shows
- Ensured that marketing information, copyrights, and ownership data was updated and accurate in all internal documents
- Organized the monthly broadcasting calendar of shows by date and time on-air using Microsoft Excel

OTHER EXPERIENCE

Pool Store, Merrick, NY

September 20xx- Present

Assistant Manager

- Schedule 25 employees on a weekly basis to ensure store is fully staffed during all operating hours
- Utilize strong interpersonal and communication skills when interacting with staff and customers
- Manage cash register transactions by using POS system and monitoring all cashier drawers hourly

Office of Undergraduate Admission, Hofstra University

August 20xx- May 20xx

Pride Guide – Admissions Ambassador

- Provide prospective students and parents with adequate information to help decide if Hofstra University should be their educational institution
- Lead tours of campus while highlighting Hofstra’s most valuable resources
- Assist with administrative tasks including answering phones, data analysis, and sorting mail

SKILLS

- Proficient in: Adobe Photoshop, Adobe InDesign, Microsoft Office, iMovie, SEO

Carol Career

14 Hofstra Court, Hempstead, NY 11549 | 516-463-6060 | carolcareer123@pride.hofstra.edu

EDUCATION

Hofstra University, Hempstead, NY
Bachelor of Arts in Psychology, Minor in Sociology
GPA: 3.65, Dean's List (*All Terms*)

Expected May 20XX

RELEVANT COURSE WORK

- Child Development
 - Studied development from birth to age 12 through lectures, projects and research; focused on psychological theories by Piaget, Erikson and Freud
- Cognition
 - Learned about Aaron Beck and Cognitive Behavioral Theory (CBT)
- Behavioral Psychology
 - Conducted a group research project modeled after Pavlov's theories of classical conditioning, where 50 participants ages 3-5 were put in a classroom with a bell and given a cookie when the bell would ring
- Adolescent Psychology
 - Studied development in youth ages 13-20 and wrote a 14-page research paper on the work of Lev Vygotsky's Social Development Theory

WORK EXPERIENCE

- Childcare Provider**, Self-employed *January 20XX-Present*
- Ensure the safety and well-being of two children ages 4 and 6 by preparing two meals daily, picking the children up from school, and attending to minor cuts and injuries
 - Assist with homework daily and help the children to prepare for tests and quizzes by creating study guides and learning materials
 - Communicate effectively with parents by means of text messages for hourly check-in's
 - Observe the children's behavior and report back to parents on a daily basis

SKILLS

- Proficient in Microsoft Word, PowerPoint, Outlook, Excel
- Social Media: Facebook, Twitter, Instagram
- CPR Certified (20XX)
- Conversational Italian

Taylor Technology

162 DeMatteis Avenue, Hempstead, NY 11222 | 516-463-6060 | TaylorTechHofstra123@gmail.com

EDUCATION

Hofstra University, Hempstead, NY

Bachelor of Science in Electrical Engineering (GPA: 3.4)

May 20xx

SKILLS

Programming: Python, Matlab, PHP, Java

Software: PSpice, AutoCAD, Netbeans, GIT version tracking

Electrical: Node/Mesh Analysis, Microprocessor Systems, Assembly (Language), Network Analysis

ENGINEERING EXPERIENCE

Fred DeMatteis School of Engineering, Hempstead, NY

Research Assistant

February 20xx- May 20xx

- Researched drone object detection and its applications to deploy robust footbridges autonomously
- Utilized artificial intelligence and video processing to detect objects with a DJI Phantom 4 Pro's video feed
- Combined computer vision and drones to perform automated tasks in a dynamic environment

MTA-NYCT, New York, NY

Engineering Support Aide

June-August 20xx

- Reviewed and commented on contract submittals, operation & maintenance manuals, as well as contract and as-built drawings of multimillion-dollar projects to ensure contract specifications were met
- Interpreted specifications from manufacturers, building codes, installation guides and engineering standards to simplify and streamline the process of inspecting and testing electrical systems in the field

Fred DeMatteis School of Engineering, Hempstead, NY

Summer Camp Assistant

June-August 20xx

- Assisted teaching groups of 10+ middle school summer camp students civil engineering concepts

ACADEMIC PROJECTS

Senior Design, "Pick and Place"

January 20xx-May 20xx

- Designed and built a proof of concept four bar mechanism that utilizes an electromagnet to move an object a predetermined distance to develop an engineering process based on requirements and constraints. Techniques used included modeling analysis from first principles, computer simulation, and virtual and real prototype testing
- Designed virtual prototype of the mechanism using MATLAB/Simulink, PID controller for the motor using LabVIEW and used Autodesk Inventor to design the physical model and 3D printed the parts

Magnetic Levitation System

September 20xx-December 20xx

- Assembled an emitter and detector circuit using an infrared LED, phototransistor, potentiometers, buffer op-amp, transistor, fly back diode, and electromagnet as an introductory assignment to breadboarding and control design
- Designed a feedback control system using MATLAB/Simulink and an Arduino Uno microcontroller to levitate a steel ball about an equilibrium position

Circuit Analysis

September 20xx-December 20xx

- Designed operational amplifier circuits in PSpice; demonstrated voltage depletion as a function of time
- Analyzed all current meshes to solve for voltage, current, and power
- Drew schematics that followed the specifications and constraints of the task

Static Mechanics

January 20xx-May 20xx

- Designed and built a truss optimized to hold heavy loads, while maintaining light weight; truss was less than 20 grams and held over a 100 N. Calculated the forces of each member and which will fail first

CAMPUS INVOLVEMENT

Hofstra University Startup Club, Hempstead, NY

October 20xx-May 20xx

- Discussed various startup initiatives and learned about entrepreneurship from CEOs
- Co-founded a food supply company and programmed an automated ordering system in PHP

Hofstra Rock Climbing Club, Hempstead, NY

January 20xx-May 20xx

- Collaborate with other climbers to assure safe climbing conditions

STAR Method

The STAR Method is a formula for writing strong resume bullets that incorporates concrete examples of relevant accomplishments, skills and characteristics.

Situation

Set the stage. Where are you? What is the background?

Task

What were you assigned to do in the above situation?

Action

What did you do to complete the task? Use strong action verbs to describe the specifics of what you did.

Result

How did your action turn out? What were the results? Use quantifiable information if possible.

Here is an example of how to use STAR on a resume:

BEFORE STAR:

Weak Resume Bullet: "Organize charity event for business fraternity"

S(ituation): Business Fraternity
T(ask): Charity Event
A(ction): Manage logistics, collaborate, organize
R(esult): Raised \$4,000

AFTER STAR:

Strong Resume Bullet: "Manage logistics and collaborate with campus partners to organize business fraternity philanthropic events, resulting in generating over \$4,000 in proceeds."



ACTION Verbs

ACTION VERBS Start with an action verb to describe Who, What, How, and Why with an End Result.

Technical Skills	Consulting Skills	Leadership	Communication	Problem Solving
<ul style="list-style-type: none"> ▪ Adapted ▪ Applied ▪ Assembled ▪ Built ▪ Computed ▪ Conducted ▪ Configured ▪ Debugged ▪ Designed ▪ Developed ▪ Diagnosed ▪ Engineered ▪ Implemented ▪ Installed ▪ Maintained ▪ Migrated ▪ Operated ▪ Participated ▪ Performed ▪ Planned ▪ Programmed ▪ Provided ▪ Remodeled ▪ Solved ▪ Standardized ▪ Upgraded 	<ul style="list-style-type: none"> ▪ Advised ▪ Aided ▪ Analyzed ▪ Answered ▪ Assisted ▪ Clarified ▪ Coached ▪ Contributed ▪ Consulted ▪ Demonstrated ▪ Diagnosed ▪ Educated ▪ Encouraged ▪ Evaluated ▪ Explained ▪ Facilitated ▪ Guided ▪ Helped ▪ Individualized ▪ Informed ▪ Instilled ▪ Instructed ▪ Persuaded ▪ Planned ▪ Recommended ▪ Resolved ▪ Simplified ▪ Supported ▪ Taught ▪ Trained 	<ul style="list-style-type: none"> ▪ Administered ▪ Aligned ▪ Analyzed ▪ Appointed ▪ Approved ▪ Assigned ▪ Assisted ▪ Attained ▪ Authorized ▪ Chaired ▪ Coordinated ▪ Decided ▪ Delegated ▪ Directed ▪ Established ▪ Executed ▪ Led ▪ Managed ▪ Mentored ▪ Motivated ▪ Organized ▪ Oversaw ▪ Planned ▪ Prioritized ▪ Reviewed ▪ Scheduled ▪ Supervised 	<ul style="list-style-type: none"> ▪ Arranged ▪ Authored ▪ Collaborated ▪ Communicated ▪ Consulted ▪ Contacted ▪ Corresponded ▪ Defined ▪ Discussed ▪ Drafted ▪ Edited ▪ Explained ▪ Interacted ▪ Interpreted ▪ Interviewed ▪ Joined ▪ Listened ▪ Negotiated ▪ Observed ▪ Participated ▪ Presented ▪ Recommended ▪ Reported ▪ Responded ▪ Translated ▪ Wrote 	<ul style="list-style-type: none"> ▪ Acted ▪ Aligned ▪ Composed ▪ Created ▪ Customized ▪ Designed ▪ Developed ▪ Diagnosed ▪ Directed ▪ Established ▪ Modeled ▪ Performed ▪ Planned ▪ Provided ▪ Recommended ▪ Shaped ▪ Solved



FIVE 5 W's METHOD

WHO – Who did you help in your role? The company? Consumers, customers, clients?

WHAT – What happened as a result of the task(s) of your job? If you did research, why was that information needed? If you had to do a report what was done with that information? Was any of your work published?

WHEN – When did this happen? Was it on a daily, weekly, monthly basis? Mentioning how often you did a task shows that you were productive.

WHERE – Where did your job task (s) occur? Did you travel? Were you responsible for networking with contacts outside of the organization you worked for?

WHY & HOW– Why did you do this? How did your duties or tasks help or support the organization's functionality?

Cover Letters

Cover letters tell your story and directly relate to the job description for the position you are applying for. Cover letters should highlight your experiences and your “drop the mic” moments. They should focus on:

YOU

Why you are great (your skills/experiences)

THEM

Why the company/position you are applying for is great (what makes you want to work for that company/be in that position)

CONNECTION

Connect the two to show why you will be great working together

Implement one of the following structures with your cover letter:

Structure 1

Most cover letters in this structure have three to four paragraphs. Each paragraph should make a statement. Use the job description as a guide to determine what you want to include in your cover letter; highlight key words from the job description you want to include.

First Paragraph: Introduce yourself and indicate what position you are applying for. Include how your school, major and experience make you a good fit for the position. Include why you are interested in the field and why you are interested in the organization and position.

Second Paragraph: Give concrete examples/stories of your work. For example, if you want to say “you wrote a blog” – elaborate on the research involved, content and results (if any) of the situation.

Third Paragraph: What other skills do you bring to the table? This is your opportunity to tell about your soft skills related to the job description (teamwork, communication skills, analytical ability, etc.). This gives the employer insight about the type of worker you are. Relate these backs to the job description!

Fourth Paragraph: Closing. Reiterate your interest in the position and why you would be a great fit. (*Note: if the application asks for salary requirements, include it in the closing.*)

Structure 2

Cover letters in this structure are typically formatted with 3-4 bullet points that are directly related to the job description.

Introduction: Include how your school, major and experience make you a good fit for the position and why you are interested in the position. Indicate what position you are applying for.

Bullet point 1: Choose one of the important duties/responsibilities from the job description and relate your own experiences and background to the job with concrete examples of your work.

Bullet point 2: Choose another duty/ responsibility from job description

Bullet point 3: Choose another duty/ responsibility from job description

Bullet point 4: Choose another duty/ responsibility from job description

Closing: Reiterate your interest in the position and why you would be a great fit

Use the same header for both your resume and cover letter for consistency and professionalism.

Jason Doe

14 Hofstra Court, Hempstead, NY 11549 | 516-463-6060 | jdoe123@pride.hofstra.edu

Date

Dear Hiring Manager:

Do your research and find the hiring manager's name on the company website or LinkedIn. You can also call the front desk of the company and ask who the hiring manager is. If, after doing research, you cannot find the person address it "Dear Hiring Manager:"

Please accept my application for the Psychology Intern position at ABC Health and Wellness. I am confident that my knowledge of psychology in the area of child development will allow me to be a great asset to your team. I am passionate about working with children and would greatly appreciate the opportunity to gain valuable experiences from ABC Health and Wellness.

My studies at Hofstra University have led me to gain immense knowledge about the field of child development. As I work towards my Bachelor of Arts in Psychology degree, I have taken a lot of courses that have taught me the background knowledge and theories necessary to work with ABC Health & Wellness. In my Child Development course, I learned about psychological theories by Piaget, Erikson and Freud and how these theories relate to children ages birth-12. I am particularly fascinated with Piaget's Theory of Cognitive Development. I recall learning about the "Three Mountain Test" for children in the preoperational stage of development and I am eager to work with children in this stage and others first-hand.

In addition to the material I learned in classes at Hofstra, I conducted a research project, that was approved by the University's IRB, which tested Pavlov's theories of classical conditioning and compared them to Piaget's stages. I designed an experiment where participants were separated into groups, one control group, one group aged 3-5, another group aged 6-7, and the last group aged 8-10, and participants were given a cookie when the bell would ring. From this experiment, I concluded that children in the preoperational stage were conditioned more quickly than children in the concrete operational stages. I will utilize my knowledge and findings from my research as the Psychology Intern with ABC Health and Wellness.

Thank you for your consideration for this position. My experiences in the Psychology program at Hofstra University have allowed me to develop a passion for working in this field, and I wish to continue learning from hands on experiences as the Psychology Intern at ABC Health and Wellness. Please contact me if you require further information.

Sincerely,

Jason Doe

REMEMBER: Be sure to have a tailored cover letter for each position you are applying for!

Andrew Robertson
140 Hofstra Way
Hempstead, NY 11549

12/20/xx

Sebastian Massey
Human Resources Manager
Hartford Hospital
P.O. Box 1212
Hartford, CT 00012

Dear Mr. Massey:

Attached you will find my resume and references to apply for the position of a full-time Physician Assistant in the Emergency Department at Hartford Hospital. I recently graduated with my Master of Science in Physician Assistant studies from Hofstra University. It would be a pleasure to fulfill a role in a hospital that is a part of a community where I have lived my whole life. My greatest passion is to take care of a diverse group of patients with a wide range of medical conditions and injuries.

Being a student at Hofstra has greatly expanded my didactic and clinical knowledge. During my emergency medicine rotation, I excelled at procedures such as suturing, splinting and pelvic exams. One patient came in with a laceration to the dorsal aspect of the right thumb and the PA on staff told me I could suture the laceration. However, upon irrigation and inspection of the wound, it appeared that an extensor tendon was severed. The patient was unable to extend the distal aspect of the thumb. I then reported back to the PA in charge and suggested we call for a hand surgeon consult. I am confident in my ability to diagnose and treat patients; however, there is always more to learn about medicine and other perspectives to gain.

Some attributes that may be appealing to you are my outgoing and friendly personality. People always tell me to "keep smiling." Before going into healthcare, waitressing was my forte for many years and provided me with plenty of experience working at a fast pace in a high-demand setting while providing customer service skills. Despite the fact that most emergency departments are hectic, I always make a point to keep patients informed about the status of their test results or roughly how many hours they will be waiting. This makes them feel much more at ease. These attributes also make me an ideal candidate for this position.

Thank you for your time and consideration in my request to meet with you to further discuss the position and how my skills and attributes will be a great addition to the hospital. You can easily reach me at 516-555-1212 or hofstra@gmail.com. I look forward to hearing from you.

Sincerely,
Andrew Robertson

1 Friends Way
Old Westbury, NY 11568

4/26/20xx

Anne Smith
Director of Marketing & Communications
Ronald McDonald House New York
405 E 73rd St
New York, NY 10021

Dear Ms. Smith:

I am a Hofstra University senior graduating in May with a Bachelor of Arts in Mass Media Studies from The Lawrence Herbert School of Communication and am very interested in the Marketing & Communications Associate position that I found on Hofstra's Handshake database. With my strong communication and technology skills and background in marketing, I would be excited to join the Ronald McDonald House New York team.

I have a demonstrated track record of developing effective communications and marketing strategies. For example:

- I have designed promotion and outreach materials using Adobe InDesign and Illustrator for a women's leadership event hosted by my sorority. My efforts increased event visibility and attendance by 15% from previous years.
- As an intern for The Poetry Society of NY I served as the main point of contact for on-site event management and coordination for three large-scale events.
- Last summer at CNN I gained writing and editing experience, specifically on a project to standardize over two dozen internal communications documents.

Ronald McDonald House New York's team-oriented focus combined with the value the organization places on community knowledge and engagement appeals to me. Along with my creativity I offer Ronald McDonald House New York the administrative skills gained as an office assistant in the Hofstra University's Dean of Students office.

I look forward to contributing my energy and initiative to support Ronald McDonald House New York's mission to support families battling pediatric cancer and other critical illness'. I'm available at your convenience to discuss my interest in the Marketing & Communications Associate position and can be reached at (516) 555-1111 or suzan.brown@hofstra.edu. I look forward to hearing from you soon.

Sincerely,
Suzan Brown

Sara Sigma

14 Hofstra Court, Hempstead, NY 11549 | 516-463-6060 | saras1234@pride.hofstra.edu

April 11, 20xx

Melissa Gonzalez, Ed.D.
Dean, Welcome Center
Hudson University
45 River Blvd.
New York, NY 12345

Dear Dean Gonzalez:

I am applying for the Admission Counselor position with the Welcome Center at Hudson University. I am currently a senior graduating in May of 20xx with a Bachelors of Arts degree in Public Relations and a minor in Writing Studies and Composition. I believe I can be a great addition to Hudson University's admissions team because I am looking to impact a perspective student's life in the way the Admissions Office at my undergraduate institution impacted me. I am passionate about helping students find their home and I believe Hudson University is the perfect fit.

In my four years at Hofstra University, I learned how to lead, how to follow, and where my skills lay. I met a recruiter at a college fair who helped me find my place at Hofstra, and therefore, until I could make that kind of difference, I dedicated myself to doing the same for my peers. I dedicated an ample amount of hard work into recruitment for my sorority, helping other young women find a home at Hofstra, like I had found mine. Within my sorority, Oozma Kappa, I sat as President, leading an organization of 70 women through a full year term by acting as the liaison between our sisters, the university, and our national headquarters. I learned how to successfully listen to, communicate with, and manage a team who sometimes held opposing viewpoints. Prior to my presidency, I was event coordinator where I planned brunches and events for as many as 200 guests. This position forced me to think on my feet and be creative in my problem-solving skills. It also assisted in shaping my interpersonal skills as this job required me to reach out to unfamiliar people with invitations or donation requests.

Through these experiences, I've found that my can-do attitude shines through in high-pressure situations and settings that involve heavy interpersonal skills. As an intern at Stark PR, I worked effortlessly with the staff members to ensure all events, especially grand openings for various retail stores ran smoothly. I also had the task of collaborating with my fellow interns on creating eight pitches in two months for potential new office branches in different states. The skills I have learned as an intern in Stark, such as thinking on my feet, and problem solving, appear to align with those necessary for the position of Admission Counselor at Hudson University.

Thank you for your time and consideration. I look forward to speaking to you soon; I can be reached at 516-463-6060 and saras1234@pride.hofstra.edu.

Sincerely,
Sarah Sigma

Personal Statements

What is a Personal Statement?

- A personal statement tells a story about who you are to the admissions team when applying to graduate school or scholarships
- They are typically between 500-1,000 words
- The admissions team wants to know why you would be a good fit for their program as well as how you plan on making an impact in the industry that you are studying
- It is similar to a statement of purpose and personal letter of intent
- Should be more academic and experience focused

Potential Pitfalls of Writing a Personal Statement

- Not going in depth on the reasons that you are pursuing a career and major area of study
- Telling your life story without getting to the point. Some students will write their entire life story about what happened in the past, but will not focus on what led them to pursuing an advanced degree
- Not being able to tie your career goals to the need of an industry
- Not doing your research on the industry, which includes: not knowing the current industry trends, statistics figures, new opportunities, and what the industry is all about
- Being or addressing the negatives without mentioning how you overcame some of these challenges

Components of Personal Statement

- Critical Event
- Record of work
- Area of Interest
- Professional Goals
- Why *this* institution
 - If it is a research focused program or if you are applying for a Ph.D. name two professors and say why you want to work with them

Interviewing



Phone and Video Interviews

Phone and video screens are typically used to decide if you are one of the candidates the company would like to meet for an in-person interview. Video interviews can also be used in lieu of an in-person interview due to the location of the company.

Tips:

- Confirm who is calling whom and at what time (and time zone!)
- Secure a quiet space where you can take the call (for videos, find a neutral wall with no distractions). You can reserve space in the Career Center for your interview!
- Dress for the interview, both phone and video! If you feel professional, your responses will be professional
- Smile and make eye contact
- Research the company beforehand and reference your research in the interview



In-Person Interviews

May last anywhere from 30 minutes to a full day depending on your industry. Format may be one-on-one, a panel, a group interview, or some combination. It's likely you will meet with more than just one person at the company.

Tips:

- Offer a firm handshake, smile and make eye contact
- Express an interest in the position, be positive and attentive (Stay off your cell phone!)
- Answer all questions thoroughly and completely (remember the STAR method)
- Prepare at least five thoughtful questions to ask and ask about the next steps in the interview process. Save questions about salary until they have extended you an offer
- Dress to impress! Wear appropriate attire for the industry. (Remember, better to be overdressed than underdressed)
- Bring extra copies of your resume and references. Using a padfolio to store your documents provides a professional look
- Plan extra time for travel and arrive early. Be courteous to all employees you meet at all levels
- Research the company, the position and the people you will be meeting with beforehand

Interview Attire

Business professional attire is appropriate for all interview: phone, video and in-person. Attire at a workplace may vary by industry and company, but a professional suit is the safest bet when choosing what to wear for an interview. It is better to be dressed up than dressed down.

DRESS to IMPRESS

A guide to dress for interviews and the workplace!
Business Professional

Job Interview Attire



✓ Solid, dark or neutral colors

✓ Light colors can be worn underneath or for accent colors

✗ NO stripes, prints or bright colors

ALWAYS MATCH SUIT JACKET & PANTS/SKIRT COLOR

SHOES

Closed toed heel or dress shoes ✓

NO sneakers or sandals ✗



Keep cell phones turned OFF



Carry a portfolio, briefcase or small purse with copies of your resume

Business Casual

Daily Work Attire

✓ Slacks/ dress pants/ kahakis

✓ Button up shirts, blouses, collared shirts

✓ Dresses/ skirts (Should be knee length)

✗ NO jeans, shorts, sundresses or athletic wear



Blazers, jackets, sweaters and cardigans



Flat shoes, closed toed heels, boots, loafers



General Recommendations

Pro Tips

CLOTHES SHOULD BE

Tailored
Ironed/ lint free
In good condition



HAIR

Well groomed



NAILS/ MAKEUP

Natural and clean look



TATTOOS/ PIERCINGS

Align with personal values and company culture

REMEMBER

Your attire and appearance is a reflection of you and your values.
Dress to show the authentic version of YOU!



The Career Center

Interviewing Strategies

Below are some strategies to answer common interview questions. Remember to use specific stories, details, examples of your work and accomplishments whenever possible.

1

Tell me about yourself

Be sure to tell your story in chronological order. Mention what you are studying in school, work experience, resume highlights, your accomplishments, your goals and how they all relate to the position. This is your opportunity to set the tone for the rest of the interview!

2

What are your strengths?

Provide a specific story of how you have displayed at least one strength, but have three key strengths prepared to use in either this or other questions. Relate your strength to the requirements of the position and use the STAR method!

3

What are your weaknesses?

Answer this question with an area of development (weakness) that you are working on or have overcome. Choose an authentic weakness, not one that you think will sound good. Always finish with the silver lining of how you have overcome and/ or are working to overcome the weakness.

4

What makes you the best candidate for this position?

It is impossible to know about other candidates. Use this as an opportunity to highlight your strengths in relation to the position and your interest in the job and company. This is a great opportunity to showcase your research on the company!

5

Why do you want to work for our organization?

Make sure you research the organization. You can give a brief summary of what you have learned about this organization and any questions you have based on this research.

6

What interests you about this specific position?

Mention key responsibilities and qualifications from the posting and describe how they relate to your skills and experience.

7

Tell me something about yourself that is not on your resume.

This is your chance to tell the interviewer about your interests or achievements outside of the workplace. Maybe you ran a marathon or you are a home chef. This is a question that showcases your personality.

8

Describe a challenge you have faced and the steps you took to overcome it.

Use the STAR method here to provide a story with a beginning (situation), a middle (the action you took) and an end (the results).

Questions to Ask the interviewer

Always have at least 5 questions prepared to ask on an interview!

About the Position:

- What does a typical day in this position/internship look like?
- What are the most challenging aspects of the position?
- What goals do you have for someone in this position?
- Tell me about the onboarding process for new employees in this position.
- What are the next steps in the interview process?

Growth and Development:

- What are some of the career paths followed by others who have held this position?
- What are the opportunities for professional development?

Personal Stories:

- Why did you join and stay with the firm?
- What do you like about working for this organization?

Interviewing the Company:

- What is the overall structure of the department where the position is located?
- What current industry-wide trends are likely to affect your organization?
- How will the work I'll be doing contribute to the organization's mission?
- What is the work environment like?

PRO TIP: Do your research! Don't ask the interviewer something they have already answered or that can be found on the company website.

Additional Interviewing Material

Thank-You Note After the Interview

Once you have completed the interview you will stand out if you send a *thank you* email to the person(s) with whom you have interviewed. Remember to ask for your interviewer's contact information (and the contact information of each person with whom you interview). Each thank-you email should be personalized to each individual interviewer. Be sure to send your thank-you emails within 24 hours of your interview.

Dear _____:

Thank you again for taking the time out to interview me for the _____ position at _____. I was impressed with the company culture and how you invest in your employees through the growth program. To reiterate, I am enthusiastic about the opportunity and believe that the leadership, teamwork, and communication skills that I have developed through my experiences would be a great fit for the role and company. Have a great rest of your day, and I look forward to hearing from you soon.

Sincerely,
(Your name)

TIP: Reference something specific that happened during the interview in the thank-you note to help jog the interviewer's memory. If there was something that you did not articulate as clearly as you would have liked to, you can use the thank-you note as an opportunity to clarify your points.

Reference List: Who to ask?

Always ask professionals who know you well, who will speak highly of you, and can attest to your work ethic. Keep in mind that a great reference from someone who can really speak about your work is better than a mediocre reference from someone with a great title. Consider asking: a professor, supervisor, club/organization leader, or co-worker.

A reference list is typically made up of three people and includes:

- Name
- Title
- Organization
- Address
- Phone Number
- Email Address
- A short sentence about how you know the person and for how long you've known the person

Negotiating an Offer

Congratulations, you have received an internship or job offer! Find out when the organization needs you to respond to the offer. You do not have to respond immediately; you may request time to think it over before your final decision. You may say, for example, “I’m very excited about this position, but this is a big decision. May I have until (date) to make a decision?”

Negotiating the Offer

Try to hold off a discussion of salary for as long as possible during the interview process. The ideal point to engage in any negotiations is once you receive an offer. Many employers expect that you will want to negotiate your salary offer, so you should ask if the offer is negotiable. Negotiating in a respectful way can help demonstrate your professionalism. Negotiation is an important skill to develop and successful negotiation can help you feel valued at work.

Know Your Worth

Research, research, research! Use sites like Glassdoor and Salary.com to explore the typical salary average and range for the type of position you are considering. Investigate comparable jobs and job titles, with companies that are in the same geographic region.

Evaluate your salary requirements based on how much you need to earn for the cost of living in the job location.

Back up your request to support why you are worth more than the offer. Use points such as your previous experience that provide evidence of what you bring to the company, as well as cost of living concerns for specific geographic regions.

How Negotiable is Your Offer?

An offer is more than just the salary. After you receive your offer, you are welcome to ask the employer if they have flexibility to discuss other parts of the offer. Make sure to evaluate the entire package; even if the salary itself is non-negotiable, other fringe benefits (vacation days, starting bonus, etc.) might be.

Evaluate the entire package in negotiations on factors that are truly important to you (ex: vacation time, flexibility to work from home) and be prepared with what you want to negotiate before you start talking.

Some areas to negotiate could include: start date, vacation/sick leave, stock options, relocation expenses, tuition reimbursement, professional memberships/conferences, retirement plans, and signing bonuses.

Negotiating an Offer Cont.

Provide a Range

When offering a salary number it is best to provide a range that you feel comfortable with and is based on your research. Your acceptance range=the absolute minimum salary you would accept and the salary you would like to have.

Here's an example:

- From your research the average salary for your job title based on your geographic location is \$48,000. You know you need at least \$40,000, at minimum, to cover expenses and still have some spending money. To get your range extend \$5,000 above the average salary to give you some room to negotiate, making your salary range \$40,000-\$53,000.
- If the employer is offering you \$45,000 and you want \$48,000, try saying you want \$52,000. By overstating the figure, the employer is more likely to get closer to what you actually want.
- Do not accept less than the minimum amount of compensation that will make you truly satisfied. There is no point in accepting an offer if you think you'll be unsatisfied and end up looking for another position in the near future. If the employer refuses this amount, it is to your advantage to keep looking.

What to Say

If you are asked about salary early in the process:

Typically, salary is discussed when an offer is being made, but sometimes the interviewer will raise the topic of salary early in the interview process. They might say:

"Tell me what salary you are expecting."/"I need a clear idea of what salary you expect."

In that case, the best strategy is to turn the question back to the employer and respond with:

"I'd like to learn more about the position and the responsibilities before I give you a firm answer about salary."

"What is the salary range for this position or similar positions with this workload at this organization?"

When you are starting the negotiation process:

- "Do you have any flexibility on the salary number?"
- "Based on the requirements of this job and my specific skill set, I would consider a salary between \$X and \$Y."
- "Based on my research of similar positions in this area, I was thinking of \$X."
- "Based on my prior experience and familiarity with this role, I believe that an additional \$X would be fair."

Your offer is too high or you get stuck:

- "I know we haven't figured this out yet but let's keep talking. I'm sure we can find something that will work for both of us."
- "We are really far apart. Perhaps we can meet somewhere in the middle?"

Wrap-up the Process

Finalize the agreement when you feel the offer is fair and within a range you can accept, or listen for clues the offer is final. The recruiter or manager may say something like, "This is the best we can do," or "This is our final offer."

Accepting/Declining an Offer

Accepting the Offer

Be professional and enthusiastic when accepting a job or internship offer. You may accept it via phone, but always ask that the offer be sent to you in writing and confirm your acceptance in writing.

Steps to follow when accepting a job offer:

- Once you have decided to accept a job offer, immediately confirm both the details of your offer and your acceptance in writing, stating the agreed upon salary, and outline the terms of your employment.
- Confirm the date you will be reporting to work and address any questions you have.
- Notify all other organizations with which you have been interviewing that you have accepted another offer and will be withdrawing from their consideration.
- You should not continue to pursue other employment opportunities, regardless of where you are in the search process for other positions, once you have accepted a position.



Declining the Offer

Be gracious when rejecting a job or internship offer. It is possible that some day you will want to change jobs and may be interested in this employer, or the person hiring may move to another company where you want to work. Thank the person extending the offer and give a brief reason for your decision to decline at this time. For example, you may have decided to attend graduate school, accepted an offer in your hometown, or decided to go with another offer that you feel is a better fit.

Steps to follow when declining a job offer:

- Be positive when declining an offer, after all, it's business, not personal.
- You don't need to explain why you have accepted the other position or share the starting salary.
- Always express your appreciation for any offers extended and for the interest and confidence the employer has shown in you.

Additional Post Graduate Opportunities

TAKE A GAP YEAR

A gap year is taking some time off between life stages. During this period, you may explore a new interest area, or you may choose an experience that enhances your skills and career goals. Before deciding if a gap year is right for you, ask yourself:

- Do I need this experience to enhance my skills, or to build additional professional experience?
- Does this experience relate to my long-term career goals?
- How long do I want this gap year to be? Do I want to travel internationally?
- Would I consider a shorter internship, such as with a non-government agency, before moving to another opportunity?
- Would this experience improve my resume or research skills to be a more competitive applicant for a graduate or professional degree program?

SERVICE

Choosing to volunteer post-graduation can be a life-changing experience and provide you with key skills for the next step in your career. Before deciding if service is right for you, consider the following possibilities:

- What community or social issue is most important to me?
- Do I want to spend one or two years dedicating time and energy to addressing community and social issues?
- Does the program offer a stipend, salary, or housing?
- Do I want a domestic or international service program?
- Does this volunteer opportunity provide an educational award applicable to education loans or future education tuition and fees?
- Can this service opportunity help build professional experience that will open the next career door for me?

FELLOWSHIP

A fellowship is a project or research that includes an applied component, offered in a wide range of areas – teaching, research, service, and further graduate study. Fellowships are competitive so begin investigating your sophomore year by looking at options and requirements. A fellowship or Fulbright can also enhance your application for a graduate or professional degree program. Some fellowships can help pay for graduate studies.

