

Discover Explore Develop Pursue

CAREER EXPLORATION AND SUCCESS
CAREER & INTERNSHIP GUIDE

2019-2020





TABLE OF CONTENTS

CHAPTER 1

Get to Know The Office of Career Exploration and Success

| | |
|--------------------------------|---|
| Locations | 1 |
| Career Interest Clusters | 1 |
| Services for Students | 2 |

CHAPTER 2

Explore Majors/Careers and Build Experience

| | |
|---|-----|
| Explanation of the Career Decision Making Process | 3–4 |
| Major Doesn't Always Determine Career | 4 |
| Research a Career Cluster | 5 |
| Select a Career Cluster and a Major/Minor | 5 |
| Explore Careers through Informational Interviews—Connect with Alumni and Professionals to Learn about Fields..... | 6 |
| Gain Experience: Are You Internship Ready? | 7 |
| Four-Year Career Plan | 8 |

CHAPTER 3

Prepare for the Internship/Job Search

| | |
|---|-------|
| Develop a Resume | 9 |
| Self-Evaluate..... | 9 |
| Research Your Target Market..... | 9 |
| Identify Transferable Skills | 9 |
| Select a Resume Format | 10 |
| Tips to Strengthen Your Resume | 11 |
| Utilize Keywords | 11 |
| Power Verbs | 12 |
| Use Accomplishment Statements..... | 13 |
| Highlight Your Experiences on the Resume | 14–15 |
| Resume Samples | 16–25 |
| Curriculum Vitae vs. Resume | 26 |
| CV Samples for Graduate Students | 27–28 |
| Grab Their Attention With a Winning Letter or Email | 29 |
| Cover Letter/Thank You Letter/Email Samples | 30–32 |
| What Should I Wear? | 34 |

CHAPTER 4

Find an Internship/Job

| | |
|--|-------|
| Strategies for Finding an Internship/Job..... | 35 |
| Use Rutgers Handshake for the Internship/Job Search | 36 |
| Prepare for Career and Internship Fairs | 37–38 |
| How to Present Your Elevator Pitch at Career Fairs, Interviews, and Networking Events..... | 38 |
| Sample Elevator Pitches | 39 |
| Networking On and Offline | 40 |
| Develop Your Online Presence for the Job and Internship Search | 40–41 |
| Stay in Touch through LinkedIn..... | 41 |
| Earn Credit for Your Internship..... | 42 |
| The Academic Job Search for Doctoral Students | 43 |
| The International Student and the Internship & Job Search..... | 44 |
| The International Student's Role in the Job and Internship Search | 45 |
| Prepare for the Interview Process | 46–47 |
| Behavioral Interviews | 48 |
| Typical Questions Asked by Employers..... | 49 |
| Tell Me About Yourself—The Two-Minute Drill | 50 |

CHAPTER 5

Consider Offers and Make an Impact at Your Internship or Full-time Job

| | |
|---|-------|
| Evaluate Job Offers | 51 |
| Workplace Etiquette | 51–52 |
| Establishing Your Professional Reputation | 52 |

CHAPTER 6

Explore Graduate & Professional School

| | |
|---|----|
| Is Graduate School Right for You?..... | 53 |
| Timeline for Applying to Graduate School..... | 54 |
| Guidelines for Writing Your Personal Statement..... | 55 |

CAREER EXPLORATION AND SUCCESS CAREER & INTERNSHIP GUIDE

Rutgers, The State University of New Jersey,
New Brunswick, Career Exploration and Success



@RutgersCareers

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

In order to participate in on-campus interviewing on the Rutgers University campus, employers are required to follow University guidelines. All employers affirm that they are an equal opportunity employer, offering employment without regard to race, religion, ancestry, sex, sexual orientation, marital status, national origin, or age. They provide equal employment opportunity to people with disabilities, disabled veterans, and veterans of the Vietnam era. Rutgers University has adopted a policy requiring employers using University facilities for recruiting purposes to affirm in writing that they do not discriminate in their employment practices against applicants in any of these categories. However, where employers believe applicants in any one of these categories are unable to meet their occupational qualifications for employment, the employers may continue to use the facilities of The Office of Career Exploration and Success if they inform such offices of their policy and the reasons that justify it. An example is the U.S. military, which by executive order excludes persons based on age, physical disability, and sexual orientation. Statements from these employers are on file with The Office of Career Exploration and Success.

**Rutgers
Handshake
Features:**

Documents

Upload and manage resumes, transcripts, and cover letters

Employers

Search employers, review organizational information, and connect with them via email

Events/Programs

View and sign up for workshops, fairs, and employer events

Interviews

View pending and requested on-campus interviews with employers

Jobs/Internships

Search for and apply to jobs and internships

My Account

Update your personal, academic, and career information

Profile

Upload your resume and edit your profile information, work experience, extracurricular activities, projects, and skills

Resources

Access additional online career resources

Schedule Appointment

Meet with a career advisor; make appointments to meet with career advisors

 **Rutgers Handshake**

Rutgers Handshake is an online career management system for Rutgers students, alumni, and employers. All eligible students automatically have Rutgers Handshake accounts. This system allows students to search for jobs and internships while also providing a platform to help students navigate each step of their career development plans.



To Access Rutgers Handshake:

1. Go to **careers.rutgers.edu/handshake**
2. **Current students:** click on “Sign in with your Rutgers NetID.”
Alumni: Try logging in with your NetID. If you are unsuccessful with that login, create a new account with your email address. You will be alerted once you are verified as a New Brunswick alumni and prompted to confirm your account and set your Handshake password to use with your username/email address login.
3. Once logged in:
 - a. If this is your first time logging in, click on “Get Started,” and complete your profile
 - b. Take advantage of the many features available through Handshake

Chapter 1:

GET TO KNOW CAREER EXPLORATION AND SUCCESS (CES)

careers.rutgers.edu/clusters

Learn About Career Interest Clusters and Meet Our Career Advisors!

Career Exploration and Success uses a career development model focused on career interest clusters. This allows students to explore career options more broadly versus focusing solely on academic major. Career Interest Clusters are broad groups of careers that share common features, skill sets, interests, abilities, and activities. You can decide on a cluster by asking yourself, "Which cluster(s) includes occupations that match my interests?" Our career advisors are subject matter experts in each career interest cluster who can help you explore opportunities and identify the skills necessary to pursue careers within that industry.

Why Join a Cluster

Benefits of Joining: Career advising appointments with cluster experts (see below) | Career Exploration Nights Programs and workshops | Job and internship opportunities within Rutgers Handshake | Campus-to-Career student field trips | Weekly announcements | Mentoring opportunities

How to Join a Cluster: Register for a cluster within the career interest section of Rutgers Handshake today and start exploring new career opportunities!

Business, Arts, Service & Education (BASE)

ARTS, COMMUNICATION AND ENTERTAINMENT



BARBARA ZITO
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BUSINESS, FINANCIAL SERVICES, AND LOGISTICS



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EDUCATION AND PUBLIC & HUMAN SERVICES



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INTERNATIONAL STUDENTS (BASE)



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Science, Technology, Engineering, and Math (STEM)

FOOD & AGRICULTURE AND ENVIRONMENTAL & NATURAL RESOURCES



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HEALTH AND LIFE SCIENCES



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SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH



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INTERNATIONAL STUDENTS (STEM)



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Students Still Exploring



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AMANDA CHOO
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Offices

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New Brunswick, NJ 08901
848-932-7997
732-932-0320 (Fax)

Busch Campus:

Busch Student Center
604 Bartholomew Road
Piscataway, NJ 08854
848-445-6127
732-445-6150 (Fax)



@RutgersCareers

Services for Undergraduate and Graduate Students

Career Exploration and Success (CES) supports the career development of degree-seeking students at the New Brunswick campus. Activate your Rutgers Handshake account to access the services below.

Overview of Services for Students

CES is committed to assisting you with making connections between your academic experience and career paths. We provide career-related counseling, resources, and programs to help clarify your academic and career goals, develop job search strategies, and make successful career transitions.

Career Assistance

Do you need help choosing a major, identifying possible career options, looking for a job or internship, or applying to graduate school? Schedule an in-person or video call appointment with one of our trained staff. Drop-in resume review sessions are also available during the week. View our website for weekly drop-in hours.

Career & Internship Fairs

CES hosts several career fairs throughout the year! Meet recruiters and learn about organizations that interest you. Explore your options while making a good impression on recruiters.

Employer Networking & Information Sessions (EIS)

Learn everything you want to know about a potential employer, while seizing the opportunity to create a positive impression. Career Exploration and Success hosts a variety of organizations throughout the year.

First-year Interest Group Seminars (FIGS)

FIGS are one-credit seminars that introduce first-year students to university resources and to a career field of their choice. Taught by experienced upper-class students, these classes are purposefully small in order to help incoming students connect to Rutgers.

Peer Career Advisors (PCAs) Can Help Fellow Students!

PCAs are specially trained to critique resumes for students and to answer general questions about Career Exploration and Success. You'll also see them around campus conducting presentations!

On-Campus Interviewing (OCI) Program

Utilize your Rutgers Handshake account to apply for interviews through the OCI program. Employers review applications and invite potential candidates to interview at our Busch Campus office.

Road to Industry Mentoring Programs (RTIPs)

Connect with alumni mentors and explore careers and industries through these career cluster-specific programs. Students currently have an opportunity to connect to Communication and Media, Government, Policy, and Service and Food, Animals, and the Environment, with plans for other industry programs coming soon.

Rutgers Internship & Co-op Program (RICP)

This online credit-bearing course complements your internship or co-op. You also gain an advocate through your course instructor who can help you navigate issues in your work environment.

Workshops & Events

Attend our workshops and learn how to network, develop your resume, polish your interview skills, and more. Participate in one of our many career exploration and networking events. You can always find the most up-to-date listing of programs on our website.

Online Tools

Rutgers Handshake: This is your main career management system and virtual career center. Request appointments with a career advisor and register for workshops. Apply for jobs and internships. Schedule interviews through the On-Campus Interviewing program.

Access the following tools in the Rutgers Handshake Resources Section:

-  **GoinGlobal:** Thinking of going global with your career? Utilize country and city guides to learn about a variety of options. Information on visas is also included.
-  **InterviewStream:** Would you hire you? Use this virtual mock interviewing service and decide. This is your chance to practice, get feedback, and learn by watching yourself.
-  **LinkedIn Learning:** Offers thousands of skill development tutorials on topics ranging from coding and graphic design to business management.
-  **Scarlet Talks:** Get career advice from industry professionals available any time through these informational videos. Watch interviews and explore your career options.
-  **Career Explorer by Sokanu:** Use this online tool to make informed career decisions by assessing your skills, interests, and values.
-  **Student-Alumni Career Connect:** Access Rutgers alumni who have volunteered to provide career advice. Search the database by major, job title, employer, and more to learn about their career paths.
-  **Testing & Education Reference Center:** Review materials for practicing a wide variety of tests ranging from High School through Graduate study, such as AP, SAT, ACT, GRE, LSAT, MCAT and MAT.
-  **Vault Career Guides:** All that you ever wanted to know about a particular industry is at your fingertips. Take a look and learn about industry trends, strategies, and detailed organization information.

IBISWorld: IBISWorld is an industry research and market intelligence resource. The information helps with exploring new career areas, obtaining industry data, and preparing for interviews.

Chapter 2:

EXPLORE MAJORS/CAREERS AND BUILD EXPERIENCE

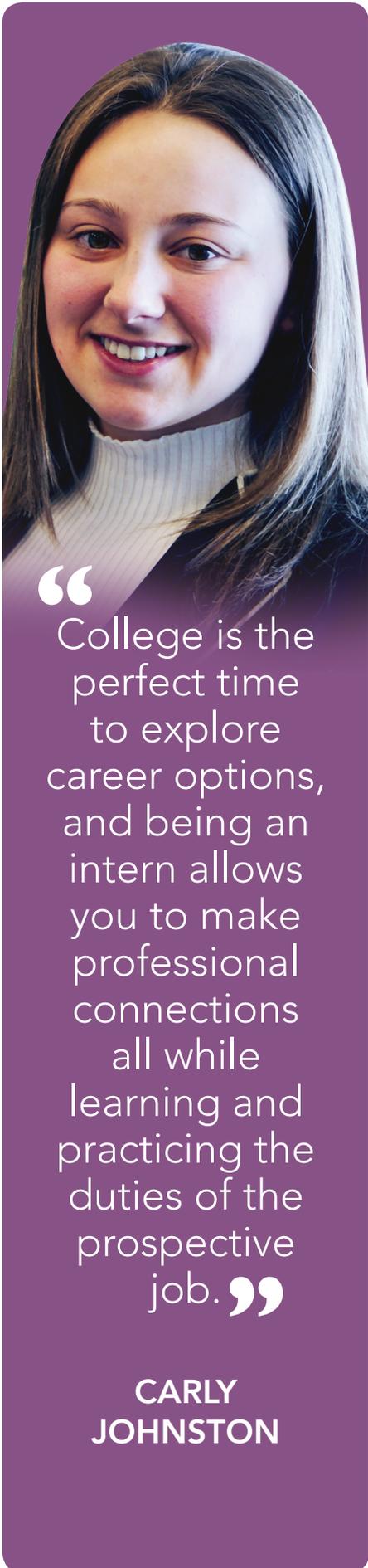
Explanation of the Career Decision-Making process including Self-Assessment

Two of the biggest decisions you will face at Rutgers are deciding what to study and what to do once you graduate. These are important decisions that require thoughtful consideration. Some students identify their choice of major and/or career early on, while others need more time to explore and research various options. The career journey model provides a framework for students to understand their own career development journey and specifically, where they are in the process. Each of the phases of the circular graphic below represents important elements of your journey and corresponds to specific tasks or goals. The model is circular because it represents an ongoing process with no specific chronology. This is a process you will revisit throughout your life, particularly when your goals change. Understanding the phase you are in and how to access the best information available will help you feel more confident with your career decision making. Ultimately, your choice of career will be the result of various experiences and not the result of one isolated decision.

CAREER JOURNEY MODEL



(Continued on next page)



“College is the perfect time to explore career options, and being an intern allows you to make professional connections all while learning and practicing the duties of the prospective job.”

**CARLY
JOHNSTON**

Major Doesn't Always Determine Career

Some people believe that for every occupation there is a specific corresponding academic degree. While there are occupations that do require specific academic majors for certification (e.g., nursing and engineering), many do not. In fact, many graduates are working in career fields that are not directly related to their undergraduate programs of study.

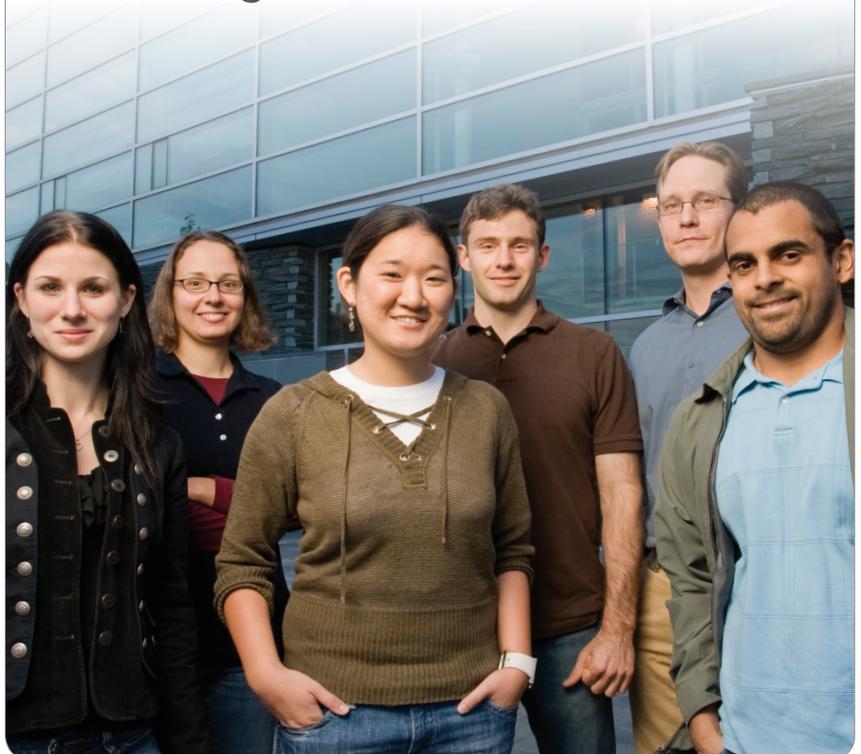
Taking time during your first two years of college to explore career options will help you determine what educational plan best suits your needs. Refer to the CES website (careers.rutgers.edu) to review the First-Year and Second-Year of the 4-Year Career Plan (pictured on page 8). If you have possible career fields in mind, research educational requirements, necessary skills, pre-requisite courses, and relevant hands-on experiences. In considering possible majors, keep in mind that liberal arts majors offer a broad background in communication, critical thinking, and problem-solving skills, as well as the ability to learn. These are skills and competency areas that employers value, especially when coupled with more occupation-specific skills acquired either academically (e.g., a minor) or experientially (e.g., an internship).

Finally, be sure to schedule an appointment with a CES Career Development Specialist to come up with your individualized career plan and to identify your major and career interest cluster area.

JOIN A CAREER CLUSTER

Refer to page 1 and 5 for more information on career clusters.

careers.rutgers.edu/clusters



Q WHAT IS A CAREER INTEREST CLUSTER?

A. A group of occupations and broad industries based on commonalities

Understanding the career interest cluster approach to career decision-making changes the question from a one-step to a two-step process:



Research and Select a Career

- Complete the Career Interest Cluster Inventory available on the CES web site at careers.rutgers.edu/clusters to help you identify a career interest cluster. By selecting a Career Interest Cluster, you can explore a smaller pool of career options that align with your interests, skills and values. In addition, CES sponsors cluster-specific programs, field trips, and other resources for students to learn about majors and careers.
- Use the Student-Alumni Career Connect database and LinkedIn to contact professionals about their careers, a process known as Informational interviewing (See page 6, "Exploring Careers Through Informational Interviews").
- Schedule an appointment with a career advisor to discuss resources and tools and to explore majors and career options available within your Career Interest Cluster.
- Review "Explore Majors & Careers" on the CES website, and attend the Majors and Minors Fair in October and March.
- Visit academic departments (e.g., websites, speak with faculty and students), meet with academic advisors/deans, sit in on classes, and consider on campus research opportunities such as Aresty.
- Become internship-ready by engaging in experiential education, such as student organizations and other campus activities (See page 7, "Are you Internship Ready?")

Refer to the Four Year Career Plan on page 8 to review the steps for each year.

You don't need to know what you want before you visit!

We provide customized sessions to students still exploring. Schedule an appointment in Rutgers Handshake and choose the topic "How Do I Even Get Started?".



Exploring Careers Through Informational Interviews

Exploring careers from a professional's perspective is a valuable way to determine if a particular career is an option for you. Informational interviews are often underutilized opportunities to hear "real talk" about careers and to expand your professional network. Whether you have questions about the day-to-day operations of a job, the proper points of entry for a field of work, the best courses to take, or internship experiences to explore, this is a great way to find answers that will help develop your thoughts around suitable careers.

Where Do I Find People to Interview?

Student-Alumni Career Connect: Career Exploration and Success offers an online, interactive network of Rutgers alumni who have volunteered to provide career advice. Search the database by major, job title, industry, employer, and more to learn about alumni career paths. You can access this network via your Rutgers Handshake account.

Academic Departments: Consider reaching out to your professor, or teaching and research assistants. Many remain connected to a community of professionals in their fields of expertise.

LinkedIn: This professional social networking platform allows you to connect with Rutgers alumni and other professionals individually, by industry, or through LinkedIn groups. Set up a free account and connect with the Rutgers Alumni LinkedIn group.

Professional Associations: Professional associations are non-profit organizations that aim to advance professions in a particular field by providing connections, opportunities, and information to interested individuals. Some professional associations will offer a student membership. Contact information is listed and shared, often through private websites. Reach out!

Family and Friends: Think about your family, friends, and neighbors. They may work in fields that interest you. Conversations with them may help you learn about career fields.

Sample Questions

Be prepared to lead the conversations:

You should have a list of questions ready to ask.

- Can you tell me about your career path and how you got to where you are?
- What are the different entry-level jobs in this career field?
- What do you do on a typical day?
- What background or experience is required or helpful?
- What aspects of this career field do you like/dislike?
- What courses might be helpful for me to enhance my chances for employment in the field?
- How competitive is the job market?
- What is the salary range at the entry-level and higher levels?

Consider These Pointers for Maximizing Informational Interviews:

An important point to consider is that an informational interview can actually serve to build your base of networking contacts. Approach these professional opportunities with the following points in mind:

1. **Conduct research.** Learn what you can about their current or past careers, areas of specialty, and educational backgrounds. Let them know how you found their contact information and set a short time limit for how long you'd like to speak (i.e., "Do you have time for a 15 minute conversation?")
2. **Seek to have conversations, not ask for jobs.** One of the best ways to approach your contacts is to lead your requests by humbly telling them that you are seeking career information and that you are simply interested in learning about the work that they do.
3. **Ask for referrals.** At the end of your interview, express a desire to remain in contact if you prefer. Do not wear out your welcome. Ask your contact if they have other colleagues you can connect with to learn more. Be sure to express your appreciation after the meeting.
4. **Follow up with a thank you.** Send an email or thank you note following the interview. A follow-up message shows your appreciation and leaves a strong impression.

These are a few suggestions you can use to explore informational interviews. Consider making an appointment with one of our career advisors for a more customized approach.

Gain Experience: Are You Internship Ready?



“The concepts that I learned in the classroom truly came to life in my professional experiences at my internship.”

ISABELLA
SEHRINGER

Gain Experience

Identifying and declaring a major is not required prior to building experience and building your resume. Employers seek students with skills, not necessarily a specific major. Building skills and enhancing your resume should begin as early as your first year at Rutgers. While you might not be ready for an internship in your first or second year of college, you can gain experience by participating in other experiential education opportunities, which are available on and off-campus.

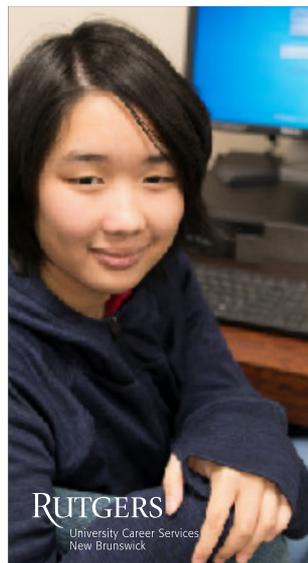
Get Involved

Joining a student organization, volunteering on campus or at a local nonprofit, working part-time, or participating in research with a faculty member all represent valuable experiences that help build skills to include on your resume. From these experiences you can begin developing key skills employers seek such as time management, teamwork, and leadership. These experiences are the stepping stones to increasing your marketability for future internship opportunities. Create your strategy for gaining experience and being “internship ready.” Review the steps for each academic year on page 8 and meet with a career advisor in the Office of Career Exploration and Success. Explore career interest clusters with the goal of identifying one or two that align with your career goals. (see Chapter 1).

Obtain an Internship

Once you have gained experience and identified your major and career interest cluster, you can begin to identify and pursue internships. Internships provide opportunities to gain professional level experience, explore career options, and in many cases, earn compensation. Internships can also help you find full-time employment and boost your marketability for graduate school.

Students can participate in internships at any stage, but most students obtain their first internship after sophomore year, and many students complete multiple internships. Chapter 4 provides information on the tools and resources available to help you find an internship and opportunities to earn credit for your internship. Chapter 5 outlines how to make the most of your internship experience.



CareerExplorer by Sokanu Self-Assessment

CareerExplorer by Sokanu is an innovative career exploration system designed to help you assess your skills, interests, and values. Sokanu’s interactive and engaging 30-minute assessment matches you to a database of over 800 career options.

Log into your Rutgers Handshake account to get started.

careers.rutgers.edu/sokanu

Four-Year Career Plan

Create your strategy for gaining experience and becoming “internship ready.” Regularly visit a career advisor throughout your time at Rutgers.

Visit careers.rutgers.edu/advise to schedule an appointment.

Explore Majors/Careers and Build Experience



First Year

Explore Careers and Majors

- Meet with a career advisor
- Take a career assessment
- Attend the major and minor fairs

Focus on Academics

- Set up a study schedule
- Attend all classes; don't sit in the back
- Utilize tutoring services

Get Involved

- Attend involvement fairs
- Find a group of friends
- Join at least one student organization

Recommended Online Tools

-  Activate your Rutgers Handshake Account
-  Career Explorer by Sokanu Self-Assessment



Sophomore

Select Your Major(s) & Career Cluster

- Declare your major
- Select a career cluster in Rutgers Handshake
- Develop relationships with faculty & administrators

Take an Active or Leadership Role

- Become more involved by serving on a committee or obtaining a leadership role

Prepare for the Internship Search

- Create a resume and get it critiqued
- Identify internships of interest
- Prepare for interviewing

Recommended Online Tools

-  Scarlet Talks: Career Videos
-  Vault Career Guides



Junior

Explore Specific Careers & Graduate Programs

- Narrow your career focus
- Explore graduate school & talk to faculty
- Identify graduate school & internship search resources

Network

- Attend networking events
- Utilize the Student-Alumni Career Connect System
- Create a professional LinkedIn profile

Find an Internship

- Apply to internships
- Consider earning credit for your internship
- Stand out at your internship

Recommended Online Tools

-  InterviewStream
-  Student-Alumni Career Connect System



Senior

Apply for Jobs and/or Graduate Programs

- Prepare application materials
- Consolidate your post-graduation strategy

Prepare for the Transition from College to Career

- Make an impact at your first job out of college
- Adapt to a new work schedule

Maintain Networking Contacts

- Stay connected with faculty and colleagues after you leave

Recommended Online Tools

-  Rutgers Handshake Job Postings
-  Vault Career Guides

Chapter 3:

PREPARE FOR THE INTERNSHIP/JOB SEARCH

Preparing for the internship and job search is a process that begins early in your college career. Use this section as a resource for building and promoting your experience. Here's how to get started!

Resumes and Cover Letters

Your resume is a marketing tool representing a very special product: you! It is a succinct outline of your knowledge, skills, abilities, experience, and accomplishments relevant to your employment goals. Resumes are used to screen applicants for interviews and determine which candidates most thoroughly match the employer's needs. This is done through a combination of human and electronic screening methods.

Identify Your Transferable Skills

ORAL/Written COMMUNICATION

- Advising
- Presenting
- Articulating
- Public speaking
- Explaining
- Training
- Instructing
- Translating
- Persuading/selling
- Writing/editing

INTERPERSONAL/TEAMWORK

- Relating well with customers and co-workers
- Listening to others' opinions and concerns
- Responding to concerns
- Resolving disputes or conflicts
- Assisting others
- Motivating individuals and/or groups
- Working as a team player

LEADERSHIP

- Decision-making
- Delegating
- Evaluating
- Initiating
- Managing
- Motivating others
- Planning
- Problem-solving
- Supervising
- Team building

ORGANIZATIONAL

- Following through
- Planning
- Meeting deadlines
- Setting goals
- Multitasking
- Time management

TECHNICAL

- Programming
- Troubleshooting
- Developing databases
- Applying software/hardware knowledge
- Overseeing network administration
- Conducting data mining
- Developing system architectures

"Transferable skills" are the skills you acquire from part-time and summer jobs, internships, externships, research projects, coursework, roles in campus clubs/organizations, and class projects that transfer to future employment settings. Common examples of transferable skills include communication, interpersonal, leadership, organizational, and technical skills. You can identify important transferable skills for an internship or job by taking note of keywords and phrases in the job description.

In the list to the left, check all the skills you have learned or demonstrated through your employment, campus activities, or academic projects. This will help you choose which skills are most relevant and should be included on your resume. Meet with a career advisor at Career Exploration and Success to further tailor your skills to your target industry and employers.

Start Here: Begin with Self-Evaluation

- Think about your experiences, including internships, part-time and summer jobs, volunteer work, extracurricular activities, research, leadership, courses, class projects, and relevant independent projects.
- Assess what you have accomplished and the skills you have developed in each position.

Next: Research Your Target Market

- Meet with a career advisor, attend our workshops and events, and review career related resources online, including Vault.
- Use the internship and job listings in Rutgers Handshake to determine the knowledge, skills, and abilities employers are seeking.
- Compare your qualifications to the requirements highlighted in your chosen internship and job descriptions.

Select a Resume Format

Chronological—This is the recommended format for most internship and job seekers, including undergraduate and graduate students as well as recent graduates. Educational and work experiences are presented in reverse chronological order.

Functional—This format is most often used by experienced professionals, career changers, and individuals with employment gaps. It emphasizes marketable skill sets and areas of expertise while de-emphasizing chronology.

Combination—This hybrid format merges the chronological and functional by highlighting marketable skill sets and providing a brief employment history. It can be used by all job seekers.

Anatomy of a Resume

Follow these guidelines when writing the different sections of your resume. Many of the sections are optional depending on your background.

Contact information

Name (bold, all caps)

- Email address (keep it simple and professional)
- Mailing address (city and state only)
- Telephone number
- LinkedIn profile address

Objective or profile or summary (optional)

Opinions on objectives (and whether you should have one) vary by career interest cluster. In general, only include one if you are specific about what you are applying to and what you have to offer (skills), or if you are applying to a position where your goals might not be obvious from your education and skills (for example, you are an Art History major applying to a position in Finance).

If you choose to include an objective, then it should be brief/concise and not general; the more specific the better.

Education

- Include university and location—Rutgers University, New Brunswick, NJ.
- Degree (B.S., B.A.), major and month/year of graduation (May 20XX).
- Can include minor, concentration, option, etc.
- List GPA if it is a 3.0 or above—can include major GPA.
- Study abroad information can be included in this section.
- Can include other colleges attended especially if you received another degree (such as an Associate's Degree from a community college).

Related/Relevant Courses (optional)

- List courses related to your major or the type of position to which you are applying.
- Include 6–10 courses—only course titles; you do not need to include course numbers, grades, or descriptions.
- Use two or three columns to save space.

Honors/Awards (optional)

- Can be academic, athletic, or work related.
- Include dates.

Academic/Research Projects (optional)

- Include course/project title and dates.
- Describe your role, responsibilities, and accomplishments.

Experience

- Can use various titles for this section such as: EXPERIENCE, WORK EXPERIENCE, RELATED/RELEVANT EXPERIENCE, INTERNSHIPS, and/or EMPLOYMENT.
- Can include: part-time jobs, summer jobs, work-study jobs, internships, volunteer positions, class projects, etc.
- Include employer/organization name and location (city, state).
- List your position title and dates (month, year).
- Describe your duties and accomplishments highlighting key skills and qualities.
- Use action verbs when writing your descriptions.
- List experiences in reverse chronological order (most recent first).

Activities/Leadership/Volunteer (optional)

- Can include community service, student/professional organizations, and athletic participation.
- Include any past or present leadership positions (with dates)—can also include a brief description of your leadership role.
- Use caution if you choose to include political or religious organizations. You may want to discuss this with a career advisor.

Skills

- Include computer/technical, laboratory, and languages.

Tips to Strengthen your Resume

Utilize Keywords

Keywords are nouns, phrases, industry “buzz words,” or acronyms used within a particular field, job description, or list of employer requirements. The keywords in a resume give important information about the job seeker. These include things like: technical expertise, management knowledge, education and training, and/or work history. Employers use resume screening software to identify qualified candidates. If your resume includes job-specific keywords, then it is more likely to be selected.

What Are the Right Keywords?

No set list of keywords works for all jobs. The list varies from one job opening to the next, depending on the job requirements. Job postings are great for identifying important keywords and will tell you exactly what employers want. You can even print out a posting, highlight keywords, and use it as a checklist of keywords for your resume.

Placement of Keywords in your Resume

Weave keywords into the statements/descriptions in your resume. For example, you could talk about your management skills in one of your summary statements (“skilled at project management, conflict resolution, and internal communications”). Also, look for ways to make lists of your keywords under logical headings. For example, you could put all of your computer applications under a “Computer Skills” heading.



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careers.rutgers.edu/vault

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Prepare for the
Internship/Job Search

Resume Keyword List by Functional Area

Integrate keywords so your resume will get selected during a keyword search. It's important to note that although there are some common keywords for all of these professions, there are also specific keywords depending on area of specialization. Be certain to include the right keywords for your career. Here are just a few general keywords and keyword phrases that you may want to include (if appropriate to your experience and education):

IT Management
Business Process Re-engineering
Data Collection and Analysis Process Management
Project Management **ENGINEERING AND STEM** Structural Design
Design Verification Testing Process Control Operations Management
Risk Management Strategic Planning Cost Reduction Technical Specification Writing
International Finance Merger Corporate Development Prototyping Strategic Market Planning
Investor Relations **FINANCE, ACCOUNTING, AND AUDITING** Stock Purchase Account Development Marketing Strategy
Video Arts Broadcasting Cash Management Margin Improvement Direct Sales **SALES AND MARKETING** Promotions
Merit Promotion Online Promotions Debt Financing Employee Stock Ownership Brand Management Customer Loyalty Public Speaking
Choreography Production Corporate Tax Auditing Profit Growth Project Management National Account Management
Aesthetics **ARTS AND ENTERTAINMENT** Sports Marketing Multi-Site Operations Management Continuous Process Improvement
Layout **ENTERTAINMENT** Graphic Arts Capital Projects **GENERAL MANAGEMENT**, Team Leadership
Performing Social Media Television Advertising Team Building **SENIOR MANAGEMENT**, Start-Up Venture
Theatrical Presentations Visual Artificial Intelligence Project Financing **AND CONSULTING** Revenue Growth
Film Editing Multimedia Data Recovery Business Development Investment Management Treasury
Lighting Design Multimedia Technology Fault Analysis Hardware Infrastructure Grievance Proceedings
Advanced Technology Geographic Information System Merit Promotion Labor Contract Negotiations
Help Desk **IT AND TELECOMMUNICATIONS** Architecture Career Pathing Wage & Salary Administration
Crop Production Hardware Configuration Field Support Development Engineering Safety Training **HUMAN RESOURCES** Incentive Planning
Forests Agronomy Plant Science Horticulture Electronic Data Interchange Database Design Union Negotiations **RESOURCES** Job Task Analysis
Fishery Management Animal Production Wildlife Inspection Strategic Planning Volunteer Coordination Union Relations College Recruitment
National Parks **AGRICULTURE AND ENVIRONMENT** Forestry Project Management **EDUCATION** Grant Writing Employee Relations
Aquatic Ecology **ENVIRONMENT** Natural Resources Research **PUBLIC & HUMAN SERVICES** Classroom Management
Agribusiness Management Farming Ranching Fundraising **SERVICES** Planning Budget
Biomedical Environmental Public Policy Curriculum Development Public Speaking Communications
Agricultural Engineering Botany Operations Special Education Course Design

Power Verbs: Strengthen Your Resume

When writing your resume, use the power verbs below to begin each of your bulleted statements. Use present tense verbs for current positions and past tense verbs for previous positions.

COMMUNICATION

advertised
apprised
arranged
collaborated
communicated
consulted
contacted
contributed
convinced
corresponded
critiqued
described
discussed
edited
elicited
informed
interacted
interviewed
involved
joined
lectured
linked
marketed
mediated
moderated
negotiated
participated
persuaded
presented
promoted
proposed
publicized
recommended
reinforced
reported
represented
revised
solicited
spoke
suggested
summarized
translated

CREATIVE

acted
authored
composed
conceptualized
created
designed
directed
displayed
drafted
entertained
envisioned
fashioned

(cont. in next column)

CREATIVE

(cont.)
founded
illustrated
improvised
initiated
innovated
inspired
introduced
invented
modernized
orchestrated
originated
performed
photographed
revamped
shaped
solved
tailored
visualized
wrote

FINANCIAL/DATA

acquired
adjusted
allocated
apportioned
appraised
approximated
assessed
audited
balanced
budgeted
calculated
computed
decreased
disbursed
enumerated
estimated
figured
forecasted
invested
issued
maximized
minimized
multiplied
projected
rated
realized
reconciled
reduced
regulated
retrieved
specified
submitted
tabulated
tested
validated

HELPING

accommodated
advocated
aided
alleviated
ameliorated
assisted
bolstered
boosted
cared for
cooperated
counseled
dedicated
eased
elevated
empowered
encouraged
expedited
fostered
furthered
guided
helped
motivated
prevented
provided
referred
rehabilitated
reformed
relieved
remedied
revitalized
satisfied
served
smoothed
supplemented
supported
sustained
volunteered

LEADERSHIP

accomplished
achieved
administered
advanced
appointed
attained
chaired
consolidated
controlled
coordinated
decided
delegated
demonstrated
designated
developed
directed
enforced

(cont. in next column)

LEADERSHIP

(cont.)
enhanced
established
exceeded
excelled
expanded
grew
handled
hired
improved
increased
influenced
instituted
launched
led
managed
oversaw
produced
raised
recruited
reorganized
scheduled
screened
secured
selected
sought
spearheaded
streamlined
strengthened
succeeded
surpassed

ORGANIZATION

accelerated
addressed
approved
assigned
brainstormed
catalogued
categorized
coded
compiled
contracted
customized
devised
distributed
enlisted
executed
filed
finalized
formulated
generated
implemented
incorporated
integrated
maintained

(cont. in next column)

ORGANIZATION

(cont.)
maximized
mobilized
modified
monitored
obtained
organized
planned
prepared
prioritized
processed
procured
purchased
recorded
refined
reserved
resolved
responded
scheduled
set up
standardized
systematized
updated
verified

RESEARCH

analyzed
ascertained
classified
collected
compared
concluded
conducted
confirmed
converted
correlated
deciphered
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
indexed
inspected
interpreted
investigated
measured
queried
questioned
researched
reviewed

(cont. in next column)

RESEARCH

(cont.)
searched
solved
studied
submitted
substantiated
surveyed
synthesized

TEACHING

adapted
advised
coached
coordinated
developed
educated
enabled
encouraged
enriched
evaluated
explained
facilitated
individualized
instructed
motivated
stimulated
taught
trained
tutored

TECHNICAL

adapted
assembled
built
computed
constructed
debugged
deconstructed
designed
engineered
fixed
installed
maintained
operated
overhauled
programmed
remodeled
repaired
restored
upgraded
utilized

Use Accomplishment Statements

Accomplishment statements create a more powerful resume. They highlight achievements, quantify results, and show impact. Each of the job, internship, or student club/involvement descriptions on your resume should include at least one impactful accomplishment statement. For example, the accomplishment statement could be:

- Financial: Help the organization to save money or increase profit, reduce expenses/inventory, loss/employee turnover.
- Enhancements to the workplace: Increase productivity, efficiency, profitability, safety, employee morale, or client satisfaction.

When writing accomplishment statements think about the following: What skill am I trying to illustrate? What were my results? What did I achieve? What impact did this have? How did the employer benefit? Can I quantify for additional impact? What was the purpose of my task?

The key elements of an effective accomplishment statement are **actions** and **results**:

Actions: Describe the specific actions you took to achieve an objective or solve a problem using power verbs. Focus on transferable skills and technical skills that directly relate to your intended field. Include key words from the industry.

Results: Describe the results of your efforts. Quantify whenever possible, using percentages, dollars, or volume. Accomplishment statements may begin with the action or the result. However, leading off with the result has greater impact. Consider the examples below:

GOOD

- Advise students on career-related issues.
- Spearheaded the design of a newsletter to provide information to potential customers

BETTER

- Advise students on various career-related issues including: choosing a major, internship/job search, and interview skills.
- Created a newsletter targeted to 20,000 recipients to attract new customers

BEST

- Provide individual career advising to 12-16 students each week on career-related issues including: choosing a major, internship/job search, and interview skills.
- Designed a newsletter targeted to 20,000 recipients and gained 300 new customers

P.A.R. Approach

Use the **P.A.R. Approach** to highlight keywords, accomplishment statements, and transferable skills, as well as to quantify your achievements:

P—Problem/Situation: What is a situation, issue, or problem that you or the organization faced? For example: Assisted in troubleshooting customer service problems in a high profile department store to address a 30% decrease in business and 50% increase in unresolved customer complaints.

A—Action: What actions did you take? Use power verbs to describe your actions. For example: Analyzed the entire customer service process and created, designed, and implemented an efficient customer tracking and information system for over 1,000 client accounts using Microsoft Excel.

R—Result/Benefit: What was the positive result/benefit of your action for the organization? Quantify, if possible, and describe any benefits. For example: Increased business by 20% in a 6-month period via targeted digital marketing campaigns on Instagram and Facebook.

If you are unable to quantify using specific statistics, consider detailing the purpose of your work and how it is used to assist the organization or other individuals. For example: Conducted 15 psychosocial intake assessments per day to evaluate mental health status, ensure patient safety, and provide accurate referral to therapeutic resources.

MAKE IT COUNT:

Your Guide to Articulating Your Experiences on a Resume & During an Interview

Internship/Co-op

WORK EXPERIENCE

ABC Agency, New York City, NY
Marketing Intern

May – August 20XX

- Utilized Excel to create a more efficient client information database system used to track purchase orders and account for payments received
- Analyzed company's young adult marketing campaign and created comprehensive report on findings using STATA
- Developed interactive presentations using Excel and PowerPoint and presented market research findings to the marketing team for representation of quarterly sales trends

Potential Interview Questions:

- How did your technical skills improve while working at this internship?
- Based on this experience, do you see yourself working in the field after graduation, and why?

Study Abroad

EDUCATION

Institute at Palazzo Rucellai, Florence, Italy
Program of Study: History

September – December 20XX

RELATED EXPERIENCE

English Language Teaching Assistant, Florence, Italy
Scuola Primaria San Pier Martire

September – December 20XX

- Aided in the instruction of the English language to 25 Italian students, ages 7–11
- Discussed aspects of United States culture, including American holidays, sports, and schools, to enhance cultural competency

Potential Interview Questions:

- How did this position impact your experience when you were studying abroad?
- Have you changed since studying abroad? If so, how?

Living & Learning Communities

RELATED EXPERIENCE

Paul Robeson Living-Learning Community
Bishop Quad Residence Hall, Rutgers University, New Brunswick, NJ

September 20XX – Present

- Engage in cultural immersion and enrichment through participation in the following courses: *Paul Robeson as a Global Citizen* and *Introduction to Africana Studies*
- Participate in discussions/activities with Rutgers professors, building strong academic connections and mentoring relationships

Potential Interview Questions:

- How does this living experience help you work with people from other backgrounds?
- How do you handle conflicts that may arise with your peers who speak other languages or have customs different from your own?

Research

| | | |
|-----------------|--|--------------------------------|
| RESEARCH | Department of Psychology , Rutgers University, New Brunswick, NJ <i>Research Assistant/Lab Coordinator</i> | January – December 20XX |
| | <ul style="list-style-type: none">• Conducted qualitative behavioral research in the Interpersonal Relationships Lab, interviewing 25 subjects and implementing basic cognitive behavioral therapy techniques• Oversaw daily activities of the lab and 14 undergraduate assistants, as well as standardized all psychological measures used within the lab in accordance with IRB and HIPPA guidelines• Surveyed participants in an attachment study and coded data utilizing SPSS• Interviewed Research Assistant (RA) applicants for the next semester, evaluated applications, and chose new RAs | |

Potential Interview Questions:

- How did you become interested in working in a research lab?
- What skills have you gained from this research experience and how do you plan to use them if you are offered a job here?

Leadership

| | | |
|-------------------|---|------------------------------|
| LEADERSHIP | Engineers Without Borders , Rutgers University, New Brunswick, NJ <i>President</i> | August 20XX – Present |
| | <ul style="list-style-type: none">• Increase membership by 15% while coordinating new member campaign• Manage yearly budget of \$8,500; prepared proposal for student government funding allocation• Organize event logistics by coordinating volunteer schedules, room reservations, and meeting agendas | |

Potential Interview Questions:

- How do you handle personality conflicts with members of your organization?
- How do you assess the success or failure of events?

Service Learning

| | | |
|------------------|---|------------------------------|
| VOLUNTEER | Volunteer Tutor , Livingston Elementary School, New Brunswick, NJ | August 20XX – Present |
| | <ul style="list-style-type: none">• Tutor 3 elementary students individually in math and reading to improve academic performance• Design customized activities and games for each student based on individual needs through differentiated instruction• Collaborate with teachers and parents to enhance student progress and meet learning objectives• Awarded "Volunteer Tutor of the Year" by peers, teachers, and students, May 20XX | |

Potential Interview Questions:

- What have you learned about your communication skills while working with parents, students, and teachers?
- This job does not work with the local community, so how might you use the skills you learned as a tutor in the new work setting?

Part-Time Work Experience

| | | |
|------------------------|---|----------------------------|
| WORK EXPERIENCE | Produce Associate , Superfresh, New Brunswick, NJ | June 20XX – Present |
| | <ul style="list-style-type: none">• Design and assemble creative and engaging merchandise displays to maximize product sales• Respond effectively to customer questions and concerns to provide high quality customer service in a busy retail environment | |

Potential Interview Questions:

- Can you describe how you handled a situation with a difficult customer?
- How were you able to manage conflicts that arose amongst your coworkers?

Sample Resumes

While there is no one way to create a resume, the following pages include sample formats.

EVAN REILLY

evan.rei@rutgers.edu
(301) 464-5555
New Brunswick, NJ 08901

OBJECTIVE: A summer internship with a non-profit organization that leverages my strong Spanish-speaking skills and ability to thrive in a high pressure environment.

EDUCATION: **Rutgers University**, New Brunswick, NJ
Bachelor of Arts in Spanish, expected Graduation May 20xx
Chatham High School, Class of 20xx
GPA 4.5, Ranked in top 5% of class

HONORS: Best Buy Scholarship, September 20xx
Awarded for demonstrating academic excellence and community service.

RELATED EXPERIENCE: **Project Elevation**, Newark, NJ
Volunteer Tutor, February 20xx to June 20xx

- Assisted non-native English speaking residents with developing language skills.
- Created extensive lesson plans to facilitate learning.
- Exposed student to local customs and cultures.

Baja Missions, Various Cities, Mexico
Mission Volunteer, June 20xx to August 20xx

- Traveled to Ensenada, Vicente Guerro, and Chapultepec Mexico during a six week trip.
- Distributed resources and materials to local villages.
- Utilized Spanish-speaking skills to effectively communicate.

ADDITIONAL EXPERIENCE: **Rita's Water Ice**, Madison, NJ
Server, April 20xx to September 20xx

- Provided friendly customer service in a fast-paced environment.
- Successfully handled a high volume of cash transactions and balanced the register nightly.
- Monitored inventory and assisted with placing and restocking orders.

LEADERSHIP EXPERIENCE: **Rutgers University**, New Brunswick, NJ
Secretary, **Students Today**, Alumni Tomorrow, September 20xx to Present

Chatham High School, Hamilton, NJ
High School Senior Board, November 20xx to June 20xx
Student Body President, September 20xx to June 20xx

ACTIVITIES: Habitat for Humanity, 20xx to Present
National Honor Society, 20xx to 20xx
Varsity Soccer Team, 20xx to 20xx

1st Year Student

MANISH PATEL

mypatel@rutgers.edu
(999) 999-9999

New Brunswick, NJ 08901
linkedin.com/in/manishpatel

EDUCATION

Rutgers University, New Brunswick, New Jersey May 20xx
B.A. in Economics and Political Science **GPA: 3.4**

RELEVANT COURSES

| | |
|---------------------------------|----------------------|
| Econometrics | Macroeconomics |
| Financial Economics | Managerial Economics |
| International Political Economy | Microeconomics |

EXPERIENCE

Merrill Lynch, Somerset, New Jersey May–August 20xx
Summer Analyst Intern

- Analyzed client financial portfolios to determine asset allocation.
- Contacted 100+ prospective customers to provide information about savings and retirement plans.
- Assisted in developing new client accounts.
- Created and maintained a database in Access tracking satisfaction of 500+ clients.

Dow Jones and Company, South Brunswick, New Jersey May–August 20xx
Sales Process Intern

- Organized and led the sales team in completion of data review and clean up as needed by CRM team.
- Prepared sales orders and cases in Salesforce according to specific billing requirements for new accounts, additional services, closed accounts, address and contact changes.
- Ensured all billing was set up correctly and on par with forecast and customer needs.
- Pulled and provided ad-hoc reports on account usage and billing to customers and sales team.

Marriot Hotel, Somerville, New Jersey May–August 20xx
Assistant Manager

- Controlled daily operations, including arrivals, departures, and room reservations.
- Supervised staff of 5 front desk associates, including weekly schedules and bi-monthly performance meetings.
- Negotiated rates to ensure full occupancy.
- Completed 20 hours of training on sales, customer service, and management.
- Recognized as *Employee of the Month* in July 20xx for going above and beyond in performance of managerial duties.

SKILLS

Technical: Microsoft Office (Word, Excel, PowerPoint, Access), HTML, JAVA, C++
Language: Intermediate Spanish

LEADERSHIP

Rutgers Student Governing Association May 20xx–Present
Treasurer

- Manage annual budget of over \$5,000 for campus events.
- Raise campus awareness of all activities through creative marketing efforts.

The Daily Targum (Rutgers Campus Newspaper) May 20xx–Present
Public Relations Coordinator

- Supervise all weekly creative newspaper releases.
- Implement new public relations initiatives to increase circulation.

Business, Financial Services, and Logistics Cluster

Sample Resumes

KELLY MORGAN

kls@morgan.com
New Brunswick, NJ
(908) 555 – 1111
linkedin.com/in/kellymorgan

SUMMARY Highly motivated Journalism and Media Studies major with strong writing and editing skills. Fluent in French and has internship experience abroad. Eager to explore opportunities in the field of international communications.

EDUCATION **Rutgers University, School of Communication and Information**, New Brunswick, NJ
B.A., Journalism and Media Studies, GPA: 3.4, Expected May 20xx
• Concentration: Public Relations, Minor: French
• Study Abroad: Paris, France – Summer 20xx

HONORS Dean's List, three semesters
Jacques Hardre Travel Grant, Study Abroad, France
National Society of Collegiate Scholars
Pi Delta Phi: National French Honor Society
Carol Reuss Award, School of Communication and Information

RELATED EXPERIENCE **Ogilvy & Mather**, New York, NY Jan. 20xx–May 20xx
Communications Coordinator, March 20xx–May 20xx

- Organized and delivered presentations on press releases to Account Executives in support of a major multinational client
- Coordinated with Account Executives regarding materials and supplies needed for monthly conference meetings held in Paris
- Spearheaded the design of a newsletter targeted to over 24,000 recipients. Gained 310 new customers for our client
- Recognized for displaying initiative in proactively resolving customer logistics issues and was named Employee of the Month for April

Intern, Jan. 20xx–Jan. 20xx (summers and winter breaks)

- Member of four-person team that coordinated media coverage in support of our client's Tour de France scholarship
- Wrote and edited news releases, media advisories, and fliers
- Selected for a special assignment that resulted in the company gaining a new client

A Helping Hand Mission, Raleigh, NC July 20xx–Sept. 20xx
Volunteer

- Scheduled and delivered goods to families in need
- Communicated the mission's needs to local organizations
- Produced a publication, which was delivered to over 1,000 Special Olympics attendees, leading to a record month of donations

ACTIVITIES **Rutgers University Visitor's Center**, *Public Relations Assistant*, March 20xx–May 20xx
RU-TV, *Production Assistant*, New Brunswick, Nov. 20xx–Present
Public Relations Student Society of America, *Member*, Oct. 20xx–Present

SKILLS **Oral and Written Communication:**
Fluent in French, feature writing, news release and brochure development, copy editing, persuasive speaking and presenting
Technical Experience:
Macintosh and PC operating systems, Microsoft Office Suite, Lexis/Nexis

Arts, Communication, and Entertainment Cluster

Gerard Harris

New Brunswick, NJ
315.123.4567
grharris@gmail.com
gerardharris.com

Education

Rutgers University, Mason Gross School of the Arts, New Brunswick, NJ
B.F.A, Visual Arts (Graphic Design concentration), May 20xx
Minor: Communication
GPA: 3.2

Related Courses

| | |
|-----------------------------|-----------------------------|
| Basic and Applied Design | Fundamentals of Photography |
| Independent Study in Design | Art Photo Process |
| Basic and Applied Drawing | Special Problems in Studio |

Computer Skills

Experienced with Pagemaker, InDesign, Adobe Photoshop, Adobe Illustrator

Related Experience

Graphic Designer, Sept. 20xx-Dec. 20xx
Image Group, New York, NY

- Assisted with designing a brand logo for local restaurant
- Presented 5 layout ideas to restaurant owner
- Completed assigned layout tasks in cooperation with other interns
- Implemented new layout designs into both paper and web-based advertising

Office Assistant, Summers 20xx & 20xx
First Rate Construction Company, Edison, NJ

- Created and launched new company website
- Designed innovative company logo and marketing materials
- Established new computer folder organization system

Leadership

Swim Team Member, 20xx-Present
Rutgers University

- Nominated by teammates and coaches as captain for senior season
- Lead team activities for approximately 30 members outside
- Represent team on the Student Athletic Advisory Board

Campus Activities

Publicity Committee Member, Fall 20xx-Spring 20xx
Rutgers University Student Activities Council

- Designed and implemented marketing campaigns

Promoter and Participant, 20xx-20xx
Rutgers University Dance Marathon

- Assisted with publicity and marketing
- Raised \$2,000 for charity

Team Leader, 20xx-20xx
Relay for Life

- Managed 15+ members
- Raised \$5,000 for the American Cancer Society

Arts, Communication, and Entertainment Cluster

Sample Resumes

ADRIANA L. CASTILLO

Morristown, NJ
acastillo@rutgers.edu 732-933-1234
linkedin.com/in/adrianacastilo

EDUCATION

Rutgers University, New Brunswick, NJ

- Ed.M. in Elementary Education, May 20xx, **GPA: 3.86**
- B.A. in English, May 20xx, **GPA 3.42**

CERTIFICATION

- Certification of Eligibility with Advanced Standing, Elementary Education, July 20xx

TEACHING EXPERIENCE

Livingston School, New Brunswick, NJ

Teaching Intern, Third Grade, Sept. 20xx-Present

- Teach all subjects to a class of 25 diverse students
- Develop differentiated lesson plans and instructional programs to meet individual needs
- Foster appreciation of ethnic holidays through social studies projects
- Utilize a whole language approach in reading groups to emphasize and develop specific communication skill areas

Douglass School, Somerset, NJ

Teaching Practicum, Second Grade/Sixth Grade, Jan. 20xx-May 20xx

- Observed and assisted teachers in second and sixth grade classrooms
- Incorporated computer and internet technology into lessons successfully
- Established professional rapport with parents, teachers, and the community

RELATED EXPERIENCE

Camp We Love Kids, Edison, NJ

Camp Counselor, Summers 20xx-20xx

- Facilitated engaging recreational, social, and educational activities for 25 campers ages 7-12
- Ensured the safety and security of 30+ campers through careful supervision and enforcement of rules and regulations
- Exemplified camp standards of professionalism and service as a mentor to campers
- Designed a creative weekly newsletter utilizing Adobe Creative Suite to update and inform parents of campers' activities
- Participated in various leadership training programs

COMPUTER SKILLS

MS Word, PowerPoint, Excel, EndNote, Adobe Creative Suite

ACTIVITIES

Rutgers University Graduate School of Education

Peer Counselor, Sept. 20xx-Present

- Selected by the Dean to serve as a Peer Academic Counselor
- Provide assistance to students regarding course registration and program requirements
- Refer students for academic tutoring services

Education and Public & Human Services Cluster

CHARLES MITCHELL

Elizabeth, NJ
908-445-1234
cmitch@gmail.com

OBJECTIVE

Obtain position as a project coordinator utilizing prior experience in research and youth-oriented community engagement

EDUCATION

Rutgers University, New Brunswick, NJ

B.A. in Sociology; Minor in Spanish, **GPA 3.45**, May 20xx

Union County College, Cranford, NJ

A.A. in Public Administration, **GPA 3.60**, May 20xx

ACADEMIC PROJECTS

Political Sociology Course, Fall 20xx

- Researched and analyzed political debates on public healthcare reform and effects on society
- Interviewed mayor of Elizabeth, NJ and local congresswoman
- Presented written report and PowerPoint presentation to professor and class of 100 students

RELATED EXPERIENCE

New Jersey Public Interest Research Group (NJPIRG), Piscataway, NJ

Volunteer, "Safe Food, Healthy Kids" Campaign, Jan.–May 20xx

- Raised awareness of nutritional topics by staffing information tables in student centers
- Increased student traffic to campaign's social media sites by 35% through electronic and interpersonal marketing efforts
- Researched studies on childhood nutrition, obesity, and other health-related topics
- Reported findings to supervisor for use in congressional presentation to advocate for healthy school lunches

WORK EXPERIENCE

Office Depot, Union, NJ

Service Representative, Dec. 20xx–Present

- Assist customers with product selection and payments
- Provide translation assistance for Spanish-speaking customers, leading to increases in business revenues up to \$2,000 per month
- Work 10-15 hours per week during college while maintaining strong GPA

VOLUNTEER WORK

Habitat for Humanity, *Volunteer*, 20xx

March of Dimes, *Telemarketer*, 20xx–20xx

Helping Hands Mission, *Fundraiser*, 20xx

Elizabeth Assisted Living, *Volunteer*, Winters 20xx–20xx

SKILLS

- *Computer*: Access, PowerPoint, Word, Excel, FAS, Hyperion, Quicken
- *Language*: Proficient in Spanish and Portuguese, learning Mandarin

Education and Public & Human Services Cluster

Sample Resumes

Elizabeth Cook

New Brunswick, NJ
ecook@gmail.com
876-543-1234

OBJECTIVE Seeking a research position in the field of animal sciences that utilizes my educational background and laboratory experience.

EDUCATION **Rutgers University, School of Environmental and Biological Sciences**, New Brunswick, NJ
Bachelor of Science in Animal Science; Minor: Equine Science, May 20xx

RELEVANT COURSES

| | |
|----------------------------------|-------------------------------|
| Scientific and Technical Writing | Basic Statistics for Research |
| Animal Science | Animal Reproduction |
| Animal Physiology | Animal Nutrition |
| Endocrinology | |

PROJECTS **Lab Animal Science Management**, *Rutgers University*, January – May 20xx
Thesis: *Proper Horse and Stables Management*

- Researched and presented on stable regulations and use of light and dark cycles to enhance livestock productivity
- Performed research on endocrine system of sheep

PRACTICUM **Animal Practicum – Dairy Cows**, *Rutgers University*, Sept. – Dec. 20xx

- Took blood samples and administered vaccinations to dairy cows
- Examined reproductive system of dairy cows
- Maintained stables, equipment and operation of barn machinery

Laboratory Animal Science – *Rutgers University*, Jan. – May 20xx

- Learned principles and practices of animal care, biology of traditional laboratory animals, and hands-on experience with routine research methods with rodents
- Studied intensive topics such as: The Overview of Research Using Animals; Animal Rights vs. Animal Welfare; Regulations and Laws; Anatomy and Physiology; Health, Nutrition and Disease; Animal Housing and Facility Design; Animal Handling; Pharmacology and Surgery

RELATED EXPERIENCE **Rutgers University Department of Animal Science**, New Brunswick, NJ
Research Lab Assistant, Sept. 20xx – Present

- Assist in research of lactational physiology and cell growth endocrine regulation
- Prepare nucleic acid and protein samples
- Maintain lab facilities and sterilize lab equipment

Banfield Pet Hospital, Bridgewater, NJ
Pet Nurse Assistant, Jan. 20xx – Present

- Assist doctors during examinations and handled animals during procedures
- Administer medications and vaccinations to animals
- Draw blood, run blood tests, and analyze fecal samples for parasites
- Check clients and patients in and out of hospital

WORK EXPERIENCE **Rutgers University New Brunswick Computing Services**, New Brunswick, NJ
Supervisor-in-Training, Jan. 20xx – Present

- Work with management team to successfully oversee daily operations of computer labs
- Manage and train consultants while enforcing policies and procedures
- Review job applications and conduct interviews for hiring of new consultants
- Create and update physical and digital resources for workplace under constrained deadlines
- Maintain operation and inventory of supplies for secondary lab sites

SOFT SKILLS

- Motivated and team-oriented individual with excellent interpersonal and communication skills
- Proven leadership abilities and results-driven personality
- Formally trained in delivery of high-quality customer service
- Experienced in handling and rehabilitation of companion animals as well as squirrels
- Proficient with Windows, Mac Operating Systems, Microsoft Office, Point of Sale Systems, and Banfield PetWare

Food & Agriculture – Environmental & Natural Resources Cluster

LAWRENCE SEBS

Countryside, NJ

Lawrence.sebs@email.ru.edu / 908-123-4567

EDUCATION

Rutgers University, New Brunswick, NJ

Bachelor of Science in Food Science

May 20XX

- Dean's List Spring 20XX-XX
- GPA: X.XX

RELEVANT COURSEWORK

Food Processing

Food Safety & Quality

Evaluation of Dairy

Organic Chemistry

Statistics

Organic Chemistry Lab

Biochemistry

Microbiology

Food Sensory Analysis

PROJECTS

Product Development, Food Science Lab, Rutgers University

Fall 20XX

- Evaluated commercial flavored syrup products for addition to instant coffee as benchmarks for development of powdered flavor mix
- Formulated a base powdered syrup mix that can be added to instant coffee
- Developed the powdered flavor in Caramel, Coconut, Raspberry, and Vanilla
- Matched the Caramel commercial benchmark product in consumer sensory panel

Quantity Food Production, Rutgers University

Spring 20XX

- Planned and executed a meal for Gourmet Night as part of group project
- Constructed one-week cycle menu. Modified it for Cardiac Diet program

LAB SKILLS

- Ability to collect and prepare samples following established procedures
- Test food, food additives, and food containers to ensure they comply with established safety standards
- Analyze chemical properties of food to determine ingredients and formulas
- Compile and analyze test results that go into charts, presentations, and reports
- Prepare and maintain quantities of chemicals needed to perform laboratory tests
- Help food scientists with food research, development, and quality control

RELATED WORK EXPERIENCE

Rutgers University Food Science & Biotech Lab, New Brunswick, NJ

20XX-present

Lab Technician

- Research the potential of micro-grafting in kiwi tissue culture
- Run a research project researching the effects of hormones and pathogen control in kiwi germination for Rutgers kiwi breeding program
- Assist in researching new media and techniques in kiwi tissue culture
- Perform PCR, ligation, cloning, and other lab procedures for genetic research of the kiwi genome

Top Shelf, Red Bank, NJ

Jan - May 20XX

Research and Development Intern

- Professional consulting, product development, and lab testing
- Located, contacted, and set up client meetings with ingredient suppliers
- Genesis SQL nutrition labeling software competency
- Coordinated and performed data analysis for sensory panels

Food & Agriculture and Environmental & Natural Resources Cluster

Sample Resumes

MATT SMITH

1234 Rutgers Way
Piscataway, NJ 08854

www.linkedin.com/in/matthewbrown

mattebio@rutgers.edu
(732) 123-1234

- SUMMARY** Biological Sciences – Economics double major with over 2 years of lab experience in a research and academic setting, 1 year of internship experience in a pharmaceutical company, and experience in genomic screening, chemical screening, and data analyzing seeks a research opportunity to apply:
- Advanced team-based experience reinforced by a strong work ethic and efficient project management
 - Extensive exposure to protocol setup and machine troubleshooting procedure and standards
- EDUCATION** **Rutgers University**, New Brunswick, NJ
B.A. in Biological Sciences & Economics (Double Major), May 20xx
- RELEVANT COURSES**
- | | | |
|-------------------------------|------------------------------|-------------------------|
| Advanced Cell Biology | Business Policy and Strategy | Economic Development |
| Human Anatomy/Histology | Fundamentals of Cell Biology | Business Law I |
| Basic Statistics for Research | Fundamentals of Neurobiology | International Marketing |
- PROJECTS** **Genome-Wide Screening and Physiological Responses of Saccharomyces**, September 20xx– June 20xx
- Utilized graphical aids, transformation, multi-collinearity, and stepwise test to generate final equation to predict accident rate on different associate factors
 - Generated and predicted outcome on student interest by using different associate variables in the survey
 - Developed a special case algorithm to handle the missing values
- RESEARCH EXPERIENCE** **Rutgers University**, New Brunswick, NJ
Research Assistant, 20xx– Present
- Apply a genome-wide screening approach using *Saccharomyces cerevisiae* to identify and characterize resistance mechanisms against the volatile organic compound, 1-octen-3-ol
 - Study the toxicity and effects of fungal VOC using different knockout strains of *Drosophila melanogaster*
 - Utilize site-directed mutagenesis to gain understanding of how plants sense their nutritional status with respect to macronutrient sulfur
 - Design Macro-array to identify a plant pathogen called *Discula* sp which causes Dogwood Anthracnose
- Rutgers University**, New Brunswick, NJ
Laboratory Assistant, May 20xx – Sept. 20xx
- Transformed yeast deletion library with plasmids harboring protein toxin genes (ricin, stx1, stx2, and PAP)
 - Identified resistant strains and analyzed the associated knocked out genes with bio-informatics tools
- INTERNSHIP** **Sanofi-Aventis Pharmaceuticals, Inc.**, Bridgewater, NJ
Intern, Summers 20xx – 20xx
- Utilized Baseplate (TAP), Tecan Genesis 200, Matrix-Plate Mate, CyBio-well, Zymark plate labeler and REMPhat sealer for high- throughput chemical screening
 - Analyzed machine output and worked with vendor to perform machine troubleshooting for quality control
 - Applied Flexi weight from Bohdan for automated dry compound weighing
 - Utilized Kardex-- an automated dry compound storage for maintaining, pulling and retrieving drycompounds, per daily requests from Medicinal Chemistry and Biology groups
- HONORS & ACTIVITIES** EMT Trainee, 20xx - 20xx
Teaching Assistant, 20xx - 20xx
Omicron Delta Epsilon - The International Honor Society in Economics, 20xx – 20xx
- SKILLS** Technical: Statistical Program: SAS (certified base programmer for SAS 9)
Adobe Photoshop, Adobe Illustrator, Microsoft Word, Excel, PowerPoint
Language: Mandarin Chinese

Life Sciences and Health Cluster

ANITA NORTON

North Brunswick, NJ

anorton@rutgers.edu

908-777-9999

PROFILE

Computer Science major with one year of internship experience in system design, software development and technical architecture seeking a systems analyst position.

- Strong project management, leadership skills, and ability to work effectively in a team.
- Over 3 years technical support experience in a high volume university computer laboratory environment.
- Extensive exposure to network troubleshooting procedures and standards.

EDUCATION

Rutgers University, School of Engineering, New Brunswick, NJ

B.S. in Computer Science, May 20xx, GPA: 3.57

HONORS

Dean's List, all semesters

RELEVANT COURSES

Computer Architecture
Database Systems
Software Methodology

Internet Technology
Operating System Design
Systems Programming

Data Structures
Computer Security

TECHNICAL SKILLS

Applications: MS Visio, MS Access, Adobe Photoshop

Programming: SQL, HTML, XML, C++, Java, Maple

Operating Systems: Windows XP, UNIX, Linux, Mac

RELATED EXPERIENCE

Rutgers University Computing Services, New Brunswick, NJ

Computer Support Assistant, August 20xx – Present

- Assist faculty, staff and student users in a fast-paced, multi-platform computer lab environment.
- Train co-workers in network troubleshooting and remote diagnostic procedures.

Ethicon, Somerville, NJ

Project Management Intern, January 20xx – August 20xx

- Worked with a team of 6 on network projects involving IP network migration.
- Contributed to the design of network architecture and software development projects to aid in a system conversion.
- Completed project within deadline and under budget.

WORK EXPERIENCE

B & B Department Store, Old Bridge, NJ

Sales Associate, May 20xx – August 20xx

- Assisted customers with purchases and managed cash register operations accurately
- Maintained an awareness of all promotions and advertisements

LEADERSHIP EXPERIENCE

Rutgers University Residence Life, New Brunswick, NJ

Resident Assistant, Sept. 20xx – Present

- Motivate and inspire a strong inclusive living community
- Encourage and support students in their academic, social and personal growth

ACTIVITIES

Undergraduate Student Association for Computer Science, Treasurer, 20xx – Present

Women in Computer Science, Historian, 20xx – Present

Science, Technology, Engineering, and Math Cluster (STEM)

Curriculum Vitae vs. Resume

Description of a CV

Graduate students are often uncertain whether a resume or curriculum vitae (CV) is most appropriate for their needs. In some cases, both may be necessary, depending upon your professional objective.

What are the differences? Generally, a CV is most appropriate for the academic and research environment. A resume is most appropriate for other employment sectors.

The CV is generally longer and more comprehensive, while the resume is more concise and is usually one page for recent graduates and two pages for more experienced people. The CV highlights research, teaching, and administrative experience. Other categories may include the dissertation title and description, teaching interests and competencies, presentations and publications, professional affiliations, honors and awards, and special skills.

The CV can be used for preliminary screening for employment or as a support document in the following ways:

- Grant or contract proposal
- Tenure review or annual review by an employer
- Support an application for a professional association
- Biography for conference introductions or professional presentations
- Information for professional publications or activities

As such, the curriculum vitae (literally translated as “course of life”) has many uses and is an important document in your professional life. Consult the following menu to choose the most appropriate categories for your CV.



Sample CV Headings

| Heading | Contents |
|----------------------------------|--|
| SUMMARY OF QUALIFICATIONS | Summary of relevant skills, qualities, experiences, or training |
| EDUCATION | College and university degrees Concentrations Course highlights |
| THESIS | Doctoral dissertation Master's thesis Master's project |
| CERTIFICATIONS | Certificates Licenses |
| HONORS AND AWARDS | Fellowships Academic awards Distinctions |
| COMPETENCIES | Areas of expertise Committee leaderships Departmental leadership Faculty leadership Professional activities Professional competencies Research interests Teaching interests |
| EXPERIENCE | Administrative experience Consulting experience Professional experience Research experience Teaching experience Volunteer experience |
| INTERNATIONAL EXPERIENCE | Study abroad Language competencies Travel abroad |
| PUBLICATIONS | Arrangements/scores Articles/reviews Exhibits/exhibitions Professional papers Publications |
| PRESENTATIONS | Conference presentations Poster presentations Workshop presentations |
| PROFESSIONAL MEMBERSHIPS | Associations |
| SKILLS | Laboratory Language Technical |
| REFERENCES | References or dossier |

CV Sample

Scarlet Jones

(848) 932-0000

Scarlet.Jones60@scarletmail.rutgers.edu

Home Address:

1234 Rutgers Way
New Brunswick, NJ 08901

Departmental Address:

Rutgers University History Dept.
111 Van Dyck Hall
New Brunswick, NJ 08901

EDUCATION

Ph.D., History, Rutgers University, New Brunswick, NJ, May 20xx

Dissertation: "Comparatives on Gandhi and King: The Nonviolent Advocacy Journey Toward Cultural Reform and the Impact on American Culture."

M.A., History, University of North Carolina at Charlotte, Charlotte, NC, May 20xx

Thesis: "Present-day Implications of the American Civil Rights Movements in Higher Education"

B.A., History and Political Science, University of Maryland, College Park, MD, May 20xx

Study Abroad:

The University of Delhi, New Delhi, India, Spring 20xx

AWARDS AND HONORS

Bronte Historical Foundation Fellowship, 20xx–Present

Achievers Fellowship Award (AFA) Competitive Award for Teaching Excellence, 20xx

Humanities Excellence Award, University-wide Award for Scholarly Excellence, 20xx

Creative Scholars Award for Outstanding Use of Classroom Technology, 20xx

Hollander Foundation Graduate Research Fellowship, 20xx

Phi Beta Kappa

RESEARCH AND TEACHING INTERESTS

American Civil Rights Movement, Historical and Contemporary India, Women and Gender in African History, Women in South Asian History, African Historical Studies and Early Modern South Asia

SELECTED PUBLICATIONS

Jones, Scarlet. "Steal Away: The Role of Music in Pre-to-Post Civil Rights Movement." *The Journal of American Historic Events* 80 (20xx): 70–74

Jones, Scarlet. "Saris and Kente: The Evolution of Indian and African Women's Attire." *Women's History Journal* 64 (20xx): 24–26

Scarlet Jones, CV

SELECTED PRESENTATIONS

Jones, Scarlet (Presenter). "On Faith and Society: Religion's Ties to Social Movements" Association for Historical Studies Regional Conference, New York, NY, 5 May 20xx

Jones, Scarlet (Presenter). "Gandhi and King: Perspectives on Social Change and the Women's Roles in Each Movement." University of Washington, History Department. Seattle, WA, 16 October 20xx

Jones, Scarlet (Presenter). "Social Change, Diaspora and Development: Similarities of Social Evolution Across Cultures." University of Maryland, History Department, College Park, MD, 8 June 20xx

TEACHING EXPERIENCE

Rutgers University, History Department, New Brunswick, NJ, 20xx–present

Instructor:

Age of European Global Expansion

United States History

Patterns in Civilization: Love

Patterns in Civilization: Death

University of North Carolina at Charlotte, History Department, Charlotte, NC, 20xx–20xx

Teaching Assistant:

Global History

African Diaspora Liberation Movements

United States History

Colonialism to Globalism

ADDITIONAL EXPERIENCE

University of Maryland, College Park, MD, 20xx–20xx

Writing Tutor

- Assisted college students of all majors with generating ideas for essays, theses, and other course-related documents.
- Developed customized tutoring strategies for each student through utilization of course assignments, as well as departmental and broader resources.
- Critiqued assignment drafts and provided instructional commentary on developing drafts that resulted in improved academic grades for students.

PROFESSIONAL MEMBERSHIPS

American Association of University Professors, 20xx–Present

National Council for History Education, 20xx–Present

American Historical Association, 20xx–Present

CV Sample

Henri Versfelt

75 Dunanover Drive, Middlesex, NJ 08817 · HVersfelt@gmail.com · 848-232-0000

EDUCATION

Ph.D., Analytical Chemistry, May 20xx
Rutgers University, New Brunswick, NJ

GPA 3.6

B.S., Chemistry, May 20xx

Rutgers University, New Brunswick, NJ

GPA 3.6

LABORATORY SKILLS

- Knowledge of analytical chemistry, organic synthesis, polymer science SOP guidelines for industry and bench work
- 2+ years laboratory experience on LC-MS, LC-MS/MS, HPLC, NMR
- Proficient in separation and characterization on analytical techniques:
 - HPLC (Waters Alliance 2695 separations module)
 - GC (Agilent G2070BA)
 - MS (Finnigan Mat LCQ Mass)
 - XRD, TGA (TA Q5000)
 - GPC, NMR (Varian VNMR5)
 - IR/UV spectroscopy
- Experienced with collecting, interpreting, reporting, archiving data, as well as analytical technique software including: Empower, MassLynx, and Xcalibur
- Proficient in routine sample preparation and wet chemistry procedures: solid phase extract and lyophilization
- Able to maintain, calibrate, and troubleshoot chromatographic instruments

HONORS AND AWARDS

- Teaching Fellowship, 20xx–20xx
- Honor Society of Phi Kappa Phi, 20xx–Present
- Dissertation Fellowship, 20xx–20xx
- University Merit Scholarship, 20xx

ADDITIONAL SKILLS

Technical:

- Proficient in MS Office Word, Excel, and PowerPoint
- Familiar with Origin, Photoshop CS, R software for statistics

RELATED EXPERIENCE

Graduate Research Assistant, Chemistry Department

Rutgers University, New Brunswick, NJ, September 20xx–Present

- Developed a novel analytical methodology to measure kinetic acidity (pKa) of imidazolium based ionic liquids via H/D exchange kinetics by HPLC, LC-MS, LC-UV-MS, NMR.
- Study RNA compounds including ATP, GTP, ApG, and CpU by using ESI-Ion Trap MS
- Examine the gas phase acidity of carbenes and ionic liquids by LC-MS/MS
- Apply analytical methods for small molecules' impurities on HPLC-UV and LC/MS
- Synthesize and characterize organic superbase cyclopropenimine by MS and NMR (1H, 13C)
- Synthesize biodegradable polyaspirin by melt condensation and characterized with GPC

Henri Versfelt, 2

RELATED EXPERIENCE (CONT.)

Teaching Assistant, Chemistry Department

Rutgers University, New Brunswick, NJ September 20xx– May 20xx

- Presented pre-lab lectures for class of 24 students, explaining theory behind the lab and demonstrated experiments. Assisted students with conducting experiments.
- Coordinated with course instructors to grade exams and quizzes. Provided individual mentorship.

Research Assistant, Chemistry Department

Rutgers University, New Brunswick, NJ, 20xx–20xx

- Synthesized and characterized DPP (diketopyrrolopyrrole)-based conjugated polymers for field effect transistors and thin film polymer solar cells by using DSC, TGA and cyclic voltammetry
- Conducted analysis on fluorescence of dual excitable Eu(TTA)3DPBT—a rare earth complex in toluene and PMMA thin film by using UV
- Purified products with HPLC, GC, silica gel chromatography, gel filtration and distillation
- Determined compound structures by spectroscopy including IR, UV and NMR

PRESENTATIONS AND PUBLICATIONS

- "Reactivity and properties of tunable aryl alkyl ionic liquids", M.S. Thesis, Rutgers University, May 20xx
- "An analytical view of ionic liquids." Rutgers University Research Colloquium Seminar, April 20xx
- Hans Svenson, Anita Pace, Henri Versfelt, Suli Hung, "Analysis on fluorescence of dual excitable Eu(TTA)3DPBT in toluene solution and PMMS." Journal of Science, 20xx

HONORS AND AWARDS

- Avery Fellowship for Chemistry, 20xx
- Javits Scholarship, 20xx
- Marcia Mellon Research Grant, 20xx
- Charles Kaplan Scholarship, 20xx

VOLUNTEER EXPERIENCES

- Volunteer and guide, MPS (Mathematical and Physical Sciences) Convocation at Rutgers, 20xx–20xx
- Volunteer and guide, Rutgers Day, 20xx–20xx
- Cellist, East Community Orchestra, 20xx–Present

Sciences

Grab Their Attention With a Winning Letter or Email

Whether you are following up after a career fair or applying for an internship/job, your correspondence with employers creates an impression and illustrates your communication skills. Always use a professional tone and polished language. Adhere to the 3 Cs Rule: all correspondence must be **clear, concise, and compelling**. You must state very clearly who you are and why you are writing. Your goal is to compel your reader to take further action, such as arranging an interview or extending a job offer.

Networking/Canvassing Emails

The goal of a networking/canvassing email is to help you build a network of professional contacts. A well written networking/canvassing email will be used to initiate a conversation directly with an employer, alumni, or key contact within an organization. See below for sample email subject lines, introductions, and closings.

Sample Email Subject Lines:

- Potential Internship Opportunities at _____
- Strong Applicant for your _____ department
- I met you at _____

Sample Introduction:

- I am writing to explore internship opportunities with your firm. I am in my junior year at Rutgers University majoring in _____ and am interested in learning more about the field from a reputable industry leader.
- If you are seeking an intern with a strong work ethic, hands-on training and real-world business experience, then please review the attached resume.
- I was referred to you by our mutual acquaintance, _____. He/she thought you would be an excellent resource for me to find out more about the field and seek advice about my job search strategy.
- I received your name through the Rutgers University Student Alumni Career Connect database and would like to speak with you regarding your experience in the _____ field.

Sample Closing:

- I welcome the opportunity to elaborate on how I could make a meaningful contribution to your organization. Thank you for your consideration.
- Thank you for your assistance in forwarding my resume to others within your organization who may have a need for someone with my education and background.

Sample Request for Informational Interview:

I would like to speak with you to ask your advice and learn about the field of [insert industry area]. Based on your knowledge and experience, I believe you would offer unique insight that may help me refine my career goals. Would you be available to speak with me for 15 or 20 minutes sometime in the next few weeks so that I may ask you some questions? (See page 6 for more information on setting up an informational interview.)

Cover Letters and Emails

The goal of the cover letter is to persuade the reader to review your resume and to prove how you meet the employer's qualifications. When sending your resume via email, the body of your email message is your cover letter. Generally speaking, your cover letter can include three paragraphs.

Sample Email Subject Lines:

- Your post for a _____
- Job Posting on Rutgers Handshake _____
- Qualified Applicant for _____ Position

Sample Lead in Sentence for 1st Paragraph:

- I am a _____ major in my _____ year at Rutgers University and am writing in response to your job posting on Rutgers Handshake for a _____.
- I am very interested in the _____ position you have advertised on LinkedIn and have attached my resume for your review. The position matches my background, experience and career interests perfectly.

Sample Lead in Sentence for 2nd Paragraph (follow with a comparison of your qualifications/selling points and their requirements):

- I possess many of the qualifications mentioned in your job post, including:
- As the attached resume indicates, my background is particularly well suited for the position. Please consider the following brief comparison:
- Please allow me to draw your attention to a few of the ways my background meets your requirements:
- I have completed extensive coursework and laboratory experiments in many of the areas discussed in your job post including:
- The attached resume provides a detailed outline of the skills I have acquired through my education and work experience. Those that may be of particular interest to you include:
- I believe the combination of my education and experience make me an ideal candidate for this position. Please take note of the following in reviewing my resume:

Sample Final Paragraph Closing:

- I would like to meet personally to discuss the ways I can contribute to your organization's needs. I can be reached at _____. Thank you for your time and consideration.
- I look forward to meeting you to discuss the needs of your _____ department and how my background can accommodate them. I can be reached at _____ to arrange an interview at your earliest convenience.

Cover Letters

Dear Ms. Patel:

1st Paragraph: Explain why you are writing; you would like to be considered for a position with _____ (specify the employer by name). If responding to an ad or Internet posting, mention where you saw the job posted. If following up on the suggestion of a contact person (e.g., an employee or a professor) then, mention the person by name. Finally, indicate that you are a Rutgers _____ major, graduating in _____.

2nd Paragraph: Highlight one or two key qualifications from your resume that you think will be of greatest interest to the employer. Explain why you are particularly interested in the employer, location, or type of work. Then you have related experience or specialized training, be sure to point it out. If your G.P.A. is above 3.0, mention it.

3rd Paragraph: Indicate that your resume is attached. Close by asking for an opportunity to set up an interview. Then you are willing to call the employer, then mention that you will phone within a specified amount of time. Thank the employer for his or her time and consideration.

Sincerely,
(Signature)
Type Your Name

Cover Letter Outline

Dear Mr. Dover:

I would like to be considered for the position of technical writer for the American Scientist Magazine, which I saw on the American Scientist website. I am currently a senior majoring in Environmental Science and Journalism at Rutgers University.

I have writing experience in several scientific and technical areas. Most recently, my article on acid rain and its impact on fish reproduction appeared in Rutgers University's Extension Bulletin. As a contributing writer for the School of Environmental and Biological Science's *Green Print*, I have greatly strengthened my technical, investigative, editing, and organizational skills. I would be happy to provide you with samples of my writing.

Enclosed please find a copy of my resume, which demonstrates my leadership, administrative, organizational, and writing skills. I look forward to hearing from you. You can reach me at 732-xxx-1299 or laubau@rutgers.edu.

Sincerely,
(Signature)
Lauren Baumann

Cover Letter Email Sample

Email Samples

(Email Subject Line: Networking Request from a Rutgers Student)

Dear Mr. Hendrickson:

I obtained your name and contact information from the Rutgers Student-Alumni Career Connect. I am interested in setting up an informational interview with you—either by phone or in person—to learn more about your career path since you graduated from Rutgers.

I am a senior at Rutgers—New Brunswick, majoring in journalism and media studies. I am interested in pursuing a career in print or electronic journalism. I have had challenging internships at “W” magazine and MTV. I am well aware of the changes that the field of journalism is undergoing, but I also see many opportunities for creativity and innovation in the future. I want to be part of that future.

I will be in New York next Thursday, October 17; could I speak with you for about 20 minutes? I look forward to meeting you. I am attaching my resume to provide some background information. Thanks in advance for your interest and time.

—Sandra Walters
Rutgers, Class of 2019

Networking—Email

(Email Subject Line: Thank You for Speaking With Me)

Dear Ms. Smith:

I am writing to follow up on our discussion during the recent Fall Career & Internship Mega Fair at Rutgers University. I enjoyed speaking with you about Russo, Inc. Thank you for sharing your insights on the recruiting process and the current needs of your organization.

As we discussed, I will be graduating in _____ (date of graduation) with a degree in _____ (major or majors). In researching your organization, I am particularly interested in _____ (cite 1-2 facts). (Next, highlight one or two qualifications from your resume that you think would be of greatest interest to the employer based on your career & internship fair discussion). My background in _____ (related knowledge, skills, or experience) has helped prepare me for the challenges of the position.

I have attached another copy of my resume for your review. Please let me know if you require any additional information. Thank you again for your time and consideration. I look forward to speaking with you again soon.

Sincerely,
Melissa Patel

(Note: Ask for a business card at the fair and send a note that afternoon or evening)

Career & Internship Fair Follow-Up Email

(Subject Line: Thank You for the Interview)

Dear Ms. Atkins:

Thank you for the interview on Monday, March 24 for the position of assistant product manager in the marketing department.

I enjoyed speaking with you and found the interview most informative. The prospect of joining ABC Product Company is very exciting. My economics background, combined with my recent internship experience as a marketing assistant, will enable me to become a valuable member of your marketing team.

Please let me know if you require any additional information. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,
Arjun Kabir

(Note: 24 to 48 hours after the interview is the best practice.)

1st Interview Follow-Up Email

(Subject Line: Interview Follow up)

Dear Ms. Dermott:

As you consider candidates for Bank of America’s Financial Analyst position, I would like to reaffirm my interest in contributing to your organization’s growth.

Following up on my interview on June 30, I believe my economics background and internship experience at Merrill Lynch has prepared me to become a productive member of your audit department. I am confident that my student leadership at Rutgers showcases my ability to take charge of projects quickly and responsibly.

Again, thank you for your continued interest in my candidacy for the Financial Analyst position. I look forward to speaking with you to further discuss the contributions I could make to Bank of America.

Jessica Lopez
Rutgers University

(Note: We recommend sending this message about 2 weeks after your initial follow-up)

2nd Interview Follow-Up Email

Email Samples

(Email Subject Line: Accepting Your Offer)

Dear Ms. Jones:

I am writing to confirm my acceptance of your April 7 offer and am excited about the opportunity of joining Financial Services, Inc.

I will do my very best to make a contribution to the company from day one.

As we discussed, my starting date will be June 16, 2019. I understand that I will work at your Jersey City headquarters for the first three months and then be assigned to a regional office for a six-month rotation beginning in the fall.

Thank you again for the confidence you have expressed in me. I look forward to a long and productive career with Financial Services, Inc.

Sincerely,
Erica Adams

Accepting an Offer—Email

(Subject Line: Responding to Your Offer)

Dear Mr. Sargeant:

After considerable thought, I have decided not to accept the offer of employment for the Expeditor position in the procurement department of Super Express Company. This has been a challenging decision for me because Super Express offers some exciting opportunities. However, I have accepted another position that more closely matches my career objectives.

I appreciate the time you spent with me and the confidence you expressed in me.

Sincerely,
David P. Ortiz

Declining an Offer—Email

DROP-IN RESUME CRITIQUE HOURS

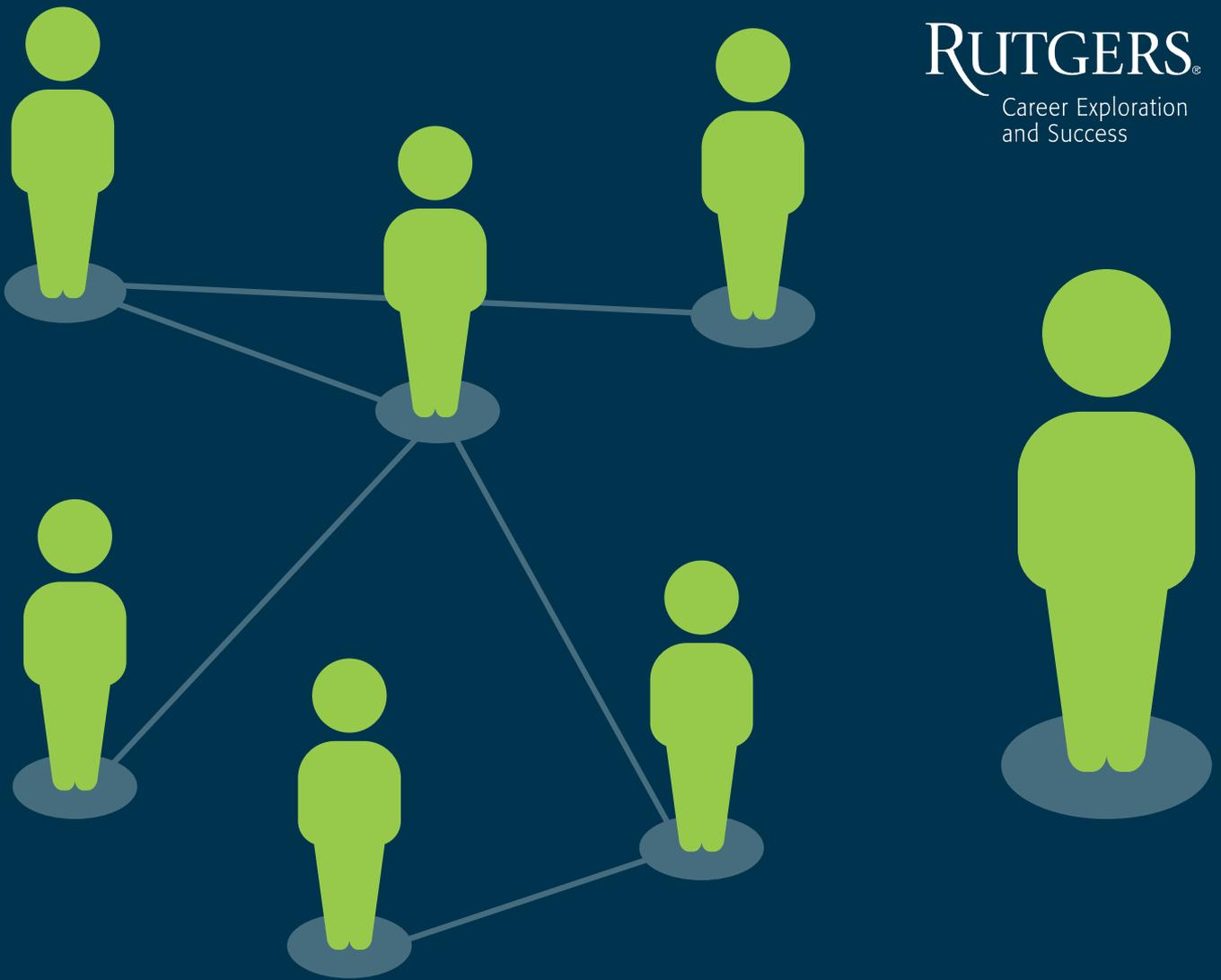
Bring your resume! Join us and a professional career advisor or Peer Career Advisor will help you polish your document into a solid resume that will impress future employers. Plan to spend about 15 minutes per drop-in session with an advisor. This service is only available for currently matriculated Rutgers–New Brunswick students.

Visit our website for drop-in hours and locations:
careers.rutgers.edu/hours

RUTGERS
Career Exploration
and Success

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EMPLOYER NETWORKING & INFORMATION SESSIONS

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We'll give you the latest scoop about which employers will be
on-campus, where they are going and how you can connect with them.

Contact Us

CES College Ave. Location
Gateway Transit Village, 4th FL
848-932-7997

CES Busch Campus Location
Busch Student Center
848-445-6127

Follow Us

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What Should I Wear?

The definitions of “business casual” and “professional” vary by industry and organization as well as position. Be sure to check for the dress code where you will work. In general, professional attire starts with a neutral color suit in a solid or very subtle stripe pattern.

PROFESSIONAL DRESS

Professional dress includes suit jackets and pants or a skirt. The jacket and pants/skirt should be the same color. Dark colors and neutral tones work well for professional clothing. Shoes should be low profile, closed-toed heels that are no more than 2 inches tall or dress shoes.

Suit Jacket & Pants / Skirts



- solids, dark colors & neutral tones
- jacket and pants/skirts should be the same color
- knee length skirts



conservative tie



neutral colored belt



button-down shirt or blouse



professional portfolio or bag

1-2 INCH HEELS

★ **pro tip:** match your sock and belt color

CLOSED-TOED HEELS



OR

DRESS SHOES



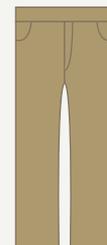
BUSINESS CASUAL DRESS

Your daily attire for classes, working out, or just running errands is too casual for a professional environment, even if it is a “business casual” one. While business casual allows for greater flexibility and creativity, you should always strive for a look that is neat, clean, and well put together.

Blazers, Sports Coats & Sweaters



- khakis
- dark jeans
- knee length skirts



sports coat or blazer



sweater or sweater set



button-down shirt or blouse

LOW PROFILE SHOES

- flats
- boots
- loafers



Message Regarding Attire at CES Events:

Career Exploration and Success works with all students regardless of academic major or career interests. While we do coach students to “dress to impress” at our events, we do not bar entrance to any of our recruiting events based on attire.

Chapter 4:

FIND AN INTERNSHIP/JOB

You've prepared your materials and now you're ready to explore effective strategies for finding an internship or full-time job. Let's get started with the following six steps to success. These steps will give you a brief overview of the process. Remember, it's critical to use a variety of approaches to find opportunities—use all of the resources available to you!

1 Prepare your Search Materials

- Resume
- Cover Letter
- References
- Transcript
- Business Cards
- Letters of Recommendation

2 Develop a Game Plan

- Have realistic career objectives
- Make a time frame for yourself
- Set and follow deadlines
- Keep track of your applications
- Use multiple strategies and tools

3 Network

The key to networking is becoming comfortable talking about yourself and what you have to offer an employer.

- **Start with people you know:** Networking is rated the number one way to find jobs and internships. It is important to maintain relationships with your family, friends, faculty/staff, employers, and alumni because you never know who may be able to help you in the future with your career to find opportunities.
- **Make new contacts:** There are many opportunities at Rutgers to network. For instance, attending employer information and networking sessions, career and internship fairs, and Career Exploration Nights are all in person events where you can meet with employers and alumni directly. In addition, the Student-Alumni Career Connect (SACC) is an online resource where you can contact Rutgers alumni to network and learn about their career paths. Visit careers.rutgers.edu for the most up-to-date events calendar and careers.rutgers.edu/sacc to join SACC.
- **Use social media:** More employers are using social media to find and research candidates. Make sure your LinkedIn, Facebook, Twitter, and all other Internet sites represent you in a consistent and professional way. For more information on personal branding and effectively using social media, read the following section on "Developing Your Online Presence" and attend one of our related workshops.

4 Apply

Set aside time to apply to advertised postings. For internships, you should begin searching at least one semester in advance of when you would like to intern (three months for example). For full-time positions, it's common for recruiters to begin recruiting in September and October for spring graduates. However, every company and industry is different, so it's critical to stay informed and on top of deadlines for positions that interest you. To find opportunities:

- Use Rutgers Handshake: Rutgers exclusive job/ internship board
- Go to Career & Internship Fairs
- Visit organization websites, industry specific websites, newspaper classifieds/bulletin boards, and other online job boards

5 Interview

Check out the "Prepare for the Interview Process" section for detailed information about interviewing.

- Practice your responses to frequently asked questions
- Prepare questions to ask the interviewer
- Dress professionally
- Arrive early (but not too early)
- Be aware of your nonverbal cues/body language
- Follow up promptly with a "thank you" e-mail

6 Put Your Best Foot Forward

- Customize all documents
- Utilize keywords from the job posting/industry
- Address the qualifications for the position
- Reflect on your experiences; identify relevant and transferable skills
- Review your online presence and make necessary edits
- Make sure your voicemail greeting is professional

Use Rutgers Handshake for the Internship/Job Search

Rutgers Handshake is an effective resource to land a job or an internship opportunity. Employers post internships and full-time positions specifically for Rutgers students within the Rutgers Handshake system. Many employers participate in our On-Campus Interviewing (OCI) Program where interviews take place at Career Exploration and Success located in the Busch Student Center.

On Rutgers Handshake, you can manage all aspects of the recruiting process online:

- Review employer internship/job descriptions.
- Submit your resume to employers for their review.
- See if you have been selected for an interview.
- Schedule your interview.

Rutgers Handshake Resources to Boost Your Internship/Job Search Include:

- **InterviewStream**—Use this virtual mock interviewing service to practice. Students can also have their interview critiqued by our staff.
- **Student-Alumni Career Connect**—Search our database of nearly 2,600 Rutgers alumni. Learn about their careers and contact them for career advice.

Additional Tips

- Update your Rutgers Handshake student profile.
- Most recruiting activity, for both full-time and internships, takes place during the fall semester—about 70%.
- Log in to Rutgers Handshake to let us know you've accepted an offer.

Meet with a career advisor for helpful Rutgers Handshake internship/job search strategies.

Accepting a Job/Internship Offer—Ethical Considerations:

Accepting a job/internship offer can be an exciting and overwhelming experience. When an offer is made, always ask for time to consider the offer. This practice is customary and acceptable. Please keep in mind that once you have accepted an offer it is unethical to continue to interview and engage in job search activities for competing positions.

If a student receives an offer of employment from an employer associated with the Office of Career Exploration and Success, and knowingly reneges on that offer of employment, that student may face sanctions from the Office of Career Exploration and Success, including banning the use of, and participation in, the Rutgers Handshake System, and all employment related services, including OCI. Career Exploration and Success reserves the right to report unethical or inappropriate actions to the Office of Student Conduct for further review.

You are welcome to consult with a CES career advisor to discuss the job offer and any concerns or questions you have. For more details on the CES Offer Acceptance Guidelines and the On-Campus Interview Policy, go to careers.rutgers.edu.

BEWARE OF JOB POSTING SCAMS!

Career Exploration and Success offers Rutgers Handshake as a resource for students and alumni seeking internships, co-ops, and jobs. We strive to keep fraudulent and scam postings off Rutgers Handshake; however, it is impossible to ensure that all Rutgers job postings are legitimate.

Therefore, we are sharing common “red flags,” so you can identify scam and fraudulent job postings. Fraudulent job postings ask for your money, personal information, or both. The jobs often appear easy and offer convenient ways to make money with very little effort. If the job does not require an interview, it may be suspect.

Essentials to Avoiding a Job Posting Scam

- Do not give out your personal bank account, PayPal account, or credit card information to any employer.
- Do not agree to have funds or paychecks directly deposited into any accounts by an employer. (Arrangements for direct deposit of paycheck should be made during your first day or week of actual employment on site – not before.)
- Do not forward, transfer or send by courier (e.g. FedEx, UPS), or “wire” any money to or for any employer, or for any employer as part of the interview process, using your personal bank account(s).
- Do not transfer money and retain a portion for payment.
- Do not respond to suspicious and/or “too good to be true” unsolicited job emails.
- In general, applicants do not pay a fee to obtain a job.
- Please consult with a professional at Career Exploration and Success if you have concerns about a possible fraudulent job.

STUDENTS: TO ACCESS RUTGERS HANDSHAKE

Visit careers.rutgers.edu/handshake
click on “Sign in with your Rutgers NetID”
then log in with your NetID and password.

Prepare for Career and Internship Fairs

By participating in a Career Exploration and Success career and internship fair, you'll maximize your exposure to employers and make valuable contacts. Fairs provide students with opportunities to meet employers from varied industries. Employers can view a large number of potential candidates and promote their organization, which aids in the pre-screening process.

This section will cover strategies for making you shine in 30 seconds, including what to say to recruiters and how to set yourself apart from the competition!

What Do Employers Expect of Career & Internship Fair Candidates?

For those seeking full-time employment or an internship:

- Have some knowledge of the company/organization.
- Dress professionally.
- Be prepared to answer and ask appropriate questions at the fair.
- Follow up after the fair.

For those exploring careers and/or networking opportunities:

- Be prepared to ask thoughtful and appropriate questions.
- Have an idea of the type of industry and/or position you might be seeking.
- Be prepared to answer questions about your interests, major, and/or skills.

Preparation is Key in Making the Most of Your Fair Experience!

Prior to the career and internship fair

Prepare your resume: Bring 20 or more copies with you.

- Have your resume critiqued at Career Exploration and Success before printing. Keep your resume in a folder or portfolio at the event.
- Print resumes on white or neutral-color paper. Check carefully for typos, spelling, and grammar mistakes.
- Have a resume that is clear, concise (one page is preferred), and easy-to-read within a short amount of time.* Note, don't be discouraged if the employer does not take your resume. Many recruiters will encourage you to apply online rather than take a paper copy because applying online is a requirement to be an official candidate.

Wear professional attire—first impressions are critical and lasting.

We strongly advise you to wear a suit. This is a worthwhile investment and something that you will use often. However, if you don't own a suit, please dress in business casual attire. It is always better to lean toward the professional side.

- Wear a suit, or a skirt/dress with a blazer, conservative color, and no heavy jewelry or perfume. If you don't own a suit, conservative slacks/skirt and blouse is acceptable.
- Wear a suit, jacket and tie with slacks, conservative color: no heavy cologne or aftershave. If you don't own a suit, tailored slacks and a button down dress shirt is acceptable

**See page 34 for attire guidelines.*

Research the employers attending the career and internship fair through their websites

- Familiarize yourself with the employers attending the fair. Many will have links to websites, a list of the positions available within the organization, and contact information.
- Determine "What is my objective at the fair?" and "What do I hope to accomplish at the fair?"

Plan Your Strategy

- Remember, this is a meet-and-greet event. Fairs offer the opportunity for you to present yourself to potential employers as well as the opportunity for you to "interview" them!
- Market yourself with a brief infomercial about yourself—your major, year in school, jobs and internships, career interests, activities, and skills.
- Consider developing a business card.

Sample Business Card



| | |
|-----------------------|---|
| Name | Martin Stiles |
| Email/Phone | mstiles@gmail.com 732.555.5555 |
| Title/Field of Study | Junior, Economics Major Rutgers, The State University of New Jersey |
| Three Characteristics | Analytical, problem solver, communicator |
| Website | LinkedIn: http://www.linkedin.com/martinstiles |

(Continued on next page)

Prepare for Career and Internship Fairs (continued)

Prepare a List of Questions

Ask about career opportunities, specific position openings for which you might be qualified, and the organization. Do not ask questions such as “So, what do you do?” or “Do you have any jobs?” Instead, ask questions such as “What types of positions are available within your organization in the _____ area?”

- Can you tell me what characteristics your most successful employees have?
- What types of majors do you traditionally hire for your _____ positions?
- What is the hiring process for your associates/ interns?
- What types of training are provided for new employees?
- Is there an application I need to complete in order to apply for this position?

Items to Bring

- Resumes (clear, clean copies), pens and pencils
- List of employers to target at the fair and a list of prepared questions
- Other information not provided on your resume (in the event you need to complete an application)
- Professional portfolio with samples of work (if appropriate)
Note: Carry as little as possible

How to Present Your Elevator Pitch at Career Fairs, Interviews, and Networking Events

An elevator pitch or speech is a short summary used to quickly and simply define a person, product, service, or organization. It is an introduction to yourself and your background. The name “elevator pitch” reflects the idea that you can deliver your summary in the time span of an elevator ride, within 30 to 60 seconds, enough time to give a recruiter or hiring manager information about you, in order to generate interest.

Clarify Your Value in a Clear Pitch

In a conversational manner, explain who you are, what your major is and/or your career goals are. Express why you want an internship or position with their organization. State your skills up front. Make the employer understand how your specific skill set can improve the organization’s performance.

At the Fair

- Be prepared to talk about your career interest areas, strengths, and educational and work background.
- When you arrive, view the layout of the fair, noting the locations of employers you wish to meet.
- Turn off your cell phone.
- Some employers will have a line of candidates waiting. You may decide to visit with another employer and come back later or use this time to review the company literature.
- While waiting in line, listen to employers. You can hear what questions other candidates are asking, and the employer’s responses to these questions.
- Introduce yourself and use a firm handshake and a genuine smile to begin the conversation. Do not interrupt others who might be talking with an employer.
- Answer questions directly and concisely. The conversation should be two-sided, with both parties asking questions and providing information.
- Even if an employer doesn’t sound like the right option for you, be gracious and thank them for their time.
- Collect business cards and company literature to do further research, submit an application, or send a thank you note after the fair.
- You might have a specific career interest area or geographic preference. Some organizations may be able to refer you to a related department, division, or location. Keep an open mind while you talk to various individuals. The employers as well as fellow career fair attendees may be able to provide you with resources, ideas, and contacts.

After the Fair

- Send thank you notes in a timely manner (48 hours is suggested). Mention how much you appreciated the time they took to speak with you. Mention your interest in working for them, if appropriate. See the “Letters” section in Chapter 3 of the guide for sample follow up letters.
- If an employer has asked you to complete an application, send transcripts, or contact them, do so in a timely manner.

Sample Elevator Pitches

Example #1: “Hi, my name is Stacey Brown. I am currently a sophomore attending Rutgers. My major is in economics with a minor in art history. I worked part-time with Wells Fargo Bank through my first two years of college. Last summer I volunteered with The World Trade Center Memorial Museum in NYC and I’m hoping to find an internship in finance this summer. I am interested in art and I’m finding that I have an aptitude for business. I would like to combine these two fields and find a career that includes them both.”

Example #2: “Hello, my name is Priya Patel. I am a junior majoring in nutrition. I am working part-time as a shift supervisor for Nestlé’s Information Center. This experience has strengthened my skills in communication, management, and leadership. I also led a team project with Nutrition Advocates on developing workshops to educate, inform and promote better nutrition, health, and wellness on campus and in the community. In my research about your company, I read about the plans for expanding the nutrition awareness program, and I am interested in learning more about it.”

Example #3: “Hi, my name is Michael McDonald. I am a Division I scholarship athlete at Rutgers and was recently voted team captain. In spite of a heavy practice and travel schedule, I maintained a 3.7 GPA as a double major in economics and French. I became involved in my fraternity’s breast cancer program as a freshman and thought we could do much more. I organized a plan to recruit more fraternity members to actively participate, and it grew from 25% to nearly 65%. Last year I pitched the program to five other Greek organizations and we now have over 200 participants.”

CREATE YOUR OWN ELEVATOR PITCH!

Hello my name is _____.

I am currently a {insert year in school} _____, majoring in _____.

From the research I’ve conducted on your organization {mention something you’ve learned or something that interests you about the company}

_____.

I work part-time at _____ as a _____.

I am also involved with {list any student clubs/organizations, volunteering, leadership experience, sports}

_____.

In addition, I completed an internship with _____ where I {list general responsibilities}

_____.

These experiences have enhanced my {list skills and qualities a company would find appealing}

_____.

I am interested in learning more about the {list type of job/internship} _____ job/internship with your company.

**Follow up with questions, but don’t ever ask ‘what does your company do?’*

Networking On and Offline

Networking is when you build and maintain mutually beneficial relationships to develop career prospects, whether it is in-person, online, or both. It is one of the most important attributes of career success. Many great job opportunities never make it to a recruitment website or job board; they get filled by word of mouth. Even if the position is posted, it helps to know someone inside the organization who can recommend you and give you the inside line. Try these smart moves to excel at networking:

Start Early: Don't wait until graduation, and then think "I have no connections." Build your network throughout your time at Rutgers.

Practice That Elevator Pitch: Be ready to introduce yourself wherever and whenever with a basic elevator pitch introduction (page 33).

Leverage SACC: The Student-Alumni Career Network (SACC) is a database for students to search for alumni in career areas of interest and set up networking connections through this platform.

Take Advantage of Networking

Events: At Rutgers, there are countless opportunities to network. Student organizations often host alumni and employers. Career Exploration and Success conducts events including career exploration nights, career and internship fairs and field trips. Visit our website for the most up-to-date events calendar.

Actively Engage in Your Classes:

Professors have many connections –

from professionals in the field to former students. If you establish a positive relationship with teachers they can become valuable resources in your job search later on.

Reach Out to Other Faculty and Staff:

If there's someone else at Rutgers who you think may be able to provide you with career advice or guidance you have nothing to lose by reaching out and asking, do it!

Network Beyond Campus: Networking on-campus is great, but also consider beyond. Attend young professional and interest groups through MeetUp to talk with people that recently went through the job search process. Professional associations are also a great way to meet people working in your areas of interest. As a bonus, these associations often have discounted student membership and conference rates. You will look pretty motivated and forward thinking if you attend these events.

Manage Your Reputation: Whether you're working part-time at a restaurant

or interning for a large organization, take it seriously and do your best. You never know who could help you in your career by serving as a reference or connecting you to someone.

Ask for an Informational Interview:

Want to connect with individuals that you admire at your internship, at Rutgers, or even in your field? Request an informational interview (page 6) to find out how they got to where they are and ask for any advice they may have. This can take place via e-mail, on the phone, or in person.

Offer to Give Back: Networking isn't a one way street. As a student you may wonder, "What in the world can I offer?" but you never know unless you ask. Make it clear to your connections that you're willing to help as well. You may be able to lend a hand in surprising ways.

Connect through LinkedIn: Once you've made new contacts, touch base with them through LinkedIn.

Develop Your Online Presence

Social and career networking sites are critical tools for job/internship seekers and employers. LinkedIn reports that recruiters' use of social networking increased a phenomenal 57% over the last four years. You cannot afford to ignore this trend. When using social media, think about your goals and how you want to be perceived. Remember, many employers check profiles on popular networking sites before making interviewing and hiring decisions. In fact, employers have been Googling job applicants for years to learn more about their online professional brand. Therefore, it is very important that your online profile is professional and doesn't include photos in bad taste, inappropriate language, or poor spelling. See below for more helpful tips.

Which Online Networking Tools Should You Use?

There are many social media and networking sites that can help with your job search. Here are a few of the most common ones:

 **LinkedIn** This networking site consists of millions of experienced professionals representing hundreds of industries.

You can use LinkedIn to:

- Showcase your skills, career goals, and experience.
- Network with others in your field by adding them to your group of connections.
- Join groups and discussions of interest.
- Ask internship or work supervisors, professors, and co-workers for recommendations or endorsements.
- Stay in touch with current and past professional contacts through the messenger app.

 **Facebook** If you use it to stay in touch with friends and family, play online games, and post your pictures, keep your privacy settings as high as possible. Your profile may include private information that you're not comfortable sharing with an employer.

If you choose to use it for career purposes, it is important to clean up your profile. Remove any posts, comments, or photos that you wouldn't want a large audience, including employers, to see. Also, continue to be careful about which groups you join and how you act online. Like and follow organizations of interest to learn more about them.

Develop Your Online Presence (continued)



Twitter

Twitter is a useful tool for job seekers and employers. You can search for tweets about job openings, follow organizations of interest and industry professionals in your field.

Common hashtags used for job searches are:

- #jobs
- #jobhunt
- #jobsearch
- #internship



Student-Alumni Career Connect

This system allows you to identify and connect with Rutgers alumni in various career fields to conduct informational interviews.



Blogs

Blogs are a great way to attract readers and recruiters in your field of interest. Follow blogs that are relevant to your career interests and potential industries you wish to pursue. Keep up-to-date and look like a “subject matter expert” with “career-ready” skills.



The Mobile Job Search

Mobile device traffic continues to drive the preference and need for short, lean text in job search-related communications such as emails, cover letters, resumes, and LinkedIn messages. Cover letters should be shorter and more streamlined. Resumes are trending toward shorter summaries, paragraphs, and achievement bullets with less text density. All of these documents should be designed in mobile-ready formats. This means that any included photos, images, graphs, or charts should be suitable for mobile consumption.

Make an appointment with a Career Exploration and Success' career advisor on Rutgers Handshake to help develop your personal brand, job search documents, and online presence today!

careers.rutgers.edu/handshake

Stay In Touch Through LinkedIn

Now that you've made new professional connections you'll need a place to stay in touch. LinkedIn is the go-to place to establish a professional online presence, engage with your network, and search for employment opportunities. Follow these tips to create a stellar LinkedIn presence, and be sure to attend our LinkedIn workshops or watch our webshop series, to learn more!

Write a Catchy Profile Headline:

Your headline is one of the first things people will see on LinkedIn.

- Keep it short, memorable, and professional.
- Address your area of study and ambition (e.g., “Human Resources Major and Aspiring Compensation Analyst.”).

Pick an Appropriate Photo: Upload a high-quality headshot of yourself alone and professionally dressed and/or appropriately dressed based on your intended field. No party shots, family photos, or cuddly animal pictures.

Create Your Unique LinkedIn URL:

- Create a unique URL (i.e., linkedin.com/in/AlyssaJones) and set your LinkedIn profile to “public” to increase your results when professionals search for you online.
- Add your URL to your resume.

Develop a Professional Summary: As one of the most important sections of the profile...

- Present specifically what you have to offer.

- Make it clear and concise about your qualifications and goals.

Show Off Your Education:

- Include major, minor, study abroad, research and academic/independent projects.
- Share your honors and awards.

Include Other Experiential

Education: Internships and work experiences are important, but don't forget to...

- Add related activities (i.e., clubs and organizations and community)

Don't Go Overboard:

- Be selective and address, “What's my goal?”
- Modify your LinkedIn content on your objective—similar to your resume.

Grow Your Network:

- Begin connecting after creating your profile (e.g., You recognize a co-worker from your internship.)
- Use “Advanced People Search” feature to find Rutgers alumni.

Connect with Personalized

Invitations: Although LinkedIn provides a generic connection request e-mail...

- Customize your connection requests.

- Address the reason you are reaching out (e.g., when you met or something on their profile resonated with you).
- Express appreciation for the opportunity to “connect” with them.

Collect Diverse Recommendations:

- Request recommendations from faculty, internship and employment supervisors, and others who worked with you.
- Set a goal for obtaining one recommendation for each position you have held.

Engage with Your Network:

- Keep in touch.
- Share interesting articles.
- Congratulate for work anniversaries and other professional milestones.
- Update individuals on your internship/employment.

Earn Credit for Your Internship: Rutgers Internship & Co-op Program (RICP)

The School of Arts and Sciences and Career Exploration and Success have partnered to offer the Rutgers Internship & Co-op Program (RICP) course allowing students from all majors to earn academic credit for an internship or co-op.

Why Participate?

- Earn academic credit for your internship or co-op
- Explore and consolidate career goals
- Develop and enhance skills necessary for the work environment
- Gain a professional advocate to guide you through your experience

Questions?

Email
internships@echo.rutgers.edu

What is the Difference Between an Internship and Co-op?

- Internship: 3 elective credits
 - Available during the fall, spring, and summer semesters
 - Minimum of 180 hours of work and a minimum of 12 weeks (8 weeks in the summer)
- Co-op: 6 elective credits
 - Available during the fall (June–December) and spring (January–July)
 - Minimum of 690 hours of work and a minimum of 23 weeks

When/How Do I Apply?

Visit careers.rutgers.edu/ricp for the most current details, qualifications, and online application.

Where do I start if I don't have an internship?

- Begin your internship search a semester in advance
- Schedule an appointment through your Rutgers Handshake account with a career advisor and choose "internship search" as the topic for the appointment
- View our upcoming events and attend a workshop on internships
- Apply to internship postings. Refer to the beginning of Chapter 4 for internship search strategies and resources

Student-Alumni Career Connect (SACC)

Expand your vision of the options open to Rutgers graduates, contact alumni for career advice, and network your way to success! This system is open to students and alumni.

Log into your Rutgers Handshake account to get started.

careers.rutgers.edu/sacc

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The Academic Job Search for Doctoral Students

Recruitment for academic positions typically begins one year in advance of the recommended start date, so start your academic job search one year prior to completing your degree. Your current faculty advisor has gone through the process and can serve as a great resource.

What does that mean for the timeline of your search?

At least one year before your ideal start date, you should:

- **Determine your readiness:** In addition to doing further research about the academic job search process, have conversations with your faculty advisor, other professors, or peers who have experienced this process. Career Exploration and Success can help you clarify your readiness.
- **Finalize your written materials for the academic job search:** Be sure your curriculum vitae, cover letter, references (letter of application), written descriptions of research or teaching plans and philosophies are in pristine condition and targeted toward the proper institutions (e.g., research or teaching).
- **Have your credentials ready:** Be clear on the process for requesting official transcripts and other certification documentation.
- **Identify job openings and apply:** Determine which types of academic institutions will best fit your expertise (e.g., universities that grant doctoral, master's, bachelor's, or associate degrees; special focus institutions, etc.) and give thought to which geographic locations would be best for you.
- **Continue to do research and seek to publish your work:** These areas fortify your expertise. Having a gap in these areas will reduce your ability to speak to current activities and updated findings when interviewing. Remember, you will be submitting applications far in advance.
- **Assess whether you need to broaden your job considerations:** For some, plans will change for a variety of reasons (e.g., interests, immediate financial consideration, etc.) and your academic job search may have to be adjusted to include options outside of academia.

Additional topics to keep in mind as you plan your career in academia:

- **Understand the value of networking:** Building your network of contacts is one of the most effective ways to proactively further your job search. Professors, classmates, supervisors, and other campus colleagues are a great place to start communicating about your career endeavors.

Additionally, conferences, networking events, and other scholarly association leads can build your network. Also consider conducting informational interviews (See page. 6)

- **Acquire references:** Have a confirmed list of professionals who will speak to your accomplishments. You may need to submit their names to potential institutions with very short turnaround time. It's always best to clarify with them what portion of your experience they can best discuss.
- **Prepare for the campus interview:** Like any interview, preparation is key. You can practice interviewing with your advisor, industry professionals, and colleagues. Career Exploration and Success can also help you prepare through an individual appointment or mock interview.
- **Practice your academic job talk:** This will be your opportunity in the interview process to verbally communicate your expertise to an audience. Confidently prepare based upon what you know, and do not presume that the audience knows more than you on your topic. Find out the time frame you will be given and stick to it. Make the beginning accessible and basic, then go on to convince them that you can communicate complex information. Be sure to make it interesting.
- **Prepare to negotiate:** Negotiating is an important aspect of evaluating a job offer. First, it's important to understand what is and isn't negotiable. Items such as salary, teaching load, leave time, and tenure clock may be negotiable depending on your discipline and institution. Some institutions will be more flexible than others. For example, state institutions generally have set salary schedules and thus less flexibility to negotiate salary. While benefits are not necessarily negotiable, make sure you ask questions and fully understand the available benefits. Candidates in the sciences and engineering can negotiate additional items such as lab space and equipment.

If the institution selects another candidate, be gracious until the conclusion, as he or she might be your colleague in the future. Keep networking, applying, and researching to best ensure your eventual success.

"The Academic Job Search Handbook" (4th Edition), by Julia Miller Vick and Jenifer Furlong is a great resource for learning more on this topic.

The International Student and the Internship & Job Search

While many of the tips and strategies for conducting an internship and job search presented in Chapter 4 are relevant for all job and internship seekers, international students may face some additional challenges. One of the most pressing challenges is to learn and feel comfortable with the hiring culture and practices in the U.S. and how they differ from your home country. Review the roles of the U.S. employer and international student in the employment process to acclimate and prepare yourself for the differences and to show potential employers you are prepared to work in the U.S.

The U.S. Employer's Role in the Job & Internship Search

Many employers restrict hiring to U.S. citizens or permanent residents because they assume it is complicated, expensive, and time-consuming to hire international students (especially for full-time positions), or they have a federal government contract. Additionally, many employers use internships to recruit for full-time positions. Although it is a less complicated process for employers to hire international students for an internship, they prefer U.S. citizens whom they could easily convert to full-time employees. The employer's role is to...

- Use various approaches to locate potential employees for internships and full-time employment:
 - » Career and internship fairs or community job fairs
 - » On-campus recruitment
 - » Employment agencies ("headhunters")
 - » Employee referrals
 - » Job announcements on company websites, job boards, major newspapers, trade publications, or professional associations
 - » Regional and national professional conferences
- Seek people who are the right fit for the organization and the position for which they are recruiting.
 - * Note: Individual equality in the U.S. is important; thus, legally, factors like age, gender, and race cannot be considered in the interview process.
- Provide applicants with an opportunity to explain their credentials and the reasons they are suitable for a position.

GoinGlobal

GoinGlobal provides career information which assists you in pursuing global career paths. This resource is available to current students.

Log into your Rutgers Handshake account to get started.

The International Student's Role in the Job & Internship Search

As an internship or job seeker in the U.S. your responsibility is to pursue and apply for opportunities. It is also your responsibility to become aware of the process and paperwork necessary to be eligible to work in the U.S. Rutgers Global offers monthly workshops on post-completion, off-campus, and on-campus employment. You can also meet with your international student advisor who can help you complete any necessary forms and inform you of costs associated with working in the United States.

When invited for an interview, be prepared to explain to the interviewer what is involved in the process for work authorization and hiring an international student for a job or internship opportunity. Employers might be interested in hiring you if you demonstrate that you are the best-qualified candidate and if no U.S. citizens can be found with the skills they seek. The international student's role is to...

| Strategies | Resources |
|---|--|
| Become aware of the process and paperwork to be eligible for employment in the U.S. through Curricular Practical Training (CPT) and/or Optional Practical Training (OPT) | Attend pre-and-post-completion workshops for on-and-off-campus employment offered by Rutgers Global and meet with an international student advisor to complete necessary forms. |
| Create and research target list of employers for your internship and job search, based on your career and industry cluster, including U.S. organizations doing business in your home country and organizations that have sponsored H1B Visas in the past 12 months. | <ol style="list-style-type: none"> 1. Access GoinGlobal, Rutgers Handshake, Vault – Industry Guides, and employers that participated or will participate in RU career & internship fairs from the Career Exploration and Success website. 2. Use your LinkedIn and other social media networks and resources. 3. Join and/or access professional associations and community organizations. 4. Speak with employer representatives during Employer Information Sessions. 5. Explore additional resources: Riley Guide International, EscapeArtist.com, EuroGraduate Live, International Chamber of Commerce, Overseasjobs.com, World Policy jobs, InterAction, Change.org. |
| Develop personal and professional relationships via networking. Inform as many people as possible about your job search and your field of interest. | <p>Use these resources to connect with alumni to conduct informational interviews:</p> <ol style="list-style-type: none"> 1. Student-Alumni Career Connect – an online database of Rutgers alumni accessible from your Rutgers Handshake account. 2. Rutgers Clubs – accessible through the Rutgers Alumni Association. 3. Rutgers Global – Your international student advisor may be able to refer you to current students and alumni who have been successful in gaining employment in the U.S. |
| Prepare your resume/curriculum vitae (CV) before applying for a job/internship in the U.S. Note: Do not include personal information such as age, gender, marital status, or religion. Refer to Chapter 3 for detailed information regarding resume development. | Have a career advisor critique your resume/curriculum vitae (CV). |
| Communicate your skills and experiences through your resume and the interview. | Attend workshops on resume/CV writing, interviewing, and other job search-related topics. |
| Speak with confidence about your skills, strengths, accomplishments, and education as they relate to the jobs you are seeking in interviews. | <ol style="list-style-type: none"> 1. Attend the "Preparing for the Behavioral Interview" workshop. 2. Access InterviewStream, a virtual mock interview module from your Rutgers Handshake account to practice your interviewing skills. 3. Schedule a meeting with a career advisor to review and discuss your mock interview. |
| Be prepared to explain in interviews what is involved in hiring an international student for employment opportunities using Curricular Practical Training (CPT) and/or Optional Practical Training (OPT). | <p>Attend workshops offered by:</p> <ol style="list-style-type: none"> 1. Rutgers Global (i.e., on Curricular Practical Training (CPT) & Optional Practical Training (OPT)). 2. Career Exploration and Success (i.e., interviewing skills, mock interview, career fair preparation). |
| Strengthen your English language skills. | <ol style="list-style-type: none"> 1. Join student organizations, graduate student councils or government. 2. Participate in programs such as the International Friendship Program sponsored by Rutgers Global. |

* For additional assistance in planning your career and searching for internship and job opportunities, you can schedule an appointment via your Rutgers Handshake account and/or visit careers.rutgers.edu/events for a list of programs and events.

Prepare for the Interview Process

Purpose of the First Interview

The first interview is a key exchange of information between the employer and the applicant. **The employer's main purpose** is to determine if your education, experience, and personal attributes fit the organization's needs. **Your main purpose** is to emphasize your qualifications and interest in the job and get selected for a second interview.

Common Interview Methods

Virtual

- **Set the Stage:** Find an appropriate place to be seen, with a clean background, proper lighting, and minimal distractions/noise.
- **Internet Connection:** Ensure you have a stable connection. Consider wired over wireless.
- **Install & Test:** Set up and practice with the software (i.e., Skype, Zoom) beforehand, especially if it's your first time using that tool to avoid technical glitches during the interview.
- **Focus Your Attention:** Keep all other programs/windows closed to maintain eye contact with your interviewer. Look at the web cam and not at yourself.

Telephone

- **Dress the Part:** Dress the same way you would for an in-person interview to achieve the right state of mind needed to succeed.
- **Be Prepared:** Have a copy of your resume, cover letter, job description, and other important information with you for easy access.
- **Listen then Talk:** To avoid talking over each other, be patient and let the interviewer speak before answering.

Common Interview Types

Behavioral Interviews

- These types of interviews are based on the concept of using past behavior as a way of predicting future performance.
- The interviewer will ask for specific examples of how a skill has been demonstrated in the past. See the next section for more details on Behavioral Interviewing (page 42).

Group Interviews

- Designed to see how you relate to different personalities. Be sure to communicate with each interviewer during the conversation.

Case Interviews

- A common interview format with consulting firms, this type of interview involves describing the steps to take in solving a specific problem.

Interview Success Strategies

Preparing for the Interview

- Research the employer to obtain as much information as possible, including: the organization's mission statement, values, products and services, structure and competitors. Use various resources such as the employer's website, glassdoor.com, Vault's Career Insider, and LinkedIn.
- Research the position and be able to discuss the skills and qualities you possess that make you a good candidate for the job.
- Review your background including coursework, academic/research projects, activities, internship and work experience. Provide examples of your skills and qualities that are relevant to the position. Employers are seeking candidates who can communicate effectively, have the ability to work in a team, and possess analytical and problem solving skills.
- Practice interviewing. Schedule an appointment with a career advisor for a mock interview. Also, use InterviewStream, an online resource in Rutgers Handshake.

Interview Day

- Check your appearance and grooming because it makes an important first impression. Dress appropriately for all interviews (see page 34 for professional attire guidelines).
- Make sure you bring extra copies of your resume in a portfolio.
- Arrive 10 to 15 minutes early.
- Relax and collect your thoughts.

During the Interview

- Greet the interviewer(s) with a firm handshake and smile while making good eye contact. Refer to the interviewer using Mr., Ms., or Dr. unless you are invited to use a first name.
- If your religion or culture does not allow you to shake hands you can place your hand over your heart and say "I'm sorry but my religion does not allow me to shake your hand. Thank you for the opportunity to meet with you today."
- Be yourself. Display energy, confidence, and a positive attitude. Demonstrate enthusiasm and sincere interest.
- Listen closely and answer the questions with relevant information.

(Continued on next page)

Interview Success Strategies (continued)

- Provide specific and detailed examples of how you have demonstrated key strengths and skills including: the ability to learn quickly, communicate effectively, analyze and solve problems, work in a team, and others.
- Ask good questions which are relevant to the position and employer.
- Be prepared to discuss everything on your resume in depth. Emphasize your strengths. Do not be defensive or apologetic for lack of experience.
- Be aware of your non-verbal communication, especially your posture. Don't appear too rigid or overly relaxed. Don't fidget. Maintain eye contact.
- Watch your grammar. Interviewers are impressed by articulate candidates. Use pauses rather than "ums" and "uhs."
- Stay positive. Never criticize an employer, professor, friend, colleague, or school.
- Never mention salary or benefits in an interview. Let the employer bring up these topics. Research the career field and industry and be prepared to discuss your salary requirements. Be realistic and have an accurate salary range in mind. Emphasize that your salary requirements are flexible.
- At the close of the interview, take these steps to leave the employer with a positive impression:
 - a. Ask for a business card.
 - b. Ask about the next step in the process and a time frame that you can expect to hear from the employer.
 - c. Emphasize your interest in the position and the organization.
 - d. Thank the interviewer(s).

After the Interview

Write down pertinent facts from the interview (names of interviewers, important discussion points). Within 48 hours, write a short thank you letter or email message to the interviewer(s) emphasizing your key qualifications and interest in the position/organization.

Refer to page 26 for samples.

INTERVIEWSTREAM

Would you hire you?

Practice Interviewing. Anytime. Anywhere.

This is your chance to practice, gain feedback, and learn by watching yourself.

Log into your Rutgers Handshake account to get started.

careers.rutgers.edu/interviewstream

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Career Exploration
and Success



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Are You Ready for a Behavioral Interview?

“Tell me about a time when you were on a team, and one of the members wasn’t carrying his or her weight.” If this is one of the leading questions in your interview, you could be in for a behavioral interview. Based on the premise that the best way to predict future behavior is by past behavior, this style of interviewing is common.

How to Prepare for a Behavioral Interview

Review the job description for which you are interviewing, and take note of the skills/qualifications required. It’s likely that the interviewer will ask you questions based on those “competencies.” For example: leadership, problem solving, or teamwork. Think about examples of situations where you have demonstrated those “competencies” and be prepared to discuss them in detail. Utilize the P.A.R. Approach (Chapter 3) to prepare short stories for each situation; be ready to provide additional details if asked.

- ❑ Be specific. Don’t generalize about several situations; give a detailed description of one situation. Prepare examples of situations involving skill clusters such as leadership, teamwork, decision-making, problem solving, customer service, coping with stress, and organization/planning.
- ❑ Be sure that the outcome reflects positively on you (even if the result itself was not favorable).
- ❑ Be honest. Don’t embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.

Behavioral Interview Sample Question/Response

To the question of “Tell me about a time when you were on a team and a member wasn’t pulling his or her weight.”

“I was assigned to a team to build a canoe out of concrete. One of our team members wasn’t showing up for our lab sessions or doing his assignments. I finally met with him in private, explained the frustration of the rest of the team, and asked if there was anything I could do to help. He told me he was preoccupied with another class that he wasn’t passing, so I found someone to help him. Not only was he able to spend more time on our project, but he was grateful to me for helping him. We finished our project on time and got a ‘B+.’”

The interviewer might follow-up with: “How did you feel when you confronted this person?”; “What was your role?”; “At what point did you take it upon yourself to confront him?” You can see it is important that you do not make up or “shade” information and why you should have a clear memory of the event.

Dining Etiquette

As part of the interview process, some employers may invite you to dinner. This is more than a free meal, however. Employers need to trust you can represent them in social settings with clients and colleagues. Some tips include:

- It is not about the food: The focus is on the interview and how you interact and communicate. You can’t communicate with food in your mouth, so take small bites that you can finish quickly and spend more time conversing than eating. Avoid ordering messy foods.
- Manners matter: In addition to “please” and “thank you,” there are numerous etiquette rules that may be challenging to remember. The golden rule is to follow the lead of your host when it comes to choosing what to order and when to start and stop eating.
- Plan in advance: Call the restaurant to ask about appropriate attire. Also, map out directions to ensure prompt arrival. Lastly, plan topics of conversation about yourself, the company, current events, and other business-related casual topics. Avoid politics and religion.
- Thank your host for the meal in person and with a follow-up “Thank You” note.



**CAREER
MEETUPS**

Cluster-based group advising. Guided career conversations led by industry-savvy career advisors. Check out the events calendar at careers.rutgers.edu/meetups for details.

Typical Questions Asked by Employers

Practice responding to these questions. You may find it helpful to jot down key points. If you can answer each of these questions clearly, concisely, and confidently, you are well on your way to interview success!

College and Academic Experiences

- Why did you select Rutgers?
- Why did you choose your major?
- Which campus activities did you participate in and what did you learn or gain from these involvements?
- Which college classes did you like the best/least? Why?
- How would you evaluate your education at Rutgers?
- Do your grades accurately reflect your abilities?
- Were you financially responsible for your education?
- How many classes did you miss because of illness, personal business, or other reasons?

Work Experience and Accomplishments

- What did you enjoy most/least about your last job?
- Have you ever quit a job? Why?
- Which three accomplishments are you most proud of?
- What problems have you solved on the job?
- What work experience did you have during college?

Skills and Personal Qualities

- Tell me about yourself. (Be prepared for this one. It may be the first question asked. Briefly highlight your career interests, academic background, work experiences, and strengths.)
- What are your greatest strengths?
- Can you describe any weaknesses? (Make sure you cite something that you are actively improving upon. Turn it into a positive. Do not mention a weakness, which would directly and negatively impact your ability to do the job.)
- What skills have you developed?
- Why should we hire you rather than another candidate?
- Is there anything not on your resume that you would like to share? (Your answer may include any volunteer work, activities, or community service).
- Define success and failure.

The Job and Employer

- Why did you choose to interview with us?
- How does your college education or work experience relate to this job?
- What do you know about us (products or services)?
- What are your salary requirements?
- Why are you a good candidate for this position?

Work Environment

- Do you prefer to be supervised or work on your own?
- Would you be successful working on a team?
- Have you worked under deadline pressure? When?
- Are you able to work on several assignments at once?
- Do you prefer large or small organizations? Why?

The Future

- Describe your ideal job.
- Where do you want to be in five years? Ten years?
- Do you plan to further your education?

Typical “Behavioral Interview” Questions

- Give an example of a situation when you dealt with a difficult customer.
- Provide an example that demonstrates your ability to work effectively as part of a team.
- Describe a time when you successfully managed multiple responsibilities.
- Describe a project or situation which demonstrates your ability to analyze and solve problems.
- Give an example that demonstrates your organization skills and attention to detail.
- Describe a time when you had a conflict or difference of opinion with a co-worker.

Questions to Ask Employers at the First Interview

- Please describe the duties of the job.
- What might I expect in the first six months?
- What skills are important for someone in this position?
- Can you tell me about the team projects I will be working on?
- Will I have an opportunity to work on special projects?
- Do you offer a training program? How long does it last?
- What type of professional development opportunities are available for employees?

Second or Third Interview

- How much responsibility will I have during my first assignment? Subsequent assignments?
- Do you promote from within or hire from the outside?
- What is the largest single challenge facing your staff/department/organization?

Point of an Offer

- What is the salary range for this position?
- Are salary adjustments geared to the cost of living or job performance?
- Do you have a standard or optional benefits package?
- What is your vacation policy?
- What is the performance review process?

TELL ME ABOUT YOURSELF

The Two-Minute Drill

Interviews often begin with this question. Use the worksheet below to outline and develop a well-rehearsed summary of your education and experience that includes some of your most significant accomplishments or strengths and how you became interested in the field.

Education/Training

Begin with your education. Mention your year in school, your major(s) and minor(s), and how you became interested in the field. You can include your GPA (if 3.0 or higher), skills you have learned, or an example of an academic project. You can also mention memberships in campus organizations and any leadership roles.

Relevant Experience

Include skill building experiences (work, extra-curricular, academic projects). Focus on transferable skills that would be valuable to employers in the field, and professional accomplishments or recognition you received. Transferable skills are skills developed in one setting that apply to a variety of other settings and experiences.

Key Strengths

Based on your research of the organization, mention two of your key strengths that match their requirements.

1.

2.

Your Future

Include information to reveal that you are a thoughtful and competent job seeker. Communicate that you have chosen XYZ career for substantive reasons. Organize your thoughts into: **Interest, Skills, Experience, and Personality.**

Sample Answer

I am currently a junior at Rutgers University majoring in computer science. I became interested in computers at a young age and took a few college-level programming courses while in high school, which helped me decide on my major.

I have excelled in all my coursework at Rutgers, while working 20 hours a week at the University Computing Center in a technical support role. I enjoy assisting users and problem solving because it is challenging and I learn something new every day.

In addition to this, I had an opportunity to intern over the summer with XYZ company, where I contributed to software development projects, including database design. I am particularly interested in this area and this is where I would like to begin my career.

In reviewing the job description, I was drawn to the database design aspects where I feel I would be able to make an immediate contribution. I look forward to learning more about your MIS department and the challenges of the position.

Chapter 5:

CONSIDER OFFERS

and Make an Impact at Your Internship or Full-time Job

Considering an Offer of Employment

Evaluating a job offer is more than just taking the job with the best salary. There are many factors to consider in the process:

- **Take time to consider the offer:** We recommend that employers give you two weeks to consider an offer. If they give you less than two weeks, you may negotiate for more time. Offers may be contingent on reference/background checks, drug tests, degree completion, and GPA.
- **Request the offer in writing:** While the offer may be extended verbally, the written offer may contain important details to help you make an informed decision.
- **Evaluate the salary and benefits:** Research the going rate for similar jobs, including location, job duties and industry. Benefits can include insurance, vacation/holidays, retirement options, health clubs, and child care. Employee benefits can comprise up to 40 percent of your total compensation package.
- **Observe the office environment and company culture:** Every office has a different feel to it. Some offices are casual and others are formal. Find the best fit for you. Consider how you align with the shared attitudes, values, goals, and practices of the company you're considering.
- **Consider negotiable areas:** Extensive research will enrich your discussions with the employer when considering topics such as salary, benefits, start date, pre-scheduled travels, relocation, and more.
- **Act Ethically:** When considering an offer, employers expect you to act ethically in your interactions. This pertains to presenting your qualifications truthfully and honoring your commitments. It's not OK to back out once you have accepted an offer if another offer comes along soon after. This is called renegeing and is against Career Exploration and Success offer/acceptance policies. If you renege, you may be subject to sanctions including being banned from the Rutgers Handshake system, and all employment related services, including on campus interviews. If you are uncertain about accepting an internship or full-time job offer, speak with a career advisor in Career Exploration and Success.

For assistance in evaluating an offer:

Contact Career Exploration and Success at **848-445-6127** (Busch Campus) or **848-932-7997** (College Avenue Campus) to meet with a career advisor. **Please indicate that you have received an offer when you call**, so that we can schedule a meeting as soon as possible if timing is critical. Bring your offer correspondence with you to the appointment.

Make an Impact

Making an impact in your internship or first full-time position comes down to simply understanding and following work-place etiquette. Work-place etiquette is nothing more than the behavior and manners that are acceptable at your work site. The tricky part is that each place-of-work is different and the rules are different from the rules that apply to you as a student. People don't expect you to be a student. They expect you to act the way they do, as a professional in their line of work. If you don't figure out the rules, you may have a poor experience and a poor evaluation. Here are a few guidelines and ideas to help you get on track:

1. Dress the part.

Yes, this is important! When you walk in the door of your work site, even if it is on campus, you are no longer a student. Appropriate attire is different for every organization. Look around you. What are others wearing? What about their hairstyles? What kind of accessories are the norm? Model your dress and grooming after that of your supervisor and other professional staff.

2. Follow the chain of command.

It is important for you to know the formal and informal reporting structures within your organization. Once you understand them, follow them! The unspoken rule is this: do not go around, behind, or over anyone. Follow the chain of command in all your communications and actions. That means go to your supervisor first. Also, identify the second in command or the person you can go to in your supervisor's absence.

(Continued on next page)

Make an Impact (Continued)

3. Respect confidentiality.

You can talk about issues, projects, and the work environment, but refrain from talking about people. Gossip can get back to people and wind up hurting you. Don't be hurt if you are left out of certain discussions—some issues are for staff eyes and ears only. Finally, don't take sides; steer clear of interoffice politics. Remember that you are there to work on your projects.

4. Respect the support staff.

They have been there longer than you, and they know more than you. They can be terrific allies in helping you get accustomed to the work environment, helping you understand the unspoken rules, and helping you accomplish your goals if you treat them with the respect they are due. Remember this: without support staff, the organization would not run.

5. Learn basic social skills.

This might seem rather silly, but if no one ever taught you such rituals, you are well advised to learn them quickly! Go to the library and read some etiquette books, or pattern your behavior after those around you. How you handle hellos, goodbyes, and basic courtesies of speech and action can win friends or turn people off. For example, don't sit down in someone's office until you are invited to do so.

6. Be on time.

As a student, some faculty members may not penalize you if you fly into class five minutes late or if you miss class. In the work world, that just won't cut it. Tardiness and absenteeism signal disrespect for others' time and a lack of interest in the work. Promptness signals eagerness, responsibility, and respect for others. At the beginning of the day and at all your meetings, be on time or five minutes early. The only reasons that may justify an absence from work are serious illnesses or family emergencies. It is important to call immediately and speak directly with your supervisor if you have a problem which will keep you from work.

7. Learn to make a positive first impression.

Practice until you acquire a firm handshake. Learn how to make introductions and how to introduce yourself to those you don't know. Be friendly, smile, and extend yourself. These are all parts of important first impressions.

8. Take initiative.

Offer to help on projects and assist others in the office without being asked to do so.

9. Turn off the cellphone and don't open Facebook.

Your employer expects you to work during the work day, not conduct personal business or be distracted by texting friends or checking social media. These things can be done during lunchtime or other breaks, but don't jeopardize your position because you couldn't wait until after work to text your friends about dinner plans.

10. Be a good ambassador.

Be aware that you reflect the institution. How you perform and behave at work will establish your professional image, for better or worse, and also, the future of other Rutgers interns or full-time candidates. Think about the long-term benefits of good workplace etiquette. You might want to ask your previous supervisors for job recommendations or contacts. You may apply for full-time or summer jobs at a previous work site. Have you proven that you can make it in that type of environment? Have you earned a positive recommendation? What you do today can stick with you for a long time. Make it count!

**Adapted from Muhlenberg College and Seattle University*

Stay in Touch After the Conclusion of Your Internship/Job

- Create a key contacts file for networking contacts you make throughout your career
- Stay in touch with colleagues and supervisors from past internships and full-time positions
- Send a note following graduation to previous internship sites to keep them updated on your progress
- Use good judgment regarding contact frequency

Establishing Your Professional Reputation

Establishing your professional reputation is an important part of making an impact at your internship or first full-time position. The Rutgers Student Code of Conduct (studentconduct.rutgers.edu) outlines standards for students to follow as members of the university community. These standards are not unique to an academic setting, but can be applied to all professional settings including the workplace. Having a reputation as an ethical professional is vital in making an impact and being a respected employee or intern.

Conducting yourself ethically in all aspects of your professional life includes being ethical in your interactions and engagement with departments on campus including Career Exploration and Success as well as faculty, staff, and your peers. Representing yourself with honesty and integrity is also important in your interactions with employers. When you connect with employers and others outside the university, you represent Rutgers. Career Exploration and Success has established policies and ethical guidelines regarding scheduling appointments and registering for events, participating in the On-Campus Interview Program (OCI), participating in the Rutgers Internship and Co-op Program (RICP), and job and internship offer acceptance guidelines.

For detailed information regarding Career Exploration and Success policies go to careers.rutgers.edu.

Chapter 6:

EXPLORE GRADUATE & PROFESSIONAL SCHOOL

Is Graduate School Right for You?

1 Where Should You Go to Graduate School? Consider these Key Criteria:

- **Interest in the Field.** Your interest in and commitment to your field are probably the most important factors. If you're uncertain about what to study, that's a clue to wait.
- **Availability of a Degree Program.** Do research to see which universities offer the programs that meet your interests. Look beyond the catalog to determine if a program is right for you.
- **Career Opportunities.** What is the job outlook like for the next few years? What are the current job prospects in the field? What are future projections? Remember that job markets are bound to change—for better or worse—during any four-to five-year period.
- **Quality.** Key factors in assessing quality are faculty, facilities, student body and reputation. For graduate programs requiring extensive library research, inquire about the size of the institution's library holdings to ensure resources will be available when needed. To determine quality, talk to professors and professionals in the field.
- **Cost.** The cost of graduate education varies significantly. Many graduate programs in the arts and sciences offer students a "package," which is a combination of tuition remission, fellowships, and teaching assistantship support, particularly for Ph.D. programs. Others, especially the professional schools, provide little or no support.
- **Location.** Do you prefer urban, suburban or rural locations? Consider the accessibility of mass transit, commuting time and costs, and proximity to other educational institutions, research institutes, and libraries. If you are considering law school, think about schools located in geographical areas where you would like to establish your professional affiliations or to apply for the bar exam. Other careers such as teaching, counseling, and social work will offer certification in the state you graduated in.
- **Size.** Institutional size provides a clue to the overall environment, character, academic resources, class size, and student-faculty ratios.
- **Credit vs. Non-Credit.** An increasing number of non-credit, non-matriculated, and extension-type programs might be more appropriate than traditional degree programs.

2 How Do You Get Admitted? There are six key aspects to the graduate admissions process:

- **Undergraduate Preparation.** Be sure you know the specific academic requirements of the program.
- **The Application.** This form may be your only contact with an admissions committee and the impression you make is critical. If essays or personal statements are required, make sure you write in a clear, concise, and grammatically correct style. Have your statement critiqued by a professor and/or career advisor.
- **Credentials.** Graduate and professional schools require three items in support of the application: transcripts of your college work, recommendations, and standardized test scores. Transcripts are obtained from the Registrar, who will forward your official transcript to the school to which you are applying. Recommendations should be from professors or professionals in the field and from individuals who know you and your work well; letters from well-known individuals are a plus. If your schools require providers of recommendations to submit letters by postal mail, be sure to set up and utilize your online credentials file at Interfolio.com.
- **Standardized Tests.** Make sure you give yourself enough time to adequately prepare. Depending on the type of program to which you are applying, the weight/value of the standardized tests relative to your admission can vary.
- **Interviews.** Interviews are required for many health professions and doctoral programs. Before an interview is arranged, you should prepare by learning more about the program and providing a clear impression of who you are.
- **Deadlines.** Note all deadlines, including portfolio submissions (for studio programs), interviews (if required), and standardized tests. Create a timeline to keep track of all deadlines and help you maintain your focus. Apply as early as possible. Early applications demonstrate a strong interest and motivation in the program.

- ### 3 When Should You Begin Graduate School? If your goals are clear and financial resources are available, consider studying for a master's or doctoral degree shortly after graduation. If your career goals are not yet well established and your resources are insufficient, you should probably wait several years.

**You can get additional information and assistance with your graduate school plans by scheduling an appointment with Career Exploration and Success using your Rutgers Handshake account and visiting our website at careers.rutgers.edu.

Planning and Applying to Graduate or Professional School

The following is a general timeline to follow when applying to graduate or professional school. This timeline can vary greatly depending on the area of study you're pursuing, so be sure to note individual program deadlines.

○ 12-14 months prior to application

- Explore your career interests. Is a graduate degree necessary to reach your career goals?
- **Use organizational tools such as a planner to keep yourself focused and consistent with your work.**
- Identify and research schools/programs related to your career interests.
- **Speak with faculty members, alumni, and professionals in your field of interest for professional insight!**
- Have a clear idea of what you want in a graduate/professional education in order to apply to programs suited to your needs.
- **Identify potential writers for letters of recommendations and begin your requests.**
- Explore and research potential financial aid resources.
- **Note financial aid deadlines for schools to which you are applying.**
- Engage in and/or continue involvement in experiential learning opportunities (e.g., research, internships, service-learning, fellowships, etc.).

○ 6-10 months prior to application

- Develop a list of programs/schools to which you will apply. Consult with faculty and students from each program.
- **Continue consulting faculty and advisors for recommendations.**
- Attend workshops and utilize services offered via Career Exploration and Success during the application process (e.g., Planning for Graduate School workshop, mock interview practice, personal statements/essays critique, etc.).
- **Prepare for required standardized tests (e.g., the GRE, and/or GRE Subject Test; if applicable, GMAT, MCAT, LSAT) and register to take them.**

○ 3-5 months prior to application

- Finalize list of programs/schools you will apply to—include at least one "safety sure-shot" and one "dream school long-shot."
- **Register to take all required test(s) and have scores sent to schools.**
- Allow approximately 10-15 days after test date for scores to be released to schools—computer version.
- **Allow at least six weeks after test date for scores to be processed—paper version (e.g., if the application deadline is February 1, make sure you've taken the test by November 1).**
- Request official transcripts.
- **Begin completing graduate/professional school applications.**
- Begin drafting and revising your personal statements/essays.
- **Stay in touch with those who are writing your letters of recommendation and make sure they have information and instructions on where and how to submit letters.**

● 1-2 months prior to application

- Follow-up with schools to confirm receipt of materials and that all is complete. If you have not already, make plans to visit schools/programs to which you are accepted.
- **Once you decide on a program to attend, withdraw applications from all other schools.**
- **After receiving notification of acceptance to the program of your choice, send the required deposit and notify other schools to decline acceptance.**
- Send notes of appreciation to those who assisted you through the process (e.g., writers of recommendation letters, faculty, alumni).

Guidelines for Writing the Personal Statement



The Writing Process

- Accentuate your strengths.
- Paint pictures and tell stories about what makes you special.
- Find out the specific orientation and philosophy of the graduate program. Adapt and refine your statement to fit.
- **Paragraph 1:**
An interesting personal story
- **Paragraph 2:**
Your academic interests and achievements
- **Paragraph 3:**
Your relevant interests and achievements
- **Paragraph 4:**
Your career interests
- **Paragraph 5:**
Why you are interested in this particular school and what qualities you will bring to this school



Visit Career Exploration and Success (CES).

You can schedule an appointment with Career Exploration and Success for a personal statement critique. Send your personal statement via email to your career advisor at least two business days (Mon-Fri) before your appointment.

To schedule an appointment, visit:

careers.rutgers.edu/handshake

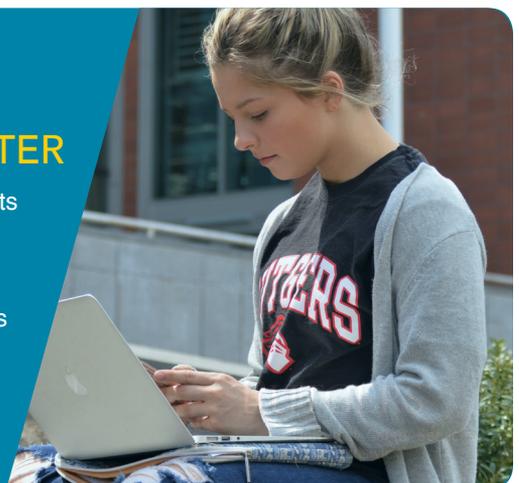
BE PREPARED.

TESTING & EDUCATION REFERENCE CENTER

Testing & Education Reference Center provides materials for practicing tests ranging from secondary school level to graduate studies, such as AP, SAT, ACT, GRE, LSAT, MCAT and MAT, etc.

This database provides research and career planning resources. It includes a resume builder as well as a map to develop a career path through the virtual career module.

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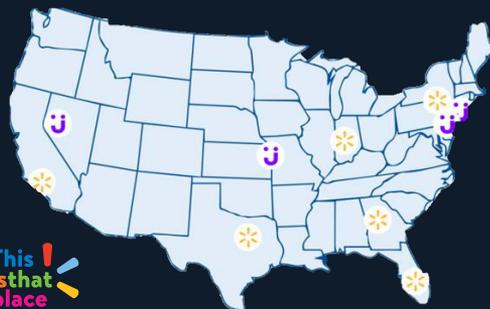
*NJBIZ, Best Places to Work NJ 2019
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POTENTIAL EARNINGS



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