OUR MISSION
The Roger Williams University Center for Career & Professional Development prepares our students and alumni for life after college by helping individuals understand their personal and professional values and interests and acquire the skills necessary to obtain professional employment or admission into graduate school. We work with students from the start of their college career through their professional lives after RWU.

CAREER SERVICES
Career Counseling:
• Resume Critiques
• Cover letters
• Career, industry and self exploration
• Graduate school advising
• Internship search
• Career assessments
• Job & internship search
• Externship program

Events:
• Network with employers in your field
• Career fairs
• School specific events such as:
  - Feinstein College of Arts & Sciences Networking Reception
  - School of Justice Networking Reception

Career Planning Seminar:
A series that will not only cover internships, but the correlation of majors to careers, social media as a research tool and networking instrument, resume and cover letter development, interviewing strategies and professionalism.

All students who are participating in the Internship Program and wish to obtain credit, either to fulfill a requirement or as an elective, are required to attend the Career Planning Seminar in a semester prior to registering for their Internship.

Hawks Hunt:
Online career management tool
• Search for part-time or full-time jobs
• Search for internships
• View and schedule on-campus interviews
• View and RSVP for career-related events
• Sign up for workshops and seminars
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College Recruitment Media and Roger Williams University wish to express their gratitude to the advertisers listed above for their generous support of the 2016-2017 Guide to Career and Professional Development.
Are You Career Ready?

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths and interests. These students are Career Ready.

How do you become career ready? Mastering these career readiness competencies will prepare you for a successful transition into the workplace.

**Career Management**
- Identify and articulate skills, strengths, knowledge and experiences relevant to career goals. Identify areas for professional growth. Navigate and explore job options. Self-advocate for opportunities in the workplace.

**Oral/Written Communication Skills**
- Articulate thoughts and ideas clearly and effectively to various audiences in written and oral forms.

**Professionalism/Work Ethic**
- Demonstrate personal accountability and effective work habits: punctuality, working productively with others and workload management. Demonstrate integrity, ethical behavior and act responsibly. Learn from mistakes.

**Teamwork/Collaboration**
- Build collaborative relationships with individuals representing diverse cultures, races, ages, genders, religions, lifestyles and viewpoints. Work within a team structure, negotiate and manage conflict.

**Leadership**
- Leverage the strengths of others to achieve common goals. Use interpersonal skills to coach and develop others. Assess and manage emotions and those of others. Use empathetic skills to guide and motivate.

**Critical Thinking/Problem Solving**
- Exercise sound reasoning to analyze issues, make decisions and overcome problems. Obtain, interpret and use knowledge, facts and data. Demonstrate originality and inventiveness.

**Information Technology Application**
- Select and use technology to accomplish tasks and solve problems.
DISCOVER
Identify your interests, skills, values and personality. Unsure of how to approach this? Start with us! Learn all you can about occupations and career fields that might be a good fit with your interests, natural abilities, personal values and overall personality characteristics. The CCPD has several ways of making this easier for you.

PREPARE
The CCPD can help you get prepared to enter the workplace as an intern or professional. Taking the time to get your resume, cover letter, references, etc. together will help ease this process.

EXPERIMENT
This is critical. Internships and well-chosen part-time jobs help apply theoretical classroom learning to real-life. You will be able to test career goals, gain on-the-job experience and build a network. You can gain opportunities for integrated learning experiences through internships, research, study abroad, living-learning programs, CPC projects, leadership and service-learning.

EXCEL
The CCPD will help to prepare you to be the best professional you can be! We will help you develop skills to market yourself effectively during a job interview, understand office etiquette and professionalism, and negotiate your starting salary.

Understanding your finances post graduate is hugely important, we will help you understand the relationship between your starting salary compared to your expenses to make sure you stay on budget.

Graduate School. An alternative to entering the workforce is to attend graduate school, and the CCPD is your go to for any questions regarding the graduate school process.

Meet with your Career Advisor to gain a better insight into how your personality affects your interests, communication style and motivation. TypeFocus can help take your self-awareness deeper while exploring your personality, interest, values and skills.
Everyone is at different places in their journey to success. Please use this road map as an outline for the exploration process and resources available to you during your internship, graduate school, and job search.

The CCPD offers career advising, resumes drop-ins and mock interviewing. Make sure to take advantage of these preparatory services before you start applying for internships and jobs!

**EXCEL**

The CCPD will help to prepare you to be the best professional you can be! We will help you develop skills to market yourself effectively during a job interview, understand office etiquette and professionalism, and negotiate your starting salary.

Understanding your finances post graduate is hugely important, we will help you understand the relationship between your starting salary compared to your expenses to make sure you stay on budget.

**Graduate School.** An alternative to entering the workforce is to attend graduate school, and the CCPD is your go to for any questions regarding the graduate school process.

Schedule an appointment today!
1. Go to www.mynextmove.org
2. Select the career search tool that best fits you. (i.e., “I want to be a,” “I’ll know it when I see it,” or “I’m not sure...”)
3. Select a potential career that interests you
4. Complete the worksheet below

**JOB TARGET (Job Title):**

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<th>Education/Training</th>
<th>What education/training is required for this occupation?</th>
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<td>Knowledge/Skills/Abilities</td>
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<td>Job Outlook</td>
<td>What is the job outlook in your preferred state?</td>
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<td>If the outlook is not good for your state, what are some alternate locations?</td>
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<td>Salary</td>
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<td>Does this salary range fit my requirements</td>
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<td>Assessment</td>
<td>Based on the information above, is this a good job to pursue?</td>
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<td>❑ Yes  ❑ No</td>
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<td>If the answer is no, consider related occupations to your job target, and fill in this worksheet for alternate options.</td>
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<td>My Next Steps</td>
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WHAT ARE TRANSFERABLE SKILLS?

A transferable skill is a “portable skill” that you deliberately (or inadvertently, if you haven’t identified them yet) take with you to other life experiences.

Your transferable skills are often acquired through:
- a class (e.g., an English Literature major who is taught technical writing)
- experience (e.g., the student government representative who develops strong motivation and consensus building skills)

Transferable skills supplement your degree. They provide an employer concrete evidence of your readiness and qualifications for a position. Identifying your transferable skills and communicating them to potential employers will greatly increase your success during the job search.

Remember that it is impossible to complete college without acquiring transferable skills. Campus and community activities, class projects and assignments, athletic activities, internships and summer/part-time jobs have provided you with countless experiences where you’ve acquired a range of skills—many that you may take for granted.

Identifying Transferable Skills

While very closely related (and with some overlap), transferable skills can be divided into three subsets:
- Working with people
- Working with things
- Working with data/information

For example, some transferable skills can be used in every workplace setting (e.g. organizing or public speaking) while some are more applicable to specific settings (e.g. drafting or accounting).

The following are examples of skills often acquired through the classroom, jobs, athletics and other activities. Use these examples to help you develop your own list of the transferable skills you’ve acquired.

Working With People
- Selling
- Training
- Teaching
- Supervising
- Organizing
- Soliciting
- Motivating
- Mediating
- Advising
- Delegating
- Entertaining
- Representing
- Mediating
- Advising
- Delegating

Working With Things
- Repairing
- Assembling parts
- Designing
- Operating machinery
- Driving
- Maintaining equipment
- Constructing
- Building
- Sketching
- Working with CAD
- Keyboarding
- Drafting
- Surveying
- Troubleshooting

Working With Data/Information
- Calculating
- Developing databases
- Working with spreadsheets
- Accounting
- Writing
- Researching
- Computing
- Testing
- Filing
- Sorting
- Editing
- Gathering data
- Analyzing
- Budgeting

EASY STEPS TO IDENTIFY YOUR TRANSFERABLE SKILLS

Step 1. Make a list of every title you’ve held (part-time, full-time and internships), along with volunteer, sports and other affiliations since starting college. (Be sure to record officer positions and other leadership roles.)

Step 2. Using your transcript, list the classes in your major field of study along with core courses. Include electives that may be related to your employment interests.

Step 3. For each job title, campus activity and class you’ve just recorded, write a sentence and then underline the action taken. (Avoid stating that you learned or gained experience in any skill. Instead, present your skill more directly as a verifiable qualification.)

“While working for Jones Engineering, I performed 3D modeling and drafting.”

NOT “While working for Jones Engineering, I gained experience in 3D modeling and drafting.”

“As a member of the Hawks for Haiti, I developed and coordinated the marketing of club events.”

NOT “As a member of the Hawks for Haiti, I learned how to market events.”

Step 4. Make a list of the skills/experiences you’ve identified for future reference during your job search.

ADDITIONAL TIPS TO HELP IDENTIFY YOUR TRANSFERABLE SKILLS

1. Review your list of transferable skills with someone in your field(s) of interest to help you identify any additional skills that you may want to include.

2. Using a major job posting website, print out descriptions of jobs that interest you to help you identify skills being sought. (Also use these postings as guides for terminology on your resume.)

3. Attend career fairs and company information sessions to learn about the skills valued by specific companies and industries.

Written by Rosita Smith.

According to a NACE survey, the top skills employers are looking for are leadership and the ability to work in a team.
# Your Resume Checklist Guide

## Overall Document Format
- Is the formatting consistent, not too much white space, and appropriate margins used (between .5” and 1.25”)?
- Is the font size between 10-12pt, and used consistently? Is the typeface professional and easy to read?
- Is the resume free of grammatical and spelling errors?
- Do you use present tense for current positions and past tense for past experiences?
- Is the document an appropriate length (one page suggested)?
- Are content sections listed in order of what is most relevant, with education at the top?
- Are items within content sections listed in reverse chronological order?
- Do you use short, concise statements and avoid using personal pronouns (I, me, my)?

## Contact Information
- Does the resume contain the necessary contact information? Did you provide your name, mailing address (permanent and/or local), email address, phone number, LinkedIn URL?

## Education
- Does this section begin with Roger Williams University academic information? Degree, major/concentration, school accreditations, graduation or anticipated graduation date, minors?
- Are honors, academic scholarships and awards listed (if applicable)?
- Are relevant courses, study abroad experience and research included?
- Is GPA treated appropriately? Included if 3.0 or above, omitted if below 3.0.

## Experience Section(s)
- Does each experience include position title, organization name, location and date/duration? Student, class and university included if the experience was a course project?
- Does the resume exclude all outdated experiences? Focus mainly on relevant recent experiences?
- Do your bullet points start with strong action verbs?
- Do your bullet points identify the knowledge, skills and abilities utilized in that position?
- Do your bullet points effectively describe what you did, how you accomplished it, why the task was important, and/or what impact your performance had within the organization?
- Are your experiences described in ways that support your career objective, incorporate quantitative examples and use career field specific language?
- Have you included keywords that are found in the job description?

## Additional Experience & Skills
- Are relevant non-work experiences, extra-curricular activities, volunteer work, leadership roles, etc. included in an additional section?
- Is your “Skills” section limited to technical and language skills relevant to the position that you are seeking?

## References
- Make sure your resume does not list names of references or the phrase: “References available upon request”?

## Bottom Line
Overall, are you proud of the way your resume looks and reads? Have you made the key information easy to find and understand? Can you provide a rationale for each piece of information included (in terms of relevance)?

Lastly, the purpose of a resume is to obtain an interview. If you were an employer, would you want to interview the person represented by this resume?

---

The average length of time recruiters look at your resume is only 6 seconds!  
- The Ladders
222 Powerful Action Verbs to Use in Resume

By Kickresume

Administration and Management
- Advised
- Authorized
- Consolidated
- Delegated
- Developed
- Directed
- Enforced
- Headed
- Initiated
- Launched
- Managed
- Monitored
- Pioneered
- Processed
- Promoted
- Referred
- Sponsored
- Supervised
- Trained
- Validated

Sales and Persuasion Job
- Consulted
- Documented
- Established
- Identified
- Improved
- Increased
- Launched
- Led
- Maintained
- Marketed
- Negotiated
- Obtained
- Planned
- Promoted
- Realized
- Reduced
- Resolved
- Stimulated
- Surveyed

Office Support Job
- Administered
- Allocated
- Assisted
- Awarded
- Budgeted
- Completed
- Determined
- Evaluated
- Executed
- Formulated
- Hired
- Implemented
- Justified
- Managed
- Operated
- Organized
- Repaired
- Resolved
- Started

Financial Management Job
- Adjusted
- Allocated
- Appraised
- Balanced
- Calculated
- Cut
- Developed
- Doubled
- Down sized
- Economicized
- Eliminated
- Financial
- Gained
- Generated
- Managed
- Protected
- Reduced
- Saved
- Secured
- Systematized

Technical Job
- Analyzed
- Computed
- Compiled
- Conducted
- Designed
- Developed
- Drafted
- Examined
- Expanded
- Formed
- Generated
- Improved
- Installed
- Launched
- Molded
- Operated
- Prepared
- Processed
- Programmed
- Networked
- Systematized

Communication and Creativity
- Authored
- Built
- Composed
- Created
- Demonstrated
- Designed
- Developed
- Directed
- Facilitated
- Formulated
- Interpreted
- Interviewed
- Invented
- Lectured
- Produced
- Projected
- Recruited
- Stimulated

Helping and Caregiving
- Advised
- Aided
- Boosted
- Brooded
- Contributed
- Diagnosed
- Encouraged
- Facilitated
- Guided
- Mentored
- Nursed
- Obligated
- Optimized
- Provided
- Reformed
- Repaired
- Represented
- Resettled
- Unified

Research and Analysis Job
- Administered
- Analyzed
- Audited
- Calculated
- Collected
- Compared
- Conducted
- Detected
- Discovered
- Evaluated
- Examined
- Experimented
- Explored
- Found
- Identified
- Investigated
- Obtained
- Organized
- Researched
- Surveyed

Teaching Job
- Advised
- Briefed
- Built
- Certified
- Clarified
- Coached
- Collaborated
- Coordinated
- Delegated
- Directed
- Demonstrated
- Educated
- Effectively
- Empowered
- Expansed
- Generated
- Implemented
- Lectured
- Set goals
- Trained

Action Words for Many Skills
- Accomplished
- Adopted
- Allocated
- Approved
- Arranged
- Assured
- Collected
- Communicated
- Compensated
- Conserved
- Contributed
- Demonstrated
- Evaluated
- Executed
- Facilitated
- Forecast
- Founded
- Governed
- Illustrated
- Improved
- Increased
- Initiated
- Integrated
- Interpreted
- Invented
- Led
- Managed
- Optimized
- Overhauled
- Prioritized
- Proposed
- Realized
- Repaired
- Stimulated
- Strengthened
- Uplifted
- Vanished
**Articulating EXPERIENCES for Resumes & Interviews**

**INTERNSHIP**

**Marketing Intern**  
**May - August 20XX**  
**ABC Agency, Providence, RI**

- Strengthened Microsoft Excel skills by creating more efficient client information database system
- Analyzed company’s young adult marketing campaign and created comprehensive report on findings
- Developed interactive presentation to present market research findings to marketing team
- Based on superior performance, invited to serve on management team’s Intern Advisory Board

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? Why? Why not?

**UNDERGRADUATE RESEARCH**

**Research Assistant/Lab Coordinator**  
**March - May 20XX**  
**Department of Psychology, Roger Williams University**

- Conducted research in the Interpersonal Relationships Lab, translating basic science principles into therapeutic interventions
- Oversaw lab’s daily activities and 14 other undergraduate assistants, and standardized all psychological measures used within the lab
- Surveyed participants in an attachment study and coded data
- Interviewed Research Assistant (RA) applicants for the next semester, evaluated applications, and chose new RAs

Potential Interview Questions:
- What made you interested in working in a research lab?
- What skills have you gained from this research experience that you plan on using if you are offered a job here?

**STUDY ABROAD**

**Education:**  
**Accademia Italiana**  
**September - December 20XX**  
**Florence, Italy**

- Program of study: Italian language and Italian cultural studies

**Related Experience:**  
**English Language Teaching Assistant**  
**Scuola Primera San Pier Martire**, Florence, Italy  
**September - December 20XX**

- Instructed English language to Italian students, ages 7-11
- Discussed aspects of United States culture, including American holidays, sports, and school

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

**LEADERSHIP**

**President**  
**John Jay Society, Roger Williams University**  
**August 20XX - Present**

- Coordinated fall new member campaign; increased membership 15%
- Manage yearly budget of $8500; prepared proposal for student government funding allocation
- Enhanced organizational skills by coordinating event logistics such as scheduling volunteers, making room reservations, preparing meeting agendas, and overseeing social media marketing efforts

Potential Interview Questions:
- How did you handle personality conflicts with members of your organization?
- How did you assess the success or failure of your events?

**SERVICE LEARNING**

**Volunteer Tutor**  
**Prince George’s County Public Schools, Providence, RI**  
**August 20XX - Present**

- Tutor elementary-aged students once a week in math and reading
- Design customized activities and games for students based on individual needs
- Increase communication skills by discussing students’ progress with teachers and parents
- Develop peer training program for new college-aged tutors
- Awarded Volunteer Tutor of the Year by peers, teachers, and students, May 20XX

Potential Interview Questions:
- What did you learn about your communication skills while working with parents, students, and teachers?
- How did you measure your level of success while tutoring and after tutoring your student(s)?

**LIVING & LEARNING COMMUNITIES**

**Spanish Immersion Program Scholar**  
**May 20XX - Present**  
**Language House Immersion Program, Roger Williams University**

- Interact and communicate in Spanish with 4 roommates in a living-learning environment
- Research and discuss Spanish history, culture, literature, art, and ideologies in a cluster of 20 students

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 peers who speak other languages or have customs different from your own?
Samples of Work Experience

SPORTS STAFF

• Planned comprehensive sports curriculum for 100 campers
• Provided instruction in sporting techniques through verbal communication and physical enactment
• Designed innovative approaches to ensure equal participation of all involved campers

CAMP COUNSELOR

• Supervised a special-needs camper’s engagement in daily camp activities
• Developed a specialized agenda and facilitated group activities
• Received “Staff Member of the Session” award three times

UNDERGRADUATE RESEARCH ASSISTANT

• Selected for faculty research project with Chair of the Political Science Department
• Assembled comprehensive database of U.S. Supreme Court briefs
• Analyzed approximately 1,500 Supreme Court Amicus Curiae Briefs
• Recruited and scheduled over 20 students for research experiments
• Coded and organized primary research results onto spreadsheets

SALES ASSOCIATE/VISUALS COORDINATOR

• Aided customers in finding proper sizes, assembling outfits and finalizing purchases
• Represented the brand through personal presentation and positive interactions
• Designed and constructed visual layouts including bust forms, window displays, floor sets and lighting

SERVER

• Implemented and maintained a system of cost effective operations to keep expenses at a minimum
• Provided quality customer service in a fast-paced environment (at least five tables per hour)

RESIDENT ASSISTANT

• Planned community development programs for 150 residents
• Referred residents to campus services and programs
• Gained crisis management and conflict mediation skills
• Served as liaison between University residents and Resident Life administrators
• Logged judiciary, maintenance and program evaluation paperwork

CUSTOMER SERVICE REPRESENTATIVE

• Directed phone calls and scheduled appointments
• Trained over 10 new student employees
• Communicated with customers to address inquiries, researched accounts and recorded resolutions

RETAIL SERVICES

• Assured customer satisfaction and diffused stressful situations with customers
• Trained new employees on a touch screen computer program for cashiers
• Presented promotional information and made recommendations based on customers’ needs

STUDENT OFFICE ASSISTANT

• Provided administrative and programmatic support to office events
• Designed print and electronic promotional materials for direct distribution and Twitter posts
• Coordinated AV and room setup for workshops and panels
• Greeted program attendees and processed event registrations
• Responded to phone and email inquiries regarding events and services
• Performed data management including evaluation compilation and report generation

PEER MENTOR

• Build strong relationships with mentees to set goals and resolve issues academically, socially, and personally
• Inform students about helpful resources and ways to get involved around campus
• Help identify tailored strategies for success on and off campus
Senior Design Project: January 201X-May 201X
Team project involved the design of an HVAC system for the Providence Athenaeum. Work Scope included site analysis, taking measurements, and performing calculations to size heating and cooling loads. Developed building envelope alternatives and designed a new cost efficient system that will use sustainable energy.

—OR—

Senior Design Project: September 201X to Present
Providence Athenaeum, Providence, RI
• Identify, evaluate, and record the existing conditions inside and out
• Address the Athenaeum’s requirements for the foreseeable future and develop a plan for renovation
• Develop an economic report on the effects of the proposed solutions

WORK EXPERIENCE SECTION

Project Manager and Architectural Designer: 201X-Present
Community Partnerships Center | Roger Williams University, Bristol, RI
• Design and manage real life architecture projects for the local Rhode Island area
• Create full set of printed drawings and photorealistic renderings for local projects
• Collaborate with a group of individuals to establish successful designs
• Develop computer draft drawings for graduate students striving to complete thesis projects

Herreshoff Martine Museum | America’s Cup Hall of Fame (HMM), Bristol, RI: Sept. 201X-Present
Architectural Designer
• Assess architectural designs for feasibility and structural integrity; evaluate cost/risks and report findings to supervisor
• Utilize skill set and imagination to develop a plan for elements for improvement—materials, structure, and aesthetics
• Set up Client/Team meetings and manage project needs by displaying a schedule layout using Microsoft Visio and Excel
• Apply advanced knowledge and structural analysis skills of architectural designs during brainstorming meetings

Site Feasibility Access Project, Blackstone River, RI: Sept. 201X-May 201X
Senior Design Project
Collaborated with three members from the Senior Design Class to consult for the Blackstone Valley Tourism Council, RIDOT, RIDEM, and other state entities to:
• Identify feasible landing/access sites along the Blackstone River for recreational, safety, and limited commercial use.
• Conduct a Corridor Land Use Evaluation for identified sites to determine the possibility of hazardous commercial use.
• Develop a river access design to be implemented at selected sites.

GRAPHIC DESIGN EXPERIENCE
Conanicut Yacht Club, Jamestown, RI: 201X – 201X
Designed posters, banners, invitations, and apparel design for marketing

Literacy Volunteers of Washington County, Westerly, RI: 201X
Developed potential logo and website using Photoshop and InDesign
**IS YOUR RESUME ATS-PROOF?**

ATS = applicant tracking system

- Nearly 100% of large companies use ATS
- 50% of mid-sized companies use ATS

Who will see your resume first?

| VS | Human (28%) | ATS (72%) |

Resume Checklist

- Font Size > 10 < 12 points
- No Funky Fonts
- No Special Characters
- Attachments = .Doc or .RTF
- Format is correct in Plain Text (if you copy & paste resume)
- Tactfully Sprinkle Key Words
- 1-Inch Borders Only
- No Pics or Graphics

Source: cybercodes.com
FRESHMAN RESUME

Robert Smith
19 Dell Center Lane, Bristol, RI 02809
(401) 253-1123; rsmith976@g.rwu.edu

Education
Roger Williams University, Bristol, RI May 201X
Bachelor of Science in Engineering (Candidate) - ABET Accredited
Specialization: Civil Engineering
Minor: Mathematics

Classical High School, Providence, RI June 201X
National Honor Society GPA: 3.8

Relevant Coursework:

Leadership Experience
RWU School of Engineering, Bristol, RI August 201X - Present
Student Ambassador
- Selected from 40 applicants to assist students with transition to university life
- Provide tours of the School of Engineering and answer questions from prospective students during Open House and Accepted Student Days

Engineering Experience
Roger Williams University Freshman Design Project, Bristol, RI Fall 201X
Engineering Graphics/Design
- Developed a solution using the limited materials given to inexpensively sort recyclables
- Collaborated with two team members to design a pulley system to complete the task

Work Experience
Ca’zzi Italian Restaurant, Bristol, RI September 201X - August 201X
Server
- Trained up to 10 new employees on restaurant protocol and software
- Provided excellent customer service to up to six parties at once, ensuring proper orders and efficient service

Technology Skills
- Proficient with Microsoft Word, Microsoft Excel, Microsoft PowerPoint; SolidWorks

Activities/Community Service
- American Society of Civil Engineers, RWU Fall 201X - Present
- Men’s Tennis Team, RWU Fall 201X - Present
- Relay for Life-American Cancer Society, RWU Spring 201X - Present
  - Raised $5,000 over last two years for cancer research

SOPHOMORE RESUME

Paula Martin
50 Petrie Dish Row ♦ Berlin, CT 06037 ♦ (860) 555-0000 ♦ pmartin123@g.rwu.edu

EDUCATION
Roger Williams University, Bristol, RI May 201X
Bachelor of Science in Biology GPA: 3.8
Double Major in Chemistry – ACS Accredited
Concentration in Pre-Med
- Dean's List: Fall 201X-Present

Relevant Coursework:
- Biology I&II • General Chemistry I&II
- Calculus I&II • Physics I&II
- Biochemistry • Genetics
- Developmental Biology • Probability & Statistics
- Anatomy & Physiology I • General Psychology

Scientific Instrument Abilities: PCR, Gel Electrophoresis, Chromis Pro, Centrifuge, UV/Visible Spectrophotometer, GC, HPLC, IR, NMR

RESEARCH EXPERIENCE
Genetic Research Assistant February 201X-Present
Roger Williams University, Bristol, RI
- Conduct research on the location of the DNA mutation responsible for cardiac arrhythmia in the KCNE gene family of slo-mo Zebrafish.

LEADERSHIP EXPERIENCE
Vice President, Foundation for International Medical Relief of Children 201X-201X
Roger Williams University Chapter, Bristol, RI
- Co-founded the school chapter that provides medical supplies to a clinic in El Salvador.
- Organized, fundraised, and attended an alternative spring break trip to volunteer at the Las Delicias Pediatric Clinic in El Salvador.

Assistant Waterfront Director/Counselor Summer 201X-Summer 201X
YMCA Camp Coniston, Croydon, NH
- Supervised a staff of 70+ lifeguards and aquatic instructors, managed two waterfront areas, lead and critiqued search and rescue drills for 18 girls in an eight week residential camp.

Server February 201X-August 201X
Baci Grill, Cromwell, CT
- Trained new staff in serving and banquet etiquette, proper food handling procedure, and excellent customer service.

SKILLS AND CERTIFICATIONS
- Certified in handling vertebrate animals from the CITI Program
- Proficient in French
- Lifeguard, CPR, First Aid, Water Safety Instruction certification from the American Red Cross
- Competent in Microsoft Word, Excel, PowerPoint
EDUCATION

Roger Williams University, Bristol, RI  May 20X
Bachelor of Arts in Psychology GPA: 3.0+
Double Minor: Communication and Anthropology/Sociology
  • Dean’s List: Fall 20X – Present

Study Abroad: Umbra Institute, Perugia, Italy  Fall 20X
  • Gained a global perspective while living, studying, and traveling throughout Italy and Europe.

PROFESSIONAL EXPERIENCE

Child and Family, Middletown, MA  December 20X – Present
Sandpiper Intern
  • Manage small groups of children ages 3-7 during daily activities and play
  • Provided a therapeutic environment that promoted the physical and mental health of children

Newport County Court House, Newport, RI  June 20X – November 20X
Domestic Violence Advocate
  • Worked with victims of domestic violence helping them to obtain and drop restraining and no contact orders
  • Help prepare case’s to be presented to a judge and assist with safety planning for victims and their families
  • Attend and observe District & Family Court trials; provide input and information for the judge

Office of State Representative Nikki Tsongas, Lowell, MA  November 20X – May 20X
Social Media Intern
  • Achieved strong social media presence and successfully increased visibility of Representative Nikki Tsongas by 25%
  • Continuously monitored social media profiles for comments and concerns of constituents. Effectively responded to those concerns as necessary

Campaign Intern  June 20X – November 20X
  • Successfully increased voter turnout in Representative Tsongas’ district by 15 percent
  • Organized and oversaw grass roots campaign team, utilizing both door to door and tele-marketing campaigning

WORK EXPERIENCE

Newport Harbor Hotel, Newport, RI  January 20X – Present
Administrative Assistant
  • Manage email campaign to market and advertise upcoming events, design fliers utilizing Microsoft Publisher
  • Assist with administrative duties including greeting clients upon entering the office, answer phone inquiries, and customer service duties

Super Stop & Shop, Bristol, RI  February 200X – Present
Customer Service Department Head
  • Supervise upwards of 10 cashiers and baggers per shift; train new employees on general responsibilities
  • Accurately balance a minimum of 10 cash drawers per shift with upward of $1,000 per drawer
  • Promote cohesive work environment of all staff members, specifically cashiers and baggers
  • Organize and delegate nightly closing duties, which includes organizing stock shelves and cleaning registers

COLLEGIATE INVOLVEMENT

Student Senate, Treasurer  20X – Present
Big Brothers Big Sisters of Massachusetts, Fall River, MA  20X – Present
  • Paired with youth member of community for meetings twice a month

Bread and Roses, Soup Kitchen, Warren, RI  Volunteer  20X – 20X

SKILLS
  • Proficiency in Microsoft Office: Word, PowerPoint, Excel, and Publisher
  • Experience with social media: Facebook, Twitter, Instagram, Vine, and YouTube

RELEVANT EXPERIENCE

School of Justice Studies – RWU Research Assistant  Sept 20X – Present
“Perceptions of the Police, Crime, and Community Issues: A Study of Woonsocket, Rhode Island”
  • Supervise and organize all general aspects of the research project
  • Organize the printing, mailing, and follow-up of paper questionnaires using a version of the Dillman System a random sample of 2,000 Woonsocket Residents and Businesses
  • Accompany the investigator on site visits for observational research measuring signs of social and physical disorder; prepared tables, poster, and manuscript to be presented to city officials and Woonsocket PD

Geisser’s Supermarket, Windsor, CT | Front End & Closing Manager/Book Keeper  Feb 20X – Present
  • Investigate loss prevention (Loss Prevention II Certification – IGA Institute)
  • Trained five new employees as cashiers and three as customer service clerks
  • Supervise employees at customer service desk– authorize refunds, delegate tasks, and professionally handle customer complaints; responsible for cash-flow of cashiers and book keeping, and securing the store at closing
  • Fill-In Supervisor at various other stores in the chain to complete book keeping and/or store closing

Boston Police Department, Boston, MA | Probation Intern  Fall 20X
  • Assisted in the courtroom while learning the basics of the judicial process
  • Observed and documented interactions between probationers and Probation Officers
  • Researched and updated the department’s resource manual containing over 50 programs and services

Department of Public Safety – RWU Work Study Student  Sept 20X – May 20X
  • Consulted with the Associate Director to organize policies for Public Safety Accreditation process
  • Organized Student Driver Authorization in the University’s database (IXX Spreadsheet)
  • Developed brochures to promote campus safety and general guides; approved guest passes and verified identification

LEADERSHIP EXPERIENCE

Bayside Complex – RWU
Head Resident Assistant for Upperclassmen  Aug 20X – Present
Resident Assistant for Upperclassmen  Aug 20X – May 20X
  • Overseen approximately 90 residents, 11 other RA, Staff, and hold a minimum of eight programs per semester
  • Assist supervisor in creating a professional work environment for RAs
  • Upheld the Student Code of Conduct by educating residents when in violation and reporting said violations with the Department of Public Safety for protection of all students, staff, and property
  • Complete administrative tasks: write reports, perform resident hall safety checks, and nightly duty roams

Bridge to Success Mentor Program – RWU  20X – 20X
  • Provided tutoring and guidance to disadvantaged Middle and High School students
  • Helped to instill the importance of a college education by modeling actions and behaviors

SKILLS/CERTIFICATIONS
  • American Heart Association Heartsaver First Aid and CPR; PAC Restraint Techniques Trainer; MAP Certified
  • Microsoft Word, Excel, and PowerPoint
GUIDE FOR COVER LETTERS

INTRODUCTION
There are at least three good reasons to write a cover letter:
• Many employers use the cover letter to assess a candidate's writing and communication skills.
• To highlight aspects of your background. Don't regurgitate your resume but instead give concrete examples of your skills and experience and match them to the qualifications of the position or the needs of the employer.
• To stimulate interest in you and your resume and to underscore your interest in the job.
• Align yourself with the company and the position. Look up their mission statement and the vision of the organization, how can you connect with this?

FORMAT
• Any appropriate business letter format is acceptable. A standard set-up includes block paragraphs that are double spaced between paragraphs.
• The cover letter should be printed on the same paper your resume and reference list is printed on. You may also substitute the same heading used on your resume instead of your inside address.
• Do not indent paragraphs; use a colon after the greeting not a comma; greet with Mr. Ms. or Dr. not Mrs.

*Tip: The best way to start a cover letter is by taking the job posting you are applying for and highlighting areas that you have skills or experience. Then, you want to write about those job specific skills or experiences in your cover letter.

SUBMITTING THE COVER LETTER
• When emailing your resume, the cover letter may be used as the body of the email message itself or attached to an email as a separate document. If attaching, attach as a pdf.
• If the cover letter is attached to the email, the email message can be very brief, i.e., “I am applying for an internship position in your marketing department. My resume and cover letter are attached.” Be sure to give your contact information in the signature block of your email.
• Save the resume and cover letter with your last name/first name and subject, i.e., DoeJane Resume; DoeJane Cover Letter

COVER LETTER

Header from your resume
Including: Your Name, address City, State, Zip Code

Date
Employer's Name
Title
Company Name
Company Address
City, State Zip code

Dear Dr./Ms./Mr. :

FIRST PARAGRAPH: Create interest and attract attention! Let your personality, enthusiasm, and interest show! Explain why you are writing the letter. If you are responding to an advertisement, state the name and date of the publication or web site where you found the ad as well as the job title for which you are applying. If someone referred you, tell the reader who referred you and how they are connected to the organization. This is one of the strongest methods to ensure that your resume will be read and increases your chances of an interview dramatically. This paragraph will probably be only two to three sentences long.

SECOND PARAGRAPH: Tell the employer why you think you are qualified for the job. Highlight and expand upon your skills and experiences from your resume that you do not want the reader to overlook. This is a good place to mention any projects or work you are doing currently which is not listed in your resume. Be sure to tell the employer what you can bring to the organization.

THIRD PARAGRAPH: Indicate that you have researched the organization to which you are applying. Connect the organization's expressed needs with the skills and personality traits that you can bring to the job. Don't talk about what the organization can do for you, but what you can do for them. This should connect directly to the second paragraph. Utilize the organization's web site, job description and other information to draw correlations between the organization's needs and your skills, education and/or experience.

CLOSING PARAGRAPH: This paragraph has two purposes. First, thank the employer for reviewing your credentials. Second, indicate when you will contact the employer to discuss the possibility of an interview. If you do not have a contact person for the organization, be sure to state when and where you can be reached most easily.

Sincerely,
(sign your name here)
Your name typed
Sarah Morton
One Old Ferry Road, Mailbox #  •  Bristol, RI 02809  •  401-254-3224  •  smorton256@g.rwu.edu

April 13, 20X

Ms. Alice Potter
Vice President Human Resources
ABZ Corporation

Lead Event Planning & Marketing Intern
Office Assistant
Receptionist

Two Old Ferry Road, Mailbox # • Bristol, RI 02809 • 401-254-3224 • smorton256@g.rwu.edu

Dear Ms. Potter:

A classmate of mine, Jamie Reynolds, suggested I contact you regarding internships with ABZ Corporation. Jamie recently spent a semester at your organization as an intern in your Communications and Public Relations department. She had so many positive things to say about her experience with your company, and I am eager to explore similar internship possibilities.

As you will see from my resume, I am a junior at Roger Williams University and I am majoring in Communications. I am particularly interested in developing media relations within an organization while working with the orientation program at Roger Williams University. I had to hone my communication skills verbally and through print by providing families with important information, often asked in the context of social media. These experiences, in addition to my academic background, make me a qualified candidate for your internship program.

I am interested in ABZ Corporation for a number of reasons. According to your website, you were recently voted “One of the Top Ten Businesses in Rhode Island” based upon your employee satisfaction. Also, I was very impressed with the work done by the New Student & Family Orientation and the Career Center programs. ABZ is dedicated to their community, allowing employees to spend up to 20 hours per year in service projects. As a student at Roger Williams University, I have been part of the Student Volunteer Association and have a passion to serve those in need. I spent two Spring Breaks working with Habitat for Humanity in Virginia and Tennessee. I am excited to know that there are organizations that have this same passion and allow for employees to contribute.

I have enclosed a resume for your consideration. Thank you for your interest and your time. I would welcome the opportunity to meet with you to discuss my qualifications further. I will contact you the week of April 20th to see if I might arrange an interview. I look forward to speaking with you soon.

Sincerely,
Sarah Morton
References 101

Find references that will be able to speak to your strengths and accomplishments in the workplace or volunteer setting. Avoid family and friends.

Supply your references with a list of your accomplishments and involvements to help your references fill in the rest of your professional picture.

Ask. Never include someone as a reference without first asking if they are free and able to act as one. Make sure they are relevant references, able to offer a positive recommendation.

Give your references a heads up so that they know to expect a call. Help them identify the call by supplying as much information as possible.

Offer your references updates on your application process. Especially make sure to tell them if you received the job. Above all else, send a thank-you note!

Nurture the relationships you have with references. These are strong connections that could be beneficial to your growth any point in your life and career.

SAMPLE REFERENCE SHEET

References

OLIVIA K. SMITH
12345 South Avenue
Bristol, RI 02809
401.222.3333
oksmith125@g.rwu.edu

Dr. Alex Cline, Professor, Roger Williams University
2130 CAS Building, Roger Williams University
Bristol, RI 02809
401.000.0000
acline@g.rwu.edu

Ms. Amy Watts, Assistant Director, Orientation Office,
Roger Williams University
1102 Field House, Roger Williams University
Bristol, RI, 02809
401.000.0000
awatts@g.rwu.edu

Mr. Ace Collins, Volunteer Coordinator, Helping Hands
5142 Slate Avenue
Providence, RI 02909
546-000-0000
acecollins@helpinghands.net

• You can also include a bullet of how you know this professional and what they can speak towards. i.e., Mr. Collins was my internship advisor at Helping Hands during Spring 201X. He can speak towards my time management skills and dedication.

Adapted with permission from University of Maryland’s Terp Guide.
Email is a powerful tool in the hands of a knowledgeable job-seeker. Use it wisely and you will shine. Use it improperly and you’ll brand yourself as immature and unprofessional.

Email is often the preferred method of communication between job-seeker and employer. There are general guidelines that should be followed when emailing cover letters, thank-you notes and replies to various requests for information.

**EMAIL SUBJECT**

Use a meaningful subject header—one that is appropriate to the topic.

**TITLES**

Address the recipient as Mr., Ms., or Dr. and always verify the correct spelling of the recipient’s name.

If the person uses initials such as J.A. Smith and you are not certain of the individual’s gender, then begin the email: “Dear J.A. Smith.”

**CONTENT**

- Be brief. Don’t overload the employer with lots of questions in your email.
- Save the emoji for the friends and family.
- Do not use strange fonts, wallpapers or multicolored backgrounds. Stick to standards like Times New Roman, 12-point or Helvetica, 10 point.
- Avoid using slang.

**SIGNATURE**

Sign using your full name. Make sure any social networks mentioned in your (optional) signature block have been reviewed, deemed safe for work and useful to your professional brand. Also remove all irrelevant quotes, links and images.

**THANK-YOU NOTES**

If you’ve had an interview with a prospective employer, a thank-you note is a good way to express your appreciation. The note can be emailed a day or two after your interview and only needs to be a few sentences long. See the above example.

Adapted with permission from University of Maryland’s Terp Guide.

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**To sound more positive and confident during an in-person or phone interview, smile while you are speaking.**

- Rebecca Limson, Enterprise Recruiter
# SEARCH STRATEGIES

## Jobs & Internships

The search strategies outlined below are most common and useful strategies to implement during a job or internship search. Using multiple strategies will increase your chances of securing an interview.

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<thead>
<tr>
<th>Strategies</th>
<th>Getting Started</th>
<th>Tools/Resources</th>
<th>Tips</th>
</tr>
</thead>
</table>
| Networking          | Tap into the hidden job market by gaining industry-specific information and employment leads through personal, academic, professional, and social contacts. | • Informational interviews  
• Employer Info sessions  
• Connect with professionals through social media  
• Attend career fairs and connect with recruiters  
• Intern/volunteer with organizations to create connections | Don’t know anyone? Meet new people by joining clubs and associations, locate and join online social networking groups, and be open to meeting with others everyday. It is an ongoing process! |
| Targeted Search     | Identify what type of organizations are of interest and contact (via mail, email, or in person) the organizations to share your interest and inquire about potential openings, regardless of an advertised position. | • Online/print directories  
• Chamber of Commerce  
• Newspaper  
• Career Insider: Employer Guides  
• Hawks Hunt: Employer Database | Many positions are never advertised, so you must network or implement a targeted job search to locate them! This is a commonly used strategy and especially useful for small organizations. |
| On-Campus Recruiting| Employers recruit on campus by advertising openings in Hawks Hunt, attending campus fairs, and leading information sessions. Employers also conduct on-campus interviews for positions. | Hawks Hunt  
• Post your resume  
• RSVP for employer events  
• Apply for on-campus interviews  
• Search for positions matching your interests | Consistently check Hawks Hunt and meet with your Career Advisor. RWU students/alumni have a competitive edge with employers who post on Hawks Hunt. |
| Posted Positions     | Search and locate advertised openings and follow the instructions to apply for positions. | • Aggregate job boards  
- indeed.com  
- Glassdoor for students  
- simplyhired.com  
- internmatch.com  
• Niche job boards  
• Newspaper  
• Employer’s website  
• Professional associations | Utilize aggregate job boards to search many websites at once. Niche job boards will yield field-specific opportunities. |
| Social Media        | Utilize any online socially based platform to connect with others, locate opportunities, research organizations, or create self-branding. | • LinkedIn  
• Twitter  
• Facebook  
• Blogging Platforms (Wordpress, Tumblr)  
• Google+ | Remember that social media is primarily for networking and researching. To get a position you will have to take a connection offline, so utilize information gained online as a conversation facilitator. |

### SEARCH STRATEGIES

Over 75% of jobs are never advertised.  
- Quint Careers
Informational interviewing is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals.

The art of informational interviewing is in knowing how to balance your hidden agenda (to locate a job) with the unique opportunity to learn firsthand about the demands of your field. Never abuse your privilege by asking for a job, but execute your informational interviews skillfully, and a job may follow.

What motivates professionals to grant informational interviews?
Most people enjoy sharing information about themselves and their jobs and, particularly, love giving advice. If someone from your high school reached out to you for advice on attending Roger Williams University, you would most likely be more than willing to answer questions and give advice. Some may simply believe in encouraging newcomers to their profession and others may be scoping out prospects for anticipated vacancies. It is common for professionals to exchange favors and information, so don’t hesitate to call upon people.

How do you set up informational interviews?
You can set up an informational interview through email, phone call or LinkedIn. The best way to obtain an informational interview is by being referred to someone, so make sure to ask your network if they know of anyone in your field of interest and research LinkedIn to find individuals of interest.

What do I say to someone to ask for an informational interview?
Example message to send through LinkedIn or email:
“Dear Andrew, My name is Julie Jones and I received your contact information from Megan Lee in the Center for Career & Professional Development. I am currently a senior at Roger Williams University majoring in public relations. I admire your career path in PR and am wondering if you might have time to meet with me or have a quick phone call to answer some questions I have about the field. Thank you in advance!” Julie Jones

Always remember to send a thank-you letter to every person who grants you time and to every individual who refers you to someone.

JOB MARKET QUESTIONS
If you are preparing to enter the job market, you may wish to ask questions such as:
1. What experiences would make an entry-level job seeker competitive?
2. What are the major challenges/problems that your organization is facing and would like solutions for?

Adapted with permission from University of Maryland’s Terp Guide.
CONTROL YOUR IMAGE
Review your online representation before promoting yourself online. How do you present yourself on Facebook? YouTube? Blog? Remove anything questionable that could damage your reputation. Sites like Reppler are a great way to automate the process and receive alerts if anything new pops up.

UTILIZE HAWKS HUNT
You can belong to an exclusive career and internship database that only Roger Williams University students and alumni can access. Recruiters post to Hawks Hunt because they believe in RWU students. You can also register for career related events hosted by RWU, and view which employers will be in attendance.

BE ACTIVE ON LINKEDIN
Each month, 187 million users visit LinkedIn. Create a profile that displays both your personality as well as your qualifications. Join groups in fields of professional interest and join in the discussions. Build your network with quality contacts. Optimize your profile for search engines (SEO) so that recruiters can find you through keywords.

USE TWITTER
Employers connect with potential employees and post job opportunities on Twitter. See if your ideal employers have Twitter handles to follow. Engage them via Twitter to learn more. You’re checking for good fits as much as recruiters are. Search for handles dedicated to widespread job postings such as @USA_Internship and @NYFashionJobs.

PROMOTE YOURSELF
LinkedIn isn’t the only network worth posting on. If you have established social networks already, use them. Let your friends and family know the type of job you’re looking for and you might just get a hit. Six degrees of separation is a real thing, especially in the digital age. Just avoid bombarding feeds with your job search woes.

RESEARCH INDUSTRIES & SEARCH JOB POSTINGS
Remember to check the large job databases, but also industry-specific boards that cater to your demographic. Once you’ve found something promising, research the company. Companies engage with potential hires on Pinterest, YouTube and even infographics to share what it’s like to work with them. Envision yourself there. Do you like it?

MAINTAIN ONLINE ETIQUETTE
Your online interactions are a demonstration of your communication skills. Remember to maintain professional language when connecting with employers online. Avoid too many follow up contacts—this can be perceived as creepy or needy. When tweeting, don’t try fitting so much into a one post that you must resort to netspeak.

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73% of recruiters plan to invest more in recruiting on social networks
93% of recruiters are likely to look at social profiles
94% of recruiters hired through LinkedIn
73% of recruiters hired a candidate through social media

Statistic Source: “Jobvite Social Recruiting Survey Results 2014”
MEET FACE TO FACE
You might have developed virtual friendships with members of industry, special interest, or alumni groups. See if you can take those relationships offline. See if groups are already established and if not, set one up yourself.

ATTEND CAREER FAIRS, CONFERENCES AND CLASSES
Go where groups of people in your field assemble. Everyone has a common interest and often their intention is to make connections—conversations flow naturally. Job fairs catering to your major and career interests are best, but you can also attend events that might intersect with your field, such as a medical clinical job fair if you want a staff accountant job.

SET UP INFORMATIONAL INTERVIEWS
Spend 20 minutes with someone in the field to research a position, industry, or company you’ve targeted and add contacts to your network. They’ll be more likely to want to help you and possibly put in a good word on your behalf or hand-deliver your resume. Tap your network by asking, “Do you know anyone who works in ___?” and confirming it’s okay to contact them. At the end of the interview, ask for more leads so you can meet others.

MASTER STORYTELLING & CASUAL CONVERSATION
Learn how to slip in bits about your job search while discussing general topics of interest. Later, practice relaying more detailed, career-related information about yourself. Share specific skills and talents. In interviews, you’ll deliver memorable examples through story and in the gym or coffee shop, you’ll engage innumerable eyes and ears to help your job search.

GET INVOLVED
Now is a great time to volunteer for a nonprofit or industry group. You’ll get out of the house, feel a sense of accomplishment, and pick up some new skills. While helping out, you could make some valuable new industry contacts that you might never meet otherwise.

NETWORK FROM WITHIN
Taking a job that isn’t exactly a perfect fit at your dream company is a great way to gain footing for the position you really want. If you want to work in marketing for Sony Records but you’re offered a quality control position, take it. In a few years you may be right where you want to be. Experience within a company you fit well with increases your chance of inside mobility.

NUTURE YOUR NETWORK
Even after you’re hired, don’t stop adding to your network and nurturing your contacts. 80% of jobs go to someone with a connection to the company. Be that someone. Put forth a positive attitude and memorable conversation, engage new people, and be the total package that RWU students are known to be.
Since its creation in May 2003, LinkedIn search results come from scanning your keywords and phrases in their queries. Incorporating industry-specific keywords and phrases into your profile can increase your visibility. This is called Search Engine Optimization (SEO) on LinkedIn.

As you build your LinkedIn presence, remember that SEO is a major contributor to LinkedIn success.

Check out even more helpful tips at www.University.LinkedIn.com.

Profile Basics

**PROFILE PHOTO**

- **Aim for**
  - Professional attire
  - Clarity (in focus, high-res)
  - Good lighting
  - Headshot

- **Avoid**
  - Noisy, distracting backgrounds
  - Selfies and vacation photos
  - Group photos
  - Extreme closeup or full-body shot

**SUMMARY**

Support your headline with a personable and professional look into your experience and goals.

**Who Am I?**

This comes through in your words and your tone. Rather than saying you are passionate and leaving it at that, **show your passion** through your word choice and **examples of engagement**.

Are you witty? Are you a huge comic book fan? Do you have a theme song? Sprinkling in a bit of what makes you unique gives recruiters a better idea of who their coworkers will be working with if they do hire you. However, this should be used in moderation and not at the expense of your professional image.

**What Do I Want to Do?**

What are your professional goals? How have you already started reaching for them? Discuss your experience and expertise, then state **exactly what you want to do** in your future workplace. It’s good to know what you want and this will help recruiters determine if they are the right fit for you.

**What Do I Bring to the Table?**

Experience, personality and skills. Work them through your summary and reinforce them at the end using keywords popular in your field. Remember to incorporate Search Engine Optimization. By the end of your summary, a recruiter should have a feel for who you are, your level of experience, your ideal focus and your future goals.

**RECOMMENDATIONS**

Tap into your network for powerful testimonials.

Ask for recommendations from those who really know you—such as supervisors, professors, teammates or those you’ve led—who will highlight what working with you is like and how you contributed to the organization or experience. Requests should be personalized, polite and gracious. Include a few words outlining accomplishments or qualities they might mention about you and **ALWAYS** send a thank-you afterward.

**How to Ask for an Introduction**

Send InMail to the person that will introduce you and clarify why you’re asking for an introduction. The person you want to be introduced to might see this message if the InMail is forwarded on.
John Smith
President, The Law Organization
Roger Williams University

Summary
I went into college with sights on a Law degree. By spring semester my sophomore year, I was staying up late planning meetings and holding discussions with fellow members of the RWU Law Organization. By my junior year, I was elected The Law Organization’s President. My interest expanded from campus to the surrounding area and onto a national level. This past summer I was involved with the United Auto Workers Union, helping broadcast social media messages and spreading awareness of auto workers’ rights issues in five major cities.

After graduation I want to dedicate my time to an opportunity that understands the value of public image and social media in their fight for quality working conditions for our nation’s workforce.

I have spoken with hundreds of workers and employers from varying backgrounds in Providence, RI; Miami, FL; Canton, MS; and Atlanta, GA. During my Presidency in the Law Organization, I also spoke with decision-makers on multiple levels, both local and national media outlets, and rooms of 100+ engaged community members and activists.

I think Big. I keep calm in the face of a dozen microphones (or those who disagree). I’m all about the group AND the individual. I’ve been known to blast “Eye of the Tiger” before a rally or two.

Specialties: Event planning, policy, social media, grassroots marketing, Spanish.

Worker’s rights advocate seeking non-profit opportunities in Providence, RI | Graduated 2016
Providence, RI | Philanthropy
Current Law Office of Joe Smith
Previous The Law Organization, Roger Williams University

Since its creation in May 2003, LinkedIn has changed the shape of recruiting. According to a 2015 study, 95% of recruiters use LinkedIn to source and vet candidates.

When searching LinkedIn, a recruiter will scan the user’s 1st, 2nd, and 3rd degree connections for the search query. Recruiters often use trending, industry-specific keywords and phrases in their profile to increase visibility. This is called Search Engine Optimization (SEO).

LinkedIn search results come from scanning the user’s 1st, 2nd, and 3rd degree connections for the search query. Recruiters often use trending, industry-specific keywords and phrases in their queries. Incorporating industry-specific keywords and phrases into your profile can increase your visibility. This is called Search Engine Optimization (SEO).

As you build your LinkedIn presence, remember that SEO is a major contributor to LinkedIn success.

Check out even more helpful tips at www.University.LinkedIn.com.

Ariel L.
HR Specialist at National Institutes of Health

John was one of the most passionate and well-organized student leaders I encountered during my time advising student activists at Roger Williams University. He took project ideas and transformed them into amazing events that made a real difference in our campus community. It was a great honor to know and work with John and I can only imagine what his next move will be!
Getting the Most Out of the Career Fair

Many employers use career fairs—both on and off campus—to promote their opportunities and to pre-screen applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to giant regional career expositions held at major convention centers.

Most career fairs consist of booths and/or tables staffed by recruiters and other representatives from each organization. For on-campus events, some employers also send alumni representatives. Large corporations and some government agencies have staffs who work the career fair “circuit” nationwide.

An employer’s display area is also subject to wide variance. It could be a simple table with a stack of brochures and business cards and a lone representative or an elaborate multimedia extravaganza with interactive displays, videos, posters and a team of recruiters.

STOP, LOOK AND LISTEN

Keep your eyes and ears open—there’s nothing wrong with subtly eavesdropping on the questions asked and answers received by your fellow career fair attendees. You might pick up some valuable information, in addition to witnessing some real-life career search “do’s and don’ts.”

In order to maximize your career fair experience, you must be an active participant and not just a browser. If all you do is stroll around, take company literature and load up on the ubiquitous freebies, you really haven’t accomplished anything worthwhile (unless you’re a collector of key chains, mousepads and pocket flashlights). It is essential to chat with the company representatives and ask meaningful questions.

Create a “30-second commercial” as a way to sell yourself to an employer. This is a great way to introduce yourself. The goal is to connect your background to the organization’s need. In one minute or less, you need to introduce yourself, demonstrate your knowledge of the company, express enthusiasm and interest and relate your background to the company’s need.

FASHIONS AND ACCESSORIES

Generally, the appropriate attire for career fair attendees is more relaxed than what you’d wear to an actual job interview. However, “professional dress” is still the norm. If you’re unsure of the dress code (particularly for off-campus events), it would be wise to err on the overdressed side—you’ll make a better impression if you appear professional. Think of it as a dress rehearsal for your real interviews!

Remember to bring copies of your resume (or resumes, if you have several versions tailored to different career choices), a few pens and pencils (have backups—they have a way of disappearing), a folder or portfolio and some sort of note-taking device (paper or pad). Keep track of the recruiters with whom you speak and send follow-up notes to the ones who interest you. Don’t bring your backpack; it’s cumbersome for you and it gets in the way of others.

YOU’RE A PROSPECTOR—START DIGGING

The questions you ask at a career fair depend upon your goals. Are you interested in finding out about an internship or full-time job? Then focus your questions on the application and interview process, and ask for specific information about that employer.

FAIR THEE WELL

By all means, try to attend at least one career fair before beginning your formal job interviewing process. For new entrants into the professional career marketplace, this is a good way to make the transition into “self-marketing mode” without the formality and possible intimidation of a one-on-one job interview. It’s an opportunity that’s too valuable to miss.

CAREER FAIR ETIQUETTE

1. Don’t interrupt the employer reps or your fellow job-seekers. If someone else is monopolizing the employer’s time, try to make eye contact with the rep to let him or her know that you’re interested in speaking. You may be doing a favor by giving the recruiter an out. If all else fails, move to the next exhibit and plan to come back later.

2. If you have a real interest in an employer, find out the procedures required to secure an interview. At some career fairs, initial screening interviews may be done on the spot. Other times, the career fair is used to pre-screen applicants for interviews to be conducted later (either on campus or at the employer’s site).

3. Sincerity always wins. Don’t lay it on too thick, but don’t be too blasé either. Virtually all employers are looking for candidates with good communication skills. Be ready to make conversation and ask intelligent questions—this will make you a much more interesting candidate than those who ask, “So, what do you guys do?”

4. Don’t just drop your resume on employers’ display tables. Try to get it into a person’s hands and at least say a few words. If the scene is too busy and you can’t get a word in edgewise, jot a note on your resume to the effect of, “You were so busy that we didn’t get a chance to meet. I’m very interested in talking to you.” Look around the display for the recruiter’s business card (or at the very least, write down his or her name and get some literature with the company’s address) and send a follow-up note and another copy of your resume.

5. Know ahead of time what companies will be at the fair. Do some prior research (at minimum, visit their website). Prioritize the list of employers you want to speak with and go directly to their tables.

Check with the CCPD for a complete list of events and the employers attending.
Top 10 Personal Branding Tips

1. BE AUTHENTIC
Who are you and what do you want? What have you accomplished so far? What are your goals? Ask friends or relatives to describe your best qualities and greatest achievements or take a self-assessment test online or through your college career center.

2. LEARN HOW TO INTRODUCE YOURSELF
Once you know who you are, the next step is being able to communicate that to others. “Tell me about yourself” is a much harder assignment than it seems, especially in professional situations. Learn how to concisely, confidently say your name, your recent history and your goals, then practice, practice, practice until you’re comfortable telling your own story.

3. SHOW YOUR CONFIDENCE
While it’s never a good idea to project arrogance, many students err on the side of self-deprecation. Even if you feel inexperienced or awkward in professional situations, never make fun of yourself or put yourself down. If you project confidence and comfort with yourself, others will be comfortable with you.

4. DEVELOP THE TOOLS OF THE TRADE
Just as a company or product needs marketing materials, you need various items to “market” yourself to recruiters, networking contacts, grad school admissions committees and others. These materials include your resume, cover letters, email address, voicemail message, online profiles and website or blog. Every representation helps to reinforce the brand you want to present, so be professional and consistent across each medium.

5. SHOW YOUR CARDS
Business cards are a great way to show your professionalism and desire to keep in touch with the people you meet, and they are increasingly popular among career-minded students. Don’t worry if you don’t have a title or company; just print simple, professional-looking cards with your name, phone number and email address and, if you’d like, your college and major. VistaPrint is a good resource for free or inexpensive business cards.

6. DRESS FOR SUCCESS
Make sure your personal appearance matches the image you want to project. Find out what kind of clothes are appropriate for your desired industry and invest in the best you can reasonably afford. When in doubt, err on the side of formality.

7. BUILD A PROFESSIONAL ONLINE IMAGE
Everyone is Googling everyone else these days, so be vigilant about your online identity. Even if your social network settings are tight, take down any photos of partying, drinking or “unprofessional” behavior just in case. Then, enhance your brand online by creating a strong profile and becoming active on LinkedIn, the professional social network.

8. TAKE A WRITING CLASS
Guess why the “I Judge You When You Use Poor Grammar” group on Facebook has over 400,000 members? Even in the days of IM, texting and Twitter, writing and speaking skills still matter. Use proper grammar, capitalization and spelling in all professional communications (that means no LOLs, BRBs or ROTFLs!).

9. ASK FOR FEEDBACK
Find a professional you trust—a friend, relative, professor, etc.—who will be candid with you and ask this person to tell you if there are any areas where you’re getting in your own way. For instance, do you say “like” or “you know” too much? Do you come across as hyper, entitled or uninformed? If necessary, take a class or get some coaching in any area where you could use some polish.

10. REASSESS YOUR PERSONAL BRAND REGULARLY
Your experience, ideas and ambitions are going to evolve as your career develops, so make sure your personal brand is keeping up. Just as you should regularly update your resume, remember to regularly revisit your self-introduction, wardrobe, online profiles and other elements of your personal brand every few months. Be flexible.

Used with permission from PWC.
As liberal arts graduates enter the job market, their direction may not be as obvious as that of their technically trained counterparts. For the most part, engineering or computer science majors know exactly where to target their efforts. Liberal arts majors are less fortunate in that regard—such a heading cannot be found in the want ads. Yet if they learn to target their aptitudes, they have as good a chance as anyone to find meaningful work.

What you need to do, explains one career advisor, is to find out what you really want to do—regardless of your major. Students often ask, “What can I do with a major in philosophy?” That’s the wrong question. The real questions are, “What fascinates me? How can I connect my interests with a job? What do I really want to be doing in 20 years?”

Once you have answered those questions, look at possibilities for matching your interests with a job. There are more options than you might think. Don’t get stuck on titles. As a liberal arts major, you have to do much more work in terms of researching different job markets and finding out where there is a demand. Conduct in-depth research on any companies that appeal to you, and try to match their needs to your wants. You must be specific, however. It is possible to be too general, too open and too flexible.

To be successful, you should combine your long-term vision with short-term specificity. Present yourself to your potential employer as someone who both understands the broad goals of the company and has the ability to grow and contribute in the long run. But most importantly, show how you can excel in that specific job. As you will see below, many of the top skills employers seek can be found in your liberal arts major. Once you’ve taken the time to determine your real interests and have set some long-term goals, map out a plan—long- and short-term—on how to get there.

Your liberal arts education has equipped you to take a broad topic and research it. Use those skills to make the connection between what you want and what companies need. Once you find job descriptions that match your long-term interests, set about shaping your resume and, if need be, getting the additional specific skills, training or certification to get that first job.

Your first job may not match your long-term goal. But it’s the first step. And that, at this point, is the all-important one.

Adapted with permission from University of Maryland’s Terp Guide.
NAME

MAJOR AND CLASS YEAR

SKILLS GAINED FROM EXPERIENCE(S)
(i.e. work, volunteer, internship, study abroad or on-campus leadership)

CAREER INTEREST(S)
customized depending on the field the employer/networking contact represents

ENDING QUESTION
to gain more information

“Hi, my name is ____. I’m a (graduate student, junior, etc.) at Roger Williams University majoring in ____. My interest in ____ has developed through ____ (i.e., describe internships, in-class projects, part-time work experiences, etc.).”

Continue by answering the recruiter’s questions. Ex. “What type of job are you seeking?” Do NOT answer “Anything” or “It doesn’t matter.”

End with a question or request: “When do you anticipate accepting applications for your summer internship?” or “May I contact you if I have additional questions?”

Networking Scenario

“Hi! My name is John Doe. I’m a senior psychology major at the Roger Williams University. I’ve completed a broad range of psychology courses, my focus being on interpersonal relationships and cross-cultural psychology. My interests led me to complete a 135-hour practicum related to Human Resources, researching discrimination claims, assisting payroll with paperwork and developing questions for employee interviews. The internship strengthened my analytical, problem-solving and communication skills and confirmed that I’m very interested in going into the field post-graduation. Can you tell me more about your Human Resource Department or suggest a colleague I may speak more with?”

Career Fair Scenario

“Hello, I’m Raina Raptor. I’m a junior English major. I’m hoping to work in public relations. I noticed that you posted a PR internship on Hawks Hunt. Currently I work as a part-time sales associate at a large department store. I love working in retail. Now I’m hoping to move into the corporate side in a PR role. Would you tell me a little more about your internship?”

Adapted with permission from University of Maryland’s Terp Guide.
What Happens During the Interview?

IT STARTS BEFORE YOU EVEN SAY HELLO

Arrive 15-20 minutes early and prepare to meet people who are not part of your formal agenda. Be courteous to everyone regardless of his or her position; you never know who might be watching you and your actions once you arrive.

Typical interviews start before you enter the interview room. The recruiter begins evaluating you the minute you are identified. Shake the recruiter’s hand upon being introduced. Don’t be afraid to extend your hand first. This shows assertiveness.

THE RECRUITER HAS THE FLOOR

The main part of the interview starts when the recruiter discusses the organization. Ask questions if the recruiter uses vague generalities about the position and you want more specific information. Have a clear understanding of the job and the company.

As the interview turns to talk about your qualifications, be prepared to deal with aspects of your background that could be construed as negative, i.e., low grade point average, no participation in outside activities, no related work experience. Convince the recruiter that although these points appear negative, positive attributes can be found in them. A low GPA could stem from having to fully support yourself through college; you might have no related work experience, but plenty of experience that shows you to be a loyal and valued employee or that you possess related transferable skills.

IT’S YOUR TURN TO ASK QUESTIONS

When the recruiter asks, “Now do you have any questions?” it’s important to have a few ready. Questions should bring out your interest in and knowledge of the organization. Don’t ask questions with answers easily be found online.

By asking intelligent, well-thought-out questions, you show the employer you are serious about the organization, want more information and you have done your homework. Prepare some questions ahead of time, but feel free to ask any questions that come up during the interview as well.

THE CLOSE COUNTS, TOO

The interview isn’t over until you walk out the door. During the conclusion the recruiter is assessing your overall performance to be sure that not only can you do the job, but you want to do the job and would fit in with their organization’s office culture.

Remain enthusiastic and courteous. Shake the recruiter’s hand and thank him or her for considering you. Being forthright is a quality that most employers will respect. Let the employer know you are still interested in the position and why.

Just as any good salesperson would never leave a customer without attempting to close the sale, never leave an interview without some sort of closure. Although the employer has the final power to offer a job, your demeanor during the entire interview process gives you a great deal of power, too.

EXPECT THE UNEXPECTED

During the interview, you may be asked some unusual questions. Don’t be too surprised. Many times questions are asked simply to gauge your reaction. For example, a recruiter may ask, “Tell me a joke” or “What time period would you like to have lived in?” While these questions are not always used, they are intended to force you to react under some stress and pressure. The best advice is to think and give a natural response.

TYPES/METHODS

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<td>On-site</td>
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THE SITE VISIT/INTERVIEW

After an on-campus interview, strong candidates may be invited to visit the employer’s facility. An invitation to an on-site interview is NOT a guarantee of a job offer, but a chance to examine whether or not you will be a good match for the job and organization. If invited, respond promptly if you are sincerely interested. Decline politely if you are not. Never go on an on-site interview for the sake of the trip.

Document the name and phone number of the person coordinating your trip in case your plans change unexpectedly. Verify who will be handling trip expenses. Most medium- and large-size companies (as well as many smaller ones) will pay your expenses, but some will not.

Bring extra copies of your resume and any paperwork you may have forwarded to the employer; names, addresses, phone numbers and email addresses of your references; an updated college transcript; a copy of your best paper as a writing sample; a notebook; a black and/or blue pen for taking notes; and names and addresses of past employers. Bring extra money and a change of clothes. Anything can happen and you need to be ready for emergencies.

Soon after the site visit, review the business cards of those you met or write the information in your notebook before leaving the facility. A thank-you letter should be written to the person(s) who will be making the hiring decision. Stay in touch with the employer if you want to pursue a career with them.

An interview is a two-way street. You are there to evaluate the employer and determine if your expectations are met for job content, company culture and values, organizational structure, and lifestyles (both at work and leisure). Take note of how the employees interact, and also assess the physical work environment.

Partially adapted from Roseanne R. Bensley, Career Services, New Mexico State University.
Questions Employers Ask

PERSONAL

1. Tell me about yourself.
2. What are your hobbies?
3. Why did you choose to interview with our organization?
4. Describe your ideal job.
5. What can you offer us?
6. What do you consider to be your greatest strengths?
7. What are areas of growth for you?
8. Have you ever had any failures? What did you learn?
9. Of which three accomplishments are you most proud?
10. Who are your role models? Why?
11. How does your college education or work experience relate to this job?
12. What motivates you most in a job?
13. Have you had difficulty getting along with a former professor/co-worker and how did you handle it?
14. Have you ever spoken to a group of people? How large?
15. Why should we hire you rather than another candidate?
16. What do you know about our organization (products or services)?
17. Where do you want to be in five years? Ten years?
18. Do you plan to return to school for further education?

CAREER GOALS

38. Do you prefer to work under supervision or on your own?
39. What kind of boss do you prefer?
40. Would you be successful working with a team?
41. Do you prefer large or small organizations? Why?
42. What other types of positions are you considering?
43. How do you feel about working in a structured environment?
44. Are you able to work on several assignments at once?
45. How do you feel about working overtime?
46. How do you feel about travel?
47. How do you feel about the possibility of relocating?
48. Are you willing to work flextime?

Before you begin interviewing, think about these questions and possible responses and discuss them with a career advisor. Conduct mock interviews and be sure you are able to communicate clear, unrehearsed answers to interviewers.

EDUCATION

19. Why did you choose your major?
20. Why did you choose to attend your college or university?
21. Do you think you received a good education? How?
22. In which campus activities did you participate?
23. Which classes in your major did you like best? Least?
24. Which elective classes did you like best? Least? Why?
25. If you were to start over, what would you change about your education?
26. Do your grades accurately reflect your ability?
27. Were you financially responsible for any portion of your college education?
28. What has been the most influential aspect of your college experience?

EXPERIENCE

29. What job-related skills have you developed?
30. Did you work while going to school? In what positions?
31. What did you learn from these work experiences?
32. What did you enjoy most about your last employment? Least?
33. Have you ever quit a job? Why?
34. Give an example of a situation in which you provided a solution to an employer.
35. Give an example of a time in which you worked under deadline pressure.
36. Have you ever done any volunteer work? What kind?
37. How do you think a former supervisor would describe your work?
38. Do you prefer to work under supervision or on your own?
39. What kind of boss do you prefer?
40. Would you be successful working with a team?
41. Do you prefer large or small organizations? Why?
42. What other types of positions are you considering?
43. How do you feel about working in a structured environment?
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Before you begin interviewing, think about these questions and possible responses and discuss them with a career advisor. Conduct mock interviews and be sure you are able to communicate clear, unrehearsed answers to interviewers.

QUESTIONS YOU ASK EMPLOYERS

1. What is the top priority for the person in this position over the next three months?
2. What is the biggest challenge in your department?
3. What have you enjoyed most about working here?
4. How would you describe a typical week/day in this position?
5. Can you explain the organizational structure? Who would I report to? Who would be on my team?
6. If I am extended a job offer, how soon would you like me to start?
7. Can you describe your ideal employee?
8. How will my performance be measured? By whom?
9. Who is your biggest competitor for your products/services? How is what you offer different from your competitor?
10. Are there any other questions I can answer for you?
11. What are the next steps in the process?

The questions above are designed to help you gather more information, and possibly find a way to provide additional valuable information to the employer that did not come out while you were answering their questions.

Adapted with permission from University of Maryland’s Tarp Guide.
“Office casual” is becoming the accepted mode of dress at more and more organizations. The safest fashion rule for new employees to follow is to dress about the same as your most conservatively dressed co-worker. As a new hire, don’t try to “push the boundaries” of casual attire.

**Fashion Arrests**
- Never wear denim jeans or shorts unless the vast majority of others do
- Don’t dress too provocatively—you’re at work, not a club
- “Casual” doesn’t mean “sloppy”—clothes should be free of stains and holes
- Workout wear belongs at the gym

**Play it Safe**
- Khaki or black pants are usually a safe bet
- As for formal business attire, buy the best that your budget will allow
- If you will be seeing clients, dress appropriately for their workplace, not yours
- Go to the mall—most department and specialty stores have sections devoted to this style of office attire
- When in doubt, stick with “neutral” colors, such as black, khaki, dark navy, or grey
- Avoid visible body piercings or tattoos until you learn about what the organization’s formal (or informal) policies may be

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**FOR THE INTERVIEW**

You want to present the most appropriate professional impression for your interviews. When it comes to your appearance, conservatism and conformity are in order in most business and technical job interviews. However, this can vary by industry. When in doubt, it is better to be too conservative than to be too flashy.

- Two-piece suits (solid colors, tighter-woven fabric)
- Tailored, collared shirts or blouses under your suit jacket
- Conservative with makeup and jewelry
- Neatly trimmed or shaved hair
- Shoes that are polished or in good condition

- Wrinkled clothing
- Ties with wild or ornate designs
- Missing buttons, crooked ties and lint
- Tags and labels on new clothing
- Runs in your stockings

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**FOR THE JOB**

After you ace the interview and accept the job offer, what happens? You start your professional career—and you have to look the part! For recent graduates just entering professional life, additions to wardrobes or complete overhauls, are likely needed. Limited funds, however, can be an obstacle. Image consultants suggest “capsule wardrobing”. By mixing and matching, an eight-piece capsule wardrobe can generate up to 28 ensembles.

- Establish a professional wardrobe budget
- Allot 50% of your budget to accessories
- Purchase a suit jacket that is versatile and can work with a number of other pieces
- Buy fashion basics that you can build on
- Don’t overlook the importance of nice briefcase or leather portfolio

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**OFFICE CASUAL**

“Office casual” is becoming the accepted mode of dress at more and more organizations. The rules for casual attire, however, are subject to each organization. The safest fashion rule for new employees to follow is to dress about the same as your most conservatively dressed co-worker. As a new hire, don’t try to “push the boundaries” of casual attire.

In a survey of over 2,000 bosses, 33% claimed they know within 90 seconds of an interview if they will hire the candidate.

-Pro Resume Center, LLC

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Adapted with permission from University of Maryland’s Terp Guide.
**MEETING & GREETING**

- Maintain eye contact.
- Rise when introducing or being introduced.
- Provide information when making introductions—you are responsible for keeping the conversation going.
- Unless given permission, always address someone by his or her title and last name.

**DINING**

- Arrive on time, if not early.
- Wait to sit until the host/hostess indicates seating arrangement.
- Interviewers usually take care of the bill and tip, but bring small bills for your part just in case.
- Keep hands in lap unless you are using them to eat.

**Eating**

- Wait to eat until everyone is served
- Eat at the same pace as everyone else
- Keep food to your mouth, not your head to the plate
- Practice proper posture; sit up as straight as you can with your arms close to your body

**EATING**

- Napkins
  - On lap before eating or drinking
  - On chair seat if excusing yourself
  - Beside plate at meal's end

- This will be a talking business lunch. Order something easy to eat, like boneless chicken or fish and don’t hold the order up with indecision.

- Passing
  - Salt and pepper together
  - Pass to the right
  - Handles toward next person
  - Spoon toward next person
  - Pass before serving yourself

- Don’t chew with your mouth open or blow on your food. Place utensils on plate before speaking.

- Dip soup away from you; sip from the side of the spoon.

- Utensils
  - Work from the outside in
  - Soup spoon is farthest from plate
  - Salad fork is second from plate
  - Tiny third fork is for seafood/appetizer
  - Dessert fork/spoon is above plate

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*Adapted from article by Jennie Hunter, a professor at Western California University*
How to Prepare for Video Interviews

AMBIANCE
Dress professionally, silence distractions (i.e. cell phones, pets, roommates, etc.), and avoid situating yourself in front of any noisy backgrounds. Also avoid harsh backlight that will turn you into a silhouette.

KNOW THE PROGRAM
Oovoo, Skype, iChat, Yugma. The list goes on and on. Before your interview, make sure you’ve played around with the program enough to know how it works.

TEST THE CONNECTION
Do you have a readily available power source? Is the wifi signal strong? Do you have access to a phone, and if it’s a cell phone, strong service? Even if everything is checked beforehand, technology can still fail you. Make sure you have the interviewer’s phone number, just in case!

BRAND YOURSELF
Just like the email address on your resume or the message on your voicemail—be professional. Be sure the username used for your virtual Interview represents you as a mature and polished candidate.

POSITION & POSTURE
Do you look at yourself on the screen, or talk directly into the camera? Does your posture present you as casual and relaxed, or confident and poised? Be sure to practice your positioning and posture prior to the interview with your Career Advisor!

Are You Ready for a Behavioral Interview?

Today more than ever, each hiring decision is critical. Behavioral interviewing is designed to minimize personal impressions that might cloud the hiring decision. By focusing on the applicant’s actions and behaviors, rather than subjective impressions that can sometimes be misleading, interviewers can make more accurate hiring decisions. You can practice your interview skills by scheduling a mock appointment with the CCPD.

How to Prepare for a Behavioral Interview

☐ Recall recent situations that show favorable behaviors or actions, especially those involving coursework, work experience, leadership, initiative, planning and customer service.
☐ Prepare short descriptions of each situation; be ready to give details if asked.
☐ Be sure each story has a beginning, a middle, and an end; i.e., be ready to describe the situation, your action and the outcome or result.
☐ Be sure the outcome or result 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.
☐ Be specific. Don’t generalize about several events; give a detailed accounting of one event.

USING THE STAR TECHNIQUE TO ANSWER BEHAVIORAL QUESTIONS
Think of 4-6 situations you have been faced with in the past. Vary your examples so they are from all areas of your past (including internships, volunteering, class projects, part-time jobs, school activities, etc.). Describe your stories using the following STAR method. Practice telling the story using the STAR method, but do not memorize them word for word.

S – Situation or (T) Task: Describe a specific situation or task (i.e., “Assigned to a team and team member wasn’t pulling their weight.”)
A – Action: What action did you take? (“I met with the team member in private and explained the frustration of the rest of the team ask asked if there was anything I could do to help.”)
R – Result: What happened as a result? What was the outcome? (“We finished our project on time and got a B on the assignment.”)
Am I Ready for GRAD SCHOOL?

1. Do I know what I want to do?
   A. Yes, I’m pretty sure!  
   B. Somewhat
   C. Not really
   D. I don’t know

2. Does my ideal career require an advanced degree?
   A. In most cases  
   B. Sometimes
   C. Not really
   D. I don’t know

3. What are my plans for financing graduate school?
   A. I have already developed a plan  
   B. I don’t have a plan, but I have done some research into fellowships, scholarships and loans
   C. I know that it will be expensive, but don’t know how I will pay for it
   D. I haven’t thought about finances at all

4. Am I prepared for 2-7 more years of schooling?
   A. Absolutely! 
   B. Maybe
   C. No way!
   D. I’m not sure

5. Does my field or program prefer work experience before getting an advanced degree?
   A. Yes, and I do have experience OR No, people tend to go straight from undergrad to graduate school in my field
   B. It is preferred, but I don’t have experience
   C. It is required, but I don’t have experience
   D. I’m not sure

6. How would I describe my time-management skills?
   A. I always work ahead  
   B. I tend to manage my time well, sometimes I get off track
   C. I’m a bit of a procrastinator
   D. What time management skills?

7. What are my motivations for going to grad school?
   A. I know what I want to do, and getting an advanced degree will help me achieve my goals
   B. It might help me in achieving my career goals
   C. I’m not ready to enter the workforce
   D. I don’t know what else to do

8. Have I researched the degree I want?
   A. Yes  
   B. Just a little
   C. Not really
   D. No

9. How do I feel about the subject I am going to study?
   A. I can’t get enough of it!  
   B. It’s okay
   C. It’s pretty dull
   D. I don’t know

10. Can I afford to give up a full-time working salary to attend graduate school?
    A. Yes, probably  
    B. Maybe
    C. Probably not
    D. I don’t know

SCORING (Add up the number of A, B, C and Ds you selected): A ________ B ________ C ________ D ________

Mostly A: Graduate school is likely the best choice for you! Having done your research, you have found out that graduate school will benefit your career by making you a stronger candidate in your field. It’s recommended that you begin to look into the next steps that will prepare you to be the best candidate possible for the programs you’re interested in.

Mostly B: It is unclear whether graduate school is the right fit for you. If you conduct some more research, you should be able to find out. Consider everything from whether you have the commitment to your subject to be in school for 2-7 more years to whether you can afford graduate school right now. You may consider taking a few years off before graduate school to get some hands-on experience in your field.

Mostly C: Graduate school may not be the best fit for you. Consider your other options. Have you looked into internships or full-time positions in your field? Take the time to plot out your possible career routes, both with and without graduate school, to determine which path will be the best fit for you.

Mostly D: You likely do not have enough information at this point to decide whether graduate school is right for you. Because you have not yet done much research into graduate school, that may be a good place to start. You should consider looking more into the requirements for your ideal career field, as well as information about specific graduate programs you may be interested in. Upon doing some additional research, reflect on what you’ve learned about yourself and again assess whether or not graduate school will be beneficial for you.

Whether you are on the grad school track or still deciding, check out these resources:
- Browse www.Petersons.com to look into potential schools, programs, and scholarships.
- Visit your Career Advisors to discuss the pros and cons of attending graduate school.
- Research the application process for your programs.
- Visit the Writing Center to discuss your writing sample and personal statement.
- Take the appropriate graduate school exam.
- Polish your resume and consider getting some work experience.

From DePaul University Career Center
3. Explain your weaknesses in positive ways. For example, refer to them not as weaknesses but as areas for improvement or growth.
4. Paint pictures and tell stories about what makes you special. In this way the admissions readers will remember you. The story can be happy or sad. The more feeling you can inject into your statement, the more you will stand out.
5. Find out the specific orientation and philosophy of the graduate program. Adapt and refine your statement to fit. This will make you stand out from other applicants who recycle the same personal statement with each application.

**Suggested Outline**

Your personal statement will likely range from 250-1200 words or 1-6 pages. The typical personal statement should be 2-3 double-spaced pages or 500-700 words. Here is a suggested outline. You should adjust the main point of each paragraph and number of paragraphs depending on the desired length of your personal statement and the areas in your background that you choose to emphasize.

1. A personal human-interest story
2. Your academic interests and achievements
3. Your relevant work and/or research experiences
4. Your career interests
5. Why you are interested in this particular school
6. The qualities you will bring to this school

**REFERENCES**


**PERSONAL STATEMENT CRITIQUES**

Contact your campus career office and make an appointment with a career counselor to have your personal statement critiqued. Ask a professor if they would review it as well. Having feedback from professionals with different points of view can only make for a stronger personal statement overall.

Adapted with permission from the Office of Career Services at Rutgers University, New Brunswick Campus.

**STEP 1: BRAINSTORMING**

**Actions**

- Devote time to reflect on the following questions.
- Discuss them with friends or family members.
- Jot down notes. In some cases write sentences.
- Think about the flip side of each question. For example, why are you really committed to the field of biology despite pressure from your parents to become a lawyer or to get a job?

Your answers to some of these questions will form the heart of your personal statement.

1. How did your pre-college education influence your decision to pursue graduate study in your field?  
   Think about: High school courses, teachers, special programs, student organizations, and community or volunteer work.

2. How has your college experience influenced your decision?  
   Think about: College courses, professors, academic interests, research, special programs, student organizations, and the decision-making process you went through to choose your major.

3. How has your work experience influenced your decision?  
   Think about: Internships, externships, part-time jobs, summer jobs, and volunteer or community work.

4. Who has had the most influence on your decision to pursue graduate study? In what ways?  
   Think about: Parents, relatives, teachers, professors, clergy, friends of the family, college friends, parents of friends, local merchants, supervisors, coaches, doctors, dentists, lawyers, etc.

5. What situation has had the most influence on your decision?  
   Think about: Family, academic, work or athletic situations. Think about happy, sad, traumatic, moving, or memorable situations.

6. What personally motivates you to pursue graduate study in this field?  
   Think about: Your personal skills, interests, and values.

**STEP 2: WRITING YOUR PERSONAL STATEMENT**

**Actions**

Incorporate your responses to the above questions. Begin writing your first draft:

1. Develop an outline of your statement prior to writing. It doesn’t have to be detailed. It can be three or four main points in the order you want to make them.
2. Accentuate your strengths and what makes you unique.

**Did you know?**

Prospective graduate students should take at least a year to research programs and do prep work before they submit applications.

-Don Martin, U.S. News
NEGOTIATING A JOB OFFER

An area of the job search that receives too little attention is negotiating. Once you have been offered a job you have an opportunity to discuss the terms of employment. Negotiating doesn’t have to be an uncomfortable experience. Rather than a win-lose proposition, negotiating is about each party understanding what’s most important to the other and finding common ground.

WHAT’S NEGOTIABLE

For an entry-level position there are limits on what’s negotiable. Benefits packages are usually fixed according to a position’s classification level. That includes health care and other insurance options, retirement plans, the number of days allotted for vacation and the rate of accrual. The terms aren’t usually negotiable. Advancement opportunities may also be structured so that employees must first complete trainings, rotational programs, or a series of benchmarks before being considered for the next level. But the following items may be open for discussion.

Start date. This is usually the most negotiable issue with the exception of training program requirements. Employers understand that you are transitioning into a new life stage and need time to wrap up commitments. Even if there is a mandatory start date for training, it may be possible to arrange unpaid leave time after training concludes.

Support for professional development. This is sometimes included in the hiring package. But if it’s not, inquire about it. Membership in professional associations, conference attendance, and certifications related to the job are perquisites an employer may be willing to cover, especially if it’s clear how it will enhance performance.

Signing bonus. A signing bonus is one-time money paid to a recent hire to help offset moving expenses, wardrobe, transportation, or other necessities of a new job. Not all employers award them, but it doesn’t hurt to ask.

Base salary. This is the most difficult item to negotiate over and the most important for the candidate. Raises are calculated on base salaries, so small increments add up significantly over time. As with signing bonuses, not all employers are willing to negotiate on starting salaries. Those that do will probably not budge more than 5% from the original offer. But if your own estimates suggest a higher offer, you need to consider negotiating. Once hired you will have significantly less latitude to alter your base salary.

HOW TO NEGOTIATE

Negotiating requires a deliberate process and a strategy. Each step needs to be executed with sensitivity to how the employer may respond. The best advice: Don’t negotiate without talking to someone. Call the Center and ask for an individual appointment. If they know you’re on a tight timeframe they will often slot you in quickly.

1. Buy time. After receiving an offer ask how soon the employer will need a response. Hopefully you will have more than a few days. This will give you a chance to fully evaluate the job and decide if you want to negotiate.

2. Find out if it’s possible to negotiate. It’s a good idea to allow a day to pass before posing this question back to the employer. Why? You’ll want the employer to know you’ve thoroughly reviewed the offer before taking this step. Otherwise it may seem like you’re just haggling to get as much as you can. If the employer is open to negotiating, explain that you will respond quickly with some thoughts.


4. Determine a strategy. Under what terms would you accept the offer? As stated, which means you would still accept if the employer doesn’t budge (and suggests you might not want to negotiate at all)? With some incremental increase (which might be less than you actually ask for)? Know where you stand for every possible response.

5. Compose a thoughtful counter offer. In an email, spell out your thinking on why you are asking for a higher salary or other allowance. Share the calculations for how you arrived at the figure and the sources for your reasoning. “Bookend” the note with affirmations of the opportunity, that is, begin the note with words that express how excited you were to get the offer and finish with how great it’s going to be joining the team. Frame the negotiation as the only item you need to resolve in order to say “yes.” IMPORTANT: send the email before the deadline you were originally given.

6. Follow up with a phone call. A few hours later or the next morning. Negotiations are personal and need to be done with lots of sensitivity. Your emailed counter offer gave the employer a chance to understand your priorities and concerns before a conversation occurs. But you will talk through the negotiation.

7. Conclude with poise and tact. If the employer agrees to your terms, express excitement and gratitude. If the employer meets you halfway—and that’s enough for you to say yes—express excitement and gratitude. If the employer doesn’t move far enough or says no, express gratitude and indicate that you still need some time to consider the offer. Follow up the next day with a phone call and politely decline. Again, express gratitude for the offer. [You never know when your paths will cross again.]

As stated above, don’t tackle the negotiation process on your own. Get advice from a career professional so that you can make informed, objective decisions.

Written by Kelley Bishop, Director, University Career Center & The President’s Promise, University of Maryland, College Park
20 Ways to Be Indispensable at Work
By Catherine Adenle

In the midst of an uncertain economy, good workers are always in demand. Being viewed as a strong indispensable contributor at work will improve the likelihood of your advancement within any organization and give you a better chance of avoiding layoffs should they occur.

How to be indispensable at work

01. Don’t be afraid to take the lead and take ownership.

02. Embrace change. Hold the mindset that change provides opportunity.

03. Always go the extra mile needed to do the work you are paid to do! The difference between ordinary and extraordinary is the ‘extra’.

04. Watch and know the company’s bottom line to know how to add value.

05. Derive and offer solutions to challenges or problems in your area.

06. Help your boss to meet her goals.

07. Focus more on the work that matters, not the work that spins the wheels.

08. Aim for excellence in every piece of work you do.
Excel in few great skills and become the 'go to person' for those skills at work

Network extensively. The opportunity to network is everywhere!

Be a thought leader. Apply yourself in a way that provides new and valuable thinking that benefits your team or company

Take initiative. An indispensable employee doesn't wait for assignments to land on their desk.

Anticipate your boss's needs and make yourself invaluable

Develop good judgment and don't be afraid to stand up and deliver

Keep your promises and commitments to your manager and colleagues

Keep up with advancements in your field

Ignore dis-tractors and focus on meeting your objectives

Always share knowledge and demonstrate your worth

Seek to gain more knowledge. Take classes or attend seminars and lectures

Stay sharp mentally and have a positive attitude
### What's My Income?

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Monthly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (after taxes/Benefits)</td>
<td>$</td>
</tr>
<tr>
<td>Other income (after taxes)</td>
<td>$</td>
</tr>
<tr>
<td>Total monthly income</td>
<td>$</td>
</tr>
</tbody>
</table>

### Recommended Budget Strategy

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Debt (credit card, loan, etc.)</td>
<td>10%-20%</td>
</tr>
<tr>
<td>Housing</td>
<td>20%-35%</td>
</tr>
<tr>
<td>Food</td>
<td>15%-30%</td>
</tr>
<tr>
<td>Transportation</td>
<td>6%-20%</td>
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<tr>
<td>Utilities</td>
<td>4%-7%</td>
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<tr>
<td>Clothing</td>
<td>3%-10%</td>
</tr>
<tr>
<td>Miscellaneous (travel, entertainment, etc.)</td>
<td>1%-4%</td>
</tr>
<tr>
<td>Personal Care</td>
<td>2%-4%</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Monthly Total</th>
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</thead>
<tbody>
<tr>
<td><strong>Home</strong></td>
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</tr>
<tr>
<td>Housing Cost (Rent/Mortgage/Taxes)</td>
<td>$</td>
</tr>
<tr>
<td>Utilities (Electric/Gas/Water/Sewage, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Internet/Home Phone/Cable/Netflix</td>
<td>$</td>
</tr>
<tr>
<td>Home Repairs/Maintenance</td>
<td>$</td>
</tr>
<tr>
<td>Groceries</td>
<td>$</td>
</tr>
<tr>
<td>Laundry/Cleaning</td>
<td>$</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
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<tr>
<td>Public Transportation</td>
<td>$</td>
</tr>
<tr>
<td>Car Loan</td>
<td>$</td>
</tr>
<tr>
<td>Insurance</td>
<td>$</td>
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<tr>
<td>Parking/Tolls</td>
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</tr>
<tr>
<td>Car Repair/Maintenance</td>
<td>$</td>
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<tr>
<td>Gas</td>
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<tr>
<td><strong>Bills</strong></td>
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<td>Student Loans</td>
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<tr>
<td>Credit Cards</td>
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<tr>
<td>Cell Phone</td>
<td>$</td>
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<tr>
<td>Subscriptions</td>
<td>$</td>
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<tr>
<td><strong>Health</strong></td>
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</tr>
<tr>
<td>Doctor Appointments/Co-pay</td>
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<tr>
<td>Prescriptions</td>
<td>$</td>
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<tr>
<td>Gym Memberships</td>
<td>$</td>
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<tr>
<td>Over-the-counter Medication</td>
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<tr>
<td><strong>Entertainment &amp; Personal</strong></td>
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<tr>
<td>Movies/Concerts</td>
<td>$</td>
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<tr>
<td>Dining Out (coffee, snacks, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Travel/Vacation</td>
<td>$</td>
</tr>
<tr>
<td>Clothing</td>
<td>$</td>
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<tr>
<td>Personal Hygiene</td>
<td>$</td>
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<tr>
<td>Gifts</td>
<td>$</td>
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<tr>
<td>Miscellaneous (charity, pets, church, childcare, etc.)</td>
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<tr>
<td><strong>Total Monthly Expenses</strong></td>
<td>$</td>
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<tr>
<td>-Total Monthly Income</td>
<td>$</td>
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<tr>
<td>+Total Monthly Expenses</td>
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<tr>
<td>=Total Savings</td>
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