



PennState
Student Affairs

Career Services

Career Guide

for Undergraduate & Graduate Students





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THE
CAREER
PLAN

PREPARATION

RESUME,
COVER LETTERS &
CORRESPONDENCE

THE
JOB
SEARCH

INTERVIEWING

GRAD
SCHOOL
PLANNING

CAREER SUPPORT

Global Career Support

Career offices from across Penn State have joined efforts to create a singular system to meet career and recruiting needs for all students, alumni, and employers. This hybrid approach gives you the ability to connect with whichever office best suits your needs while continuing to build on existing relationships.

University-wide Career Offices

Offering support for all Penn Staters, regardless of major or interest, and supporting employers by connecting them with career offices and opportunities across the system.

College Career Offices

Specializing in providing college-specific support to students and employers. Maximize your career potential by connecting with a college career office.

Campus Career Offices

Providing localized support to Penn State students and interested employers. Capitalize on the local connection while attending a Commonwealth Campus or seeking talent in your area.

University-wide Career Offices

Career Services

Bank of America Career Services Center
studentaffairs.psu.edu/career

General Questions & Career Counseling
814-865-2377 | AskCS@psu.edu

Recruiting & Employer Engagement
814-863-0225 | interviewing@psu.edu

Programming and Events
814-865-4630 | careerworkshops@psu.edu
814-865-5131 | careerfairs@psu.edu

Schreyer Honors College Career Services

Atherton Hall
814-863-2635 | SHCCareerDev@psu.edu
www.shc.psu.edu/life/career/

Alumni Career Services

102 Bank of America Career Services Center
814-865-5465 | alumnicareer@psu.edu
www.alumni.psu.edu/career

Find a Career Office

Our career professionals are ready and waiting to help you achieve your career goals. Reach out to get started by contacting whichever career office best suits your needs.

Find the support you need:

studentaffairs.psu.edu/career/career-offices



CAREER PLANNING

The Career Planning Process

Career Services is more than just your job search! Career decision making involves increasing self-awareness, exploring career options, as well as developing self-marketing skills.

The career planning process is unique to each student.

Career Planning Steps

INCREASE SELF-AWARENESS

- Reflect on your experiences to explore what you enjoy, what you do well, and what is important to you
- Explore interests through student activities, volunteer work, job shadowing, and course work
- Consider taking a career decision-making course
- Meet with a Career Counselor to identify interests, values, personality, and abilities, and clarify career goals

Discussing connections between your knowledge, experiences, and vision for your future can lead to identifying career areas to explore.

EXPLORE CAREER OPTIONS

- Research a variety of career options of interest using the Career Resource Center on PAGE 8
- Conduct informational interview or job shadow with professionals, family, alumni, and professors
- Meet with Career Services to help you identify professionals in fields of interest who may offer information about their work and careers

Exploration can take many forms, all of which require you to be active in gathering information and applying it to make career decisions.

ACQUIRE KNOWLEDGE, SKILLS, AND EXPERIENCES

- Assume leadership roles in campus and community organizations to develop teamwork, interpersonal, and communication skills
- Obtain relevant experience by pursuing internships, co-ops, part-time work, summer jobs, and research opportunities
- Expand your understanding of diversity through study abroad, foreign languages, community service, and cultural activities on campus

Consider ways to gain exposure and get involved with career options that seem interesting to you.

DEVELOP SELF-MARKETING SKILLS

- Attend a variety of career related workshops
- Meet with a Career Counselor to help design a job search or graduate school plan
- Participate in mock interviews to practice
- Take advantage of career fairs, on-campus interviewing, and graduate school fairs
- Network with alumni through LionLink and LinkedIn to gather valuable career advice
- Record your accomplishments and achievements for inclusion in your resume, cover letter, and portfolio

Your resume, cover letter, and application materials are the first impression you will give to an employer or graduate school. Prepare to present yourself in person in a way that highlights the skills, experiences and qualities the employer or graduate school is seeking in candidates.



CAREER PLANNING

Meeting with a Career Counselor

Career Counselors and students work together in developing career plans. A counselor can stimulate your thinking, ask important career planning questions to help clarify goals, provide encouragement, teach you strategies for making meaningful career decisions, and help you plan your job search.

Make an appointment:

studentaffairs.psu.edu/career/counseling

Drop-In Counseling

Career Services offices often offer drop-in service for career planning assistance on a first-come, first-served basis. The consultation with the Drop-In Counselor typically lasts 10-15 minutes. Students typically come to drop-in services for:

- Choice of major and/or career
- Resume or cover letter assistance
- Interviewing tips and coaching
- Industry specific information
- On-campus interviewing information
- Job, internship, and co-op searching
- Graduate school selection and application

Check with your campus career office for drop-in hours.

Individual Career Counseling

Counselors help students tackle the often difficult process of career and life planning through one-on-one, in-depth, 30 to 50-minute meetings.

You can schedule an individual career counseling appointment online at nittanylioncareers.psu.edu.

Peer Career Assistants

Peer Career Assistants are student staff trained to assist their fellow Penn State students with resumes, cover letter, job and internship search, and career resources.

10 reasons to meet with a Career Counselor:

1. Explore careers and majors through discussion, assessments, and related activities.
2. Learn about tools and resources related to majors and careers.
3. Discuss opportunities and experiences to assist you in making your college education successful.
4. Identify the skills you have developed through your academic, extracurricular, internship, and job experiences.
5. Make informed decisions about college major, careers, job offers, and graduate schools.
6. Recognize how personal strengths and limitations affect career planning.
7. Research employers and industries.
8. Develop strategies to explore your professional network.
9. Create and implement a strategic or internship search, or graduate school plan
10. Develop your resume, cover letter, and interview skills.



Access resources on demand:
studentaffairs.psu.edu/career/resources

Informational Interviewing

What Is an Informational Interview?

An informational interview is one of the best ways to obtain information about an occupation. Ideally, it is a 30- to 60-minute meeting at the workplace or via phone of an individual whose job you are interested in learning about. During this meeting, you have the opportunity to ask questions about work tasks, work environment, the person's background, and how he or she obtained that job.

Identifying a Person to Interview

Ask family members, friends, neighbors, professors, employers, and anyone else if they know anyone working in a specific industry or at a specific organization. LionLink and LinkedIn are also effective ways to find a candidate to interview.

Setting Up the Interview

It is best practice to plan in advance what you are going to say to the professional you wish to interview. Make sure to include that you are only seeking information about the career field and not asking for a job interview.

To sound more natural it is best to personalize and practice before reaching out to the professional. Use a family member or friend to practice and review.

How to Conduct a Successful Interview

- Write out questions and don't be afraid to refer to them. Ask open ended questions to stimulate discussion.
- Start the interview centered on the person you're interviewing and his or her career path.
- Ask focused questions such as "What do you do during a typical workday?"
- Ask follow-up questions to gather more information and promote discussion.
- Take notes.
- If on site, ask for a tour of the building and examples of the person's work. Take note of the work environment, ways people communicate, the dress, etc.
- If you have a resume, take it with you. You can ask for advice on how to improve your resume and what you need to do to enhance your skills and experiences.
- Be yourself and approach the interview as a conversation.

After the Interview

Remember to send or email a thank-you note. Take some time to think about what you learned. Work environments and jobs differ tremendously from one place to another. Continue to seek out people in the field to meet with to expand on what you have gained from this experience.

You may want to call them again for more information, so keep the lines of communication open.

Potential Interview Questions

About the Person:

- What is your educational background?
- How did you get started in this field?
- How did you get to where you are today?
- What jobs did you have previous to this?
- What best prepared you for this job?

About the Job:

- What do you do during a typical workday?
- What do you like most or find most interesting about your work?
- What kinds of problems do you face? What do you find most difficult?
- What skills or abilities do you find are most important in your work?
- Tell me about your experience working at your company.

About the Career Field:

- What are the basic skills and experiences needed for jobs in the field?
- What is the typical work environment like for a person in this career area?
- How long does it usually take to move from one step to the next in this career path?

About Your Career Planning and/or Job Search:

- Would you recommend any specific courses or activities to help prepare me for this field?
- Are there any resources your recommend I review or organizations I could join to stay current with trends in the field?
- Do you have any other advice or suggestions?



PENNSYLVANIA STATE UNIVERSITY

PREPARATION

How to Effectively Network

What is Networking?

Networking is developing relationships or contacts with individuals with the goal of sharing information and furthering both of your careers. Networking can build your base of contacts for future reference and provide a support system as you explore and pursue career goals.

Effective networking is not making cold calls or using people to get jobs.

The Purpose of Networking

Networking is not just about who you know but who knows you; you already have contacts who can become the basis for your network.

I'm Ready, How Do I Find Contacts?

- Use LionLink - a database of alumni who have volunteered their time to serve as a networking resource for students. Review the Nittany Lion Careers section to learn how to use LionLink as a networking tool.
- Use LinkedIn and/or other social media. Remember to keep your profile and interactions professional.
- Use your existing network to find contacts that you can network with.
- Attend information sessions and networking events.
- Attend guest speakers and workshops on campus from your area of career interest.

LION Link

Shows You the Power of the Alumni Network

You're part of a Penn State family more than **670,000** strong! It's a network that will be with you for life. Figuring out how to connect to that network can be tough.

Take a first step with **LionLink**, a community-based career platform built by and for Penn Staters.

LionLink connects students like you with alumni who can:

- bounce ideas around about classes or majors;
- provide leads on internships or study abroad experiences;
- help talk through job choices from a real-world perspective;
- share tips for what it takes to be a leader on and off campus, and more!

Start connecting with Penn State alumni today
through your own LionLink profile.

alumni.psu.edu/lionlink



PennState Alumni Association

PREPARATION

Keys to Networking

Ideally, networking starts long before a job or internship search. Contacts are not only relatives and friends, but also your neighbors, former classmates, faculty and staff members, and alumni. Other contacts can include current and former coworkers and supervisors. When looking to expand your existing network, consider these steps:

1. Establish Your Goal

Your career interests will influence the people or organizations that you choose to reach out to. You may be looking for information about a company or specific job opening, how best to break in to a specific career, or general career advice.

2. Prepare to Connect

Make sure you do your homework on a company and the person you are meeting before networking.

- Prepare a list of questions that you would like to ask in advance. Review the Informational Interviewing section for sample questions on PAGE 6.
- Update your resume prior to having the conversation.

3. Have a Conversation

When you contact someone, give them some information about you. For example, let them know that you'll be graduating soon, what your specific skills are, and the type of position/organization that you are seeking. During your conversation you might:

- Ask for information and advice for someone seeking to enter their field or find employment with their organization.
- Seek suggestions for other colleagues to talk to who have a connection to the industry or position that you are seeking. Ask them if you may use their name as a referral.
- Bring a copy of your updated resume with you.

You do not need to have a specific career goal in mind in order to network. Connect with people with careers that you may be interested in and use your network as a way to schedule an informational interview.

4. After the Conversation

Express your appreciation for the meeting or interview with a note of thanks and include any actions that you will take as a result of the meeting.

5. Manage the Connection

Create an excel file with important contact information and details of your conversation. Develop a plan for follow-up and set reminders to connect in the future.

6. Grow Your Network

Networking is a continuous process. As a Penn State student you have many opportunities to connect with alumni and other professionals. Use resources like LinkedIn or the Alumni Association to continue to grow your contact base. Be sure to let your initial contacts know of the outcomes of your meetings. In other words, keep your contacts informed about your progress and any success you have had. Send an email with a helpful resource that you've used, meet for coffee or lunch, or schedule a time to call and review what you have learned.

7. Set Networking Goals

Think about and set a target of how many people you want to connect with and how frequently. Keep growing your network by connecting those you already know with new contacts.

Successful networkers are:

- Open-minded and willing to meet new people
- Prepared and persistent
- Informed and up-to-date on current events (i.e., news, industry, etc.)
- Respectful and appreciative of contacts and their time
- Able to set clear, realistic, and achievable goals

Maximize Your Online Job Search with a LinkedIn Profile

Why LinkedIn?

- It can act as a digital resume.
- It is a powerful tool for researching companies, contacting professionals in a specific field, and marketing your skills and goals.
- It is likely the first place an employer will visit to learn about a potential candidate.

Ways to Use LinkedIn

- This profile represents you. Check for typos!
- Join groups
- Follow companies you are interested in potentially working for in the future
- Apply to jobs and internships
- Network with professionals, including alumni



PHOTO
Use a plain background with business attire.

HEADLINE
Be concise. Employers should know what you are looking for right away.

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

EXPERIENCE
List all work experiences, including part-time, along with what you accomplished during each. If you have them, photos or examples of projects are a great addition.

EDUCATION
Start with the college experience that is most recent. High school should not be listed if you are a junior or senior seeking a professional position.

PREPARATION

55.6%

of graduating seniors are using LinkedIn as a key job search tool

Class of 2018 Student Survey, National Association of Colleges and Employers

77.0%

of recruiters use LinkedIn as a tool to evaluate candidates

2018 Jobvite Recruiter Nation Report

The Penn State Alumni Association LinkedIn Group has

75,900+

members to connect with

47.0%

of employers report using social media and LinkedIn during the recruiting process

2018 Recruiting Benchmarks Survey, National Association of Colleges and Employers

VOLUNTEER

Make sure to include any time you have dedicated to a cause that is important to you.

SKILLS & ENDORSEMENTS

Add at least 5 key skills - your connections can endorse you for the things that you do best!

RECOMMENDATION

Ask managers, professors, or classmates who have worked with you closely. This adds credibility to your skills and strengths.

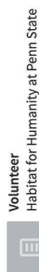
COURSES

List any course you have taken that applies to the type of job that you are seeking.

ORGANIZATIONS

Include any leadership positions you may have held and indicate what you've done in each organization.

- Worked closely with all Greek THON Chairs to ensure all Greek organizations had necessary information and tools for a successful year.
- Planned and executed Greek Hour during THON weekend.
- Collaborated with the entirety of Volunteer Communications Team throughout the year.
- Prepared and presented fundraising seminars for all THON Chairs.



Volunteer
Habitat for Humanity at Penn State
Sep 2012 - Present • 4 yrs 9 mos

- Participate in various community events with Habitat for Humanity at Penn State
- Traveled to assist during the Spring Break Collegiate Challenge in 2013

Featured Skills & Endorsements

Marketing 3 Endorsed by Ashley Citarella and 1 other mutual connection

Advertising 2 You and 1 connection have given endorsements for this skill

Online Marketing 2 You and 1 connection have given endorsements for this skill

View 9 more >

Recommendations

Received (2) Given (0) Ask to be recommended



Ashley Citarella

Assistant Director for Information Management and Strategic Planning, Penn State Career Services

July 13, 2015, Ashley was a client of Sara's

As one of Sara's clients, I have been very impressed by her level of service in only three months. Sara is highly responsive, communicates clearly via phone and email, and produces quality work. She has developed two strong advertisements for us, which I attribute to her advanced knowledge of Adobe Creative Suite. I look forward to working with her more during the upcoming year.



Jenna Kyger Lewis

Marketing Communications Specialist | Career Services at Penn State University

July 13, 2015, Jenna managed Sara directly

Sara is a passionate, motivated and enthusiastic individual. I have had the pleasure to collaborate with Sara on several marketing projects while she was an intern at Young & Rubicam. I am positive that Sara will reach great heights and will be an asset to any company she chooses to work for.

Accomplishments

3 Courses

Marketing Research • Marketing Strategy • Personal Selling

1 Organization

Phi Mu - Beta Mu Chapter of Penn State

Interests



Banking & Finance
11,314,589 followers



Entrepreneurship
16,681,319 followers



Technology
20,912,534 followers



Economy
15,816,584 followers



Penn State University
458,685 followers



Pulse
1,543,119 followers

See all

PREPARATION

Managing Your Online Presence

Social media is changing the way recruiters and companies find and review candidates. Having a professional online presence will keep you competitive and make it easy for employers to find you.

72% of recruiters view social media typos negatively

2016 Jobvite Recruiter Nation Report

DO:

Create an Online Portfolio

Online portfolios and blogs can be beneficial to show potential employers all of your work in one location. Create a website to highlight projects, qualifications, and provide contact information.

Follow Organizations

Stay up-to-date and gain valuable insight into a company by following their social media accounts. Learn about company culture, upcoming projects or initiatives, and potential hiring needs.

Check Your Brand

Assume that anything you post will be on the internet for everyone to see. Search your own name frequently to check on what potential employers may find.

Keep it Classy

Keep your profile pictures appropriate.

DON'T:

Assume Employers Will Not Search

Employers may search your name for a brief overview and to check your professional etiquette. Best practices are to always assume a potential employer will search your name.

Post Anything and Everything

Don't post anything online that you wouldn't say in an interview with a potential employer.

Feel Obligated to Connect

Set standards for your social media usage. You shouldn't feel obligated to connect with potential employers or co-workers.

Lose Control of Your Online Brand

Social media accounts are a reflection of you personally and professionally. Take an active role in managing your online presence.





nittanylion
CAREERS

30,000

employers

at your fingertips

nittanylioncareers.psu.edu

No matter your major, college, or campus,
you can find opportunities with
Nittany Lion Careers.

PREPARATION

Gain Experience and Develop Marketable Skills

Employers actively look for skills and experiences that show a candidate's versatility outside the classroom. Below are just a few of the skills you can gain from engaging in a variety of experiences while at Penn State.

RESEARCH

Talk to your adviser and faculty in your department to see what type of research is being conducted. Focus on research that is related to your career interests.

SKILLS

- Ability to work on team
- Communication
- Problem Solving
- Analytical Skills
- Attention to Detail

INVOLVEMENT

Seek opportunities to get involved on campus through events, your academic college, career interest, or personal interests.

SKILLS

- Leadership
- Initiative
- Organizational Skills
- Creativity
- Teamwork

PART-TIME JOBS

Search for jobs both on and off campus. Summer jobs are a great way to get dedicated experience.

SKILLS

- Communication
- Initiative
- Interpersonal
- Flexibility
- Work Ethic

INTERN & CO-OP

Use resources through Career Services and your academic college to find opportunities that align with your career goals.

SKILLS

- Leadership
- Teamwork
- Communication
- Problem Solving
- Interpersonal

STUDY ABROAD

Visit the study abroad office to look for programs or opportunities to study in a new location.

SKILLS

- Cross-cultural knowledge
- Initiative
- Adaptability
- Interpersonal
- Communication

VOLUNTEER

Engage in campus and community opportunities to get involved and give back.

SKILLS

- Initiative
- Interpersonal
- Flexibility
- Collaboration

Describe these marketable skills using the Resume Action Word List on PAGE 29

PREPARATION

Experience on Your Resume

Gaining experience while in school through research, internships, jobs, and more is a key building block of a competitive resume. Before building your resume, review how important solid attributes and experiences are to employers.

FIGURE 40 | ATTRIBUTES EMPLOYERS SEEK ON A CANDIDATE'S RESUME

ATTRIBUTE	% OF RESPONDENTS
Communication skills (written)	82.0%
Problem-solving skills	80.9%
Ability to work in a team	78.7%
Initiative	74.2%
Analytical/quantitative skills	71.9%
Strong work ethic	70.8%
Communication skills (verbal)	67.4%
Leadership	67.4%
Detail-oriented	59.6%
Technical skills	59.6%
Flexibility/adaptability	58.4%
Computer skills	55.1%
Interpersonal skills (relates well to others)	52.8%
Organizational ability	43.8%
Strategic planning skills	38.2%
Tactfulness	25.8%
Creativity	23.6%
Friendly/outgoing personality	22.5%
Entrepreneurial skills/risk-taker	16.9%
Fluency in a foreign language	11.2%

FIGURE 42 | EMPLOYERS RATE THE ESSENTIAL NEED OF THE CAREER READINESS COMPETENCIES

COMPETENCIES	WEIGHTED AVERAGE RATING*
Critical Thinking/Problem Solving	4.66
Teamwork/Collaboration	4.48
Professionalism/Work Ethic	4.41
Oral/Written Communications	4.30
Digital Technology	3.84
Leadership	3.65
Career Management	3.38
Global/Multi-cultural Fluency	2.78

FIGURE 41 | INFLUENCE OF ATTRIBUTES

ATTRIBUTE	2019 AVERAGE INFLUENCE RATING*	2018 AVERAGE INFLUENCE RATING*	2017 AVERAGE INFLUENCE RATING*
Has completed an internship with your organization	4.6	4.6	N/A
Has internship experience in your industry	4.5	4.4	N/A
Major	4.0	3.8	4.0
Has held leadership position	3.8	3.7	3.9
Has general work experience	3.7	3.7	N/A
Has been involved in extracurricular activities	3.5	3.3	3.6
Has no work experience	3.4	3.4	N/A
High GPA (3.0 or above)	3.3	3.4	3.6
School attended	2.7	2.8	2.9
Has done volunteer work	2.6	2.7	2.6
Is fluent in a foreign language	2.1	2.2	2.1
Has studied abroad	2.0	2.2	2.0



*5-point scale where...

- 1 = No influence at all
- 2 = Not much influence
- 3 = Somewhat of an influence
- 4 = Very much influence
- 5 = Extreme influence

Reprinted from the 2019 Job Outlook report, with permission of the National Association of Colleges and Employers.

Resume Formatting

A resume is a summary of your skills, knowledge, and relevant experience.

You may need to have several versions of your resume specific to each type of job you are seeking.

FORMATTING BASICS

Length

Typically 1 page but can be 2 pages depending on the career field. Consult with Career Services on the appropriate length.

Margins

Recommended to be 1 inch but can be a minimum of 1/2 of an inch.

Font

Plain typeface like Arial or Times New Roman in 10-12 point font. Your name can be larger.

Spacing

Maintain consistency throughout the resume.

Layout

Start with a blank word-processing document when creating your resume. Avoid using templates.

Bullet Points

Begin bullet points with an action verb and keep all 1-2 lines in length. Highlight responsibilities, skills, and accomplishments that relate to the positions you are applying for.

Type of Paper

For career fairs, networking opportunities, and face-to-face interview, use only resume-quality paper in white, off-white, or gray.

Have your resume reviewed often to check for spelling, grammatical, and formatting inconsistencies. One error could cost you an interview!

It is recommended that information from high school be omitted from your professional resume by your junior year of college.

Typically, employers spend less than 15 seconds reviewing your resume before making the decision to consider you for an interview.

Content of Your Resume

Objective

Concise statement focusing on the type of position you are seeking.

Education

List degrees in order with the most recent first. May also include:

- Minor/Area of Concentration
- Honors
- Study Abroad
- GPA
- Relevant Courses

GPA on Your Resume

Your GPA should match what is on your official University transcript. If your GPA is below a 3.0 consider listing your major and cumulative GPA.

Experience

Give details of your accomplishments and responsibilities rather than a general list of duties. Numbers make strong statements and can enhance credibility; these numbers can show volume, percentages, and dollar amounts.

Skills

Technology-based or computer skills, foreign language knowledge, and other field-specific skill sets and certifications are appropriate to include.

Activities

Include college, community, professional, and, occasionally, outstanding high school activities.

Honors and Awards

This section is optional. Include only if you have several honors.

Anita Job
123 Goingmy Way
College Town, PA 54321
(814)123-4567
abc123@psu.edu

OBJECTIVE
To obtain a summer internship with the administration of a social services agency where I can apply my knowledge of child development and organizational behavior

EDUCATION
The Pennsylvania State University May 2020
Bachelor of Science in Human Development and Family Studies GPA: 3.17
Minor in Psychology
Work 25-30 hours per week while a full-time student in order to pay tuition and expenses

Coursework:
Adolescent Development Introduction to I/O Psychology
Family Development Introduction to Developmental Psychology

EXPERIENCE

XYZ Agency, Inc. State College, PA
Life Skills Volunteer September 2016 - Present

- Provide a range of direct services for the care and rehabilitation of delinquent youth
- Instruct and monitor 25 residents during structured daily activities
- Assist with the development of treatment goals for residents; implement treatment plans under supervision of Life Skills Coordinator

Human Resources, H.J. Heinz Corporation Pittsburgh, PA
Job Shadower/Observer December 2016 & March 2017

- Gained broad exposure to a variety of departments within the human resources function at Heinz World Headquarters, a Fortune 500 company, including Benefits, Executive Personnel, Personnel/Recruiting, etc.
- Completed 20-25 total hours of observation of each function within HR during winter break; encouraged to return for further shadowing opportunities over spring break following initial positive experience

ADDITIONAL EXPERIENCE

Findlay Dining Commons, Server August 2016 - December 2016
Stahl Community Pool, Lifeguard May - August 2015 & 2016

ACTIVITIES

Penn State Dance Marathon (THON), Moraler January - May 2017

- Provided emotional support to assigned dancer, dancing for 46 hours
- Raised \$2,000 through mail and sidewalk solicitations

SAMPLE RESUMES

Resume samples are provided over the next several pages. Instead of copying these verbatim, use them as a guide on how to begin your formatting and organizing.

NON-TECHNICAL.....	PAGE 18 - 19	CREATIVE.....	PAGE 26
TECHNICAL.....	PAGE 20 - 21	UNDERGRADUATE.....	PAGE 27
RESEARCH.....	PAGE 22	GRADUATE.....	PAGE 28
EDUCATION.....	PAGE 23		
HELPING SERVICES.....	PAGE 24		
STUDENT-ATHLETE.....	PAGE 25		

Non-Technical Resume Sample

ERIN E. O'MALLEY

(814) 865-3739 • EEM1234@psu.edu

EDUCATION

The Pennsylvania State University
College of Health and Human Development
 Bachelor of Science in Biobehavioral Health
 Minor in Global Health

University Park, PA
 December, 2020
 GPA: 3.50
 Dean's List

- Foundations of Health Promotion
- Epidemiology
- Statistics
- Introductory and Abnormal Psychology
- Global Health Equity
- Research Methods Biobehavioral Health

HEALTH RELATED EXPERIENCES

Global Health Minor Fieldwork Experience

Iringa, Tanzania

Student

May-June 2019

- Visited public health non-profits and non-governmental organizations serving the Iringa Region of Tanzania
- Researched, created and presented a proposal for a maternal and child mortality intervention to students and faculty at Ruaha Catholic U.
- Completed coursework assignments, reflections, and projects connecting fieldwork experiences to the classroom learning prior to the trip

Penn State University Health Services

University Park, PA

Peer Health Educator

August 2016-May 2019

- Completed intensive semester long training on health promotion topics and peer education strategies
- Presented programs on healthy eating, alcohol awareness and other topics to student clubs, classes and organizations
- Staffed table educational events in student center on topics related to safe sex and healthy exercise
- Worked weekly with professional program advisors to plan implement, and assess student educational interventions

Team Leader for Eating Disorder Awareness Group.

- Researched effective interventions for eating disorders and body image
- Planned, organized, and managed initiatives for Penn State students for "Love Your Body Week" and Eating Disorders Awareness Week

Susan G Komen Philadelphia

Philadelphia, PA

Community Outreach and Health Education Intern

May - August 2018

- Assisted in 2017 community profile report of the Philadelphia affiliate's outreach events
- Designed and created content for the Metastatic Breast Cancer Symposium and the Pink Tie Ball Fundraiser
- Coordinated outreach efforts to local and national businesses for event sponsorships and donations
- Shadowed breast cancer surgeons at Penn Hospital and breast cancer patient navigators at Hahnemann Hospital.

WORK EXPERIENCE

Pattee and Paterno Library

University Park, PA

Information Assistant

January 2017-August 2018

- Assisted patrons in accessing university library resources
- Organized and shelved materials
- Maintained order and functionality of the library

ACTIVITIES/VOLUNTEER EXPERIENCE

- Member of IMPACT for Penn State's Dance Marathon January 2017-December 2019
- Body Monologues creative writing performance February 2017/2018
- 4th Place participant in the Mobile Health App Competition October 2016
- Emergency Department Volunteer at Mount Nittany Hospital May 2017-May 2017

Non-Technical Resume Sample

Stacy K. Morales

123 Longview Ave. <http://www.linkedin.com/stacymorales/8642>
Pittsburgh, PA 15112 412-555-5432 stacymorales@gmail.com

EDUCATION

The Pennsylvania State University, Smeal College of Business Harrisburg, PA
B.S. in Project & Supply Chain Management May, 2023
GPA: 3.35

Seoul National University – Pyeongchang Campus Pyeongchang, South Korea
Completed 15 credits in management, leadership, and humanities courses Spring 2021

SUPPLY CHAIN EXPERIENCES

Kimberly Clark June 2021– Aug. 2022
Supply Chain and Operations Intern Dallas, Texas

- Produced a report on costs associated with sourcing material for the K-C Professional line of products (Kleenex, Scott, and Kimtech); highlighting potential savings of \$10,000 by consolidating two source locations
- Communicated with distributors to produce a report of product sales for the first quarter of 2021

Collegiate Pride Class Project Aug. – Dec. 2022
Manufacturing and Service Strategies Course (SCM 405) Harrisburg, PA

- Authored a report on the projected cost savings of centralizing all ordering and communications with product suppliers
- Presented the costs and benefits associated with purchasing a new online order tracking system

LEADERSHIP EXPERIENCES

New Student Orientation (NSO), The Pennsylvania State University May - July 2020
NSO Leader Harrisburg, PA

- Led virtual discussion groups for incoming freshmen and transfer students, sharing tips for the academic, social, and cultural adjustment to college student life
- Developed online communication skills as the orientation was provided in a 100% online environment

Penn State Harrisburg Benefiting THON Aug. 2020 – Present
Member Harrisburg, PA

- Raised over \$2,000 annually as a member of a THON organization
- Money raised supported youth and families affected by Pediatric Cancer
- Volunteered over 250 hours annually with THON

ADDITIONAL EXPERIENCES

Giant Eagle – Customer Service Role in a Grocery Store 2018 - 2020
Campus Recreation – Participant in Intramural Soccer Sept – Dec. 2019

INTERESTS: Soccer, Volunteer Work

Technical Resume Sample

Olivia Anderson

www.linkedin.com/oliviaanderson/155432

9876 Adventure Lane
Erie, PA 16501

814-555-9191
olivia.anderson@gmail.com

OBJECTIVE

To obtain an automotive engineering internship where I can apply my problem-solving, technical design, and communication skills.

EDUCATION

The Pennsylvania State University, College of Engineering
B.S. in Mechanical Engineering, expected May, 2022

University Park, PA
Major GPA: 3.40 / Cum GPA: 3.15

ENGINEERING PROJECT EXPERIENCE

Penn State Formula Racing (<https://sites.psu.edu/pennstateracing/>)
PowerTrain Team Member

University Park, PA
January 2020 – Present

- Designed a novel air intake system using a 3D Printer which met specifications for air volume capacity
- Led a 3-person team in the design and manufacture of a reduced-weight exhaust system
- Proposed power engineering suggestions for challenges experienced by the electrical team

Penn State Engineering Design Project
Class Team Member (Engr 100 Class)

University Park, PA
August - December 2018

- Created a 3-d model drawing for a water filtration system for use in Kenya
- Incorporated a sustainable design process in terms of material used and energy needs

ADDITIONAL EXPERIENCE

Pennsylvania Junior Academy of Science (PJAS)
Judge (Volunteer)

Harrisburg, PA
March 2019 – Present

- Applied criteria to high school student science project presentations, awarding scholarship money and putting forth candidates toward a national competition
- Evaluated the scientific foundation of projects and also students' communication skills

Findlay-Johnston Dining Commons
Server

University Park, PA
September 2019 – March 2020

- Provided meal preparation and service as a part-time student position, working 25 hours per week
- Promoted to a training position and role after 1 semester of successful work

City Mission
Volunteer

Erie, PA
January 2017 – Present

Technical Resume Sample

ALLISON BLACKMON

a.blackmon13@gmail.com | (215) 868 – 2973

OBJECTIVE

Interested in finding opportunities in cattle genetics via embryo transfer, in vitro fertilization, artificial insemination, or other reproductive technology

EDUCATION

The Pennsylvania State University, University Park, PA May 2021
B.S. in Animal Science with an emphasis in Beef Production and Management **Cumulative GPA: 3.5**
BQA certified Dean's list: 4/5 semesters

EXPERIENCE

Penn State University Meats Lab **University Park, PA**
Research Assistant *August 2018 – Present*

- Perform carcass fabrication of beef, lamb and hogs for consumption
- Engage with and educate consumers about animal products during weekly meat sales
- Prepare retail cuts and ready to eat products such as beef jerky, and summer sausages

Animal Products Technology Laboratory **University Park, PA**
Teaching Assistant *August 2019 – December 2019*

- Presented and supervised lessons in food safety, worker safety, USDA inspections, HACCP plans, carcass fabrication, and retail sales to a group of 30 students
- Graded student assignments concerning real life scenarios
- Created lab introductions and demonstrated meat production techniques

SUP Cape May **Wildwood, NJ**
Paddle Board Instructor *May 2019 – August 2019*

- Oversaw 15 students at a time independently in open water
- Taught proper paddle boarding technique and water safety to people of all ages
- Organized customer registration forms and waivers
- Produced social media campaigns twice a day to enhance outreach for the business

Backfin Blues Bar and Grill **Wildwood, NJ**
Server *May 2017 – August 2019*

- Consistently ensured guest satisfaction by being accessible and cordial
- Frequently identified and fulfilled guest needs and practiced customer service
- Trained new employees on the entire workflow process

VOLUNTEER WORK

FOTO Special Interest Organization **University Park, PA**
Active Member *September 2017 – Present*

- Raise funds, year-round, to benefit Penn State Dance Marathon, FOTO raised \$93,127 for THON 2019
- Connect with the executive team about potential events and member involvement
- Promote fundraising events and milestone celebrations run by either FOTO or THON
- Communicate with restaurant owners and store managers to facilitate fundraisers
- Facilitate bake sales, and donation box placement with other members

ADDITIONAL HIGHLIGHTS

- 10 years of experience showing Hereford steers at the Pennsylvania State Farm Show
- Served as President of the Fox Chase Farm 4-H Club from 2015-2017

Research Resume Sample

JANE RESEARCHER

309 NOWHERE AVE., APT. #4000
 ANYTOWN, PA 12346
 CELL PHONE: 814-555-0055
 E-MAIL: JANERESEARCHER@GMAIL.COM

Objective

To obtain a research internship position with a food company where I can utilize and develop my knowledge and skills.

Education

The Pennsylvania State University—University Park, PA
 Bachelor of Science
Major: Food Science / *Minor:* Nutrition
GPA: 3.79/4.00

Expected Graduation: December 2021

Relevant coursework:

Management of Food Quality	Food Microbiology	Principles of Nutrition
Science and Technology of Muscle Foods	Food Chemistry	Careers in Nutrition
Unit Operations of Food Processing	Chemical Methods of Food Analysis	Assessing Nutritional Status
Physical Principles in Food Processing	Food Evaluation	Nutrition Metabolism I
Food Preparation	Physiology of Nutrition	Community Food Security

Research Experience

R&D Intern *Nestle R&D Center, Ice Cream Coatings/Confectionary—Someplace, PA* 05/2020—12/2020

- Developed formulae and processes for a novel ice cream coating on bench-top
- Utilized analytical and sensory testing to define a product for patent description
- Scaled up bench-top recipes for pilot plant production
- Produced batch trials of ice cream coating and ice cream bars using pilot plant equipment

Lab Technician *Dairy Microbiology Lab—University Park, PA* 09/2018—Present

- Collaborated in the production of dairy products in pilot plant for Short Courses hosted by Penn State
- Co-taught labs for Penn State's Ice Cream Short Course and Ice Cream 101
- Collaborated with graduate students to complete various parts of research
- Maintained a clean work environment

Undergraduate Research Assistant *Cocoa Development Lab—University Park, PA* 05/2019—08/2019

- Conducted experiments in the development of cocoa pods to efficiently produce flavonoids for heart health
- Recorded experimental data electronically and in laboratory notebooks
- Communicated with several other stations to ensure proper flow of cocoa development

Other Work Experience

Lifeguard *Jungleberry Parks and Recreation—Everywhere, PA* 06/2015—08/2017

Barista *Starbucks—Anywhere, PA* 09/2019—03/2020

Leadership Experience

Penn State Food Science Club (Philanthropy Committee, Recruitment Committee)	<i>Fall 2019—Present</i>
Institute of Food Technologists (Student Member)	<i>Spring 2018—Spring 2019</i>
Penn State Women's Water Polo Club Team (Member, THON chair)	<i>Fall 2018—Spring 2020</i>
Club Sports Advisory Council (Secretary)	<i>Spring 2019—Spring 2020</i>

Education Resume Sample

Dominic Smithfield

465 Greenway Dr. West Chester, PA 19383 | dfs255@psu.edu | 556-871-2355

EDUCATION

The Pennsylvania State University, College of Education
Bachelor of Science in Secondary Education focus in English
 Minor in Special Education
 GPA 3.2
 University Park, PA
 December 2022

- PA Licensure in Secondary English Education

Relevant Courses: Intercultural Communication, Adolescent Development, Education in American Society, Elementary Spanish

TEACHING EXPERIENCE

Penn State Early Field Experience
Student – Job Shadow
 University Park, PA
 August – December 2020

- Participated in the development of 2 English lesson plans for a local 10th grade English class at State College high
- Tutored 2 middle school age students 2 hours a week for 14 weeks to assist with reading and writing assignments to help increase understand
- Completed 10 hours of observations in 2 English classrooms, one was special education English and one regular education at Bellefonte High school

Grace Methodist Church
Sunday School Teacher
 West Chester, PA
 February 2015 - Present

- Supervise 15-20 children ages ranging from 3 – 10 years old
- Develop and create interactive spiritual lessons to engage for children for 1 hour every Sunday
- Work with a team of 2-3 teachers to help maintain the health and safety for all the children including knowing food restriction and trained in CPR

EXPERIENCE WITH ADOLESCENTS

Camp Kesem
Camp Counselor
 State College, PA
 June – August 2019

- Supervised and mentored 8 adolescent campers ages 12-14 years old whose parents are being treated for cancer
- Provided trainings on self-care, mediation, and ways to cope with stress to help provide strategies for handling difficulties at home
- Mediated weekly group counseling discussion to help deal with the feeling of having a parent with cancer and the struggles associated with the situation

SKILLS

- Conversational in Spanish
- Smart Board
- Google Suite
- Canvas
- Podcast Development
- Microsoft Excel

Helping Services Resume Sample

Jessica S. Worker

123 Thatplace Road
Anytown, PA 12346
(814) 555-3030
jesssocialwork@gmail.com

EDUCATION

The Pennsylvania State University
Bachelor of Science in Human Development and Family Studies May 2021 (Anticipated)
Life Span Human Services Option. GPA: 3.85
Associate Degree in Human Development and Family Studies (*Altoona*) May 2019

EXPERIENCE WORKING WITH YOUTH AND CHILDREN

Altoona Daycare Center, *Everyplace, PA* June 2020 – Present
Teacher Assistant

- Support Lead Teacher with delivery of engaging classroom lessons to 15 4-year-olds
- Monitor students and effectively manage classroom organization
- Effectively implemented 2 school wide activities by collaborating and communicating with staff and supervisors

Martin Luther King Jr. Memorial Library, *Mainspot, DC* May 2019 – August 2019
Teen Aide

- Facilitated an early literacy program for 12 students ages 7-12 through one-on-one reading sessions
- Planned and organized a city-wide teen event that promoted summer reading and healthy life choices
- Assisted students with researching scholarships, colleges, and writing personal statements
- Maintained young adult book collection and operated book check-in system

OTHER RELEVANT EXPERIENCE

Community Help Centre, *Altown, PA* September 2019 – April 2020
Administrative Assistant

- Provide front desk support and answer the volunteer services' phone line
- Assist people in finding volunteer opportunities in Centre county based on their interests
- Enroll students into the Youth Offenders Program as mandated by a judge

Children's Home Society and Family Services, *Oneplace, MD* May 2018 – August 2018
Adoption Intern

- Produced post-placement reports based on information gained from home visits
- Developed, organized, and updated clients' files in adoption database
- Assisted social worker by taking notes on the adopting family and adopted child's adjustment progress during post-placement home visits
- Represented agency at North American Council on Adoptable Children and consulted with interested parties on the international adoption process

LEADERSHIP EXPERIENCE

The Pennsylvania State University, *University Park, PA* August 2020 – September 2020
Orientation Leader

- Led groups of 20-25 students through Penn State's New Student Orientation
- Worked as a team to plan and publicize week-long schedule of campus-wide events
- Fostered an environment that helps new students acclimate to campus

Students Advocating for Disability Awareness, *Altoona, PA* August 2018 – May 2019
THON Captain

- Planned and coordinated 7-10 fundraising events per academic year, which generated \$100,000+ annually
- Educated donors and sponsors on importance of supporting pediatric cancer research
- Collaborated with 100+ student groups from 24 Penn State campuses to raise \$13M+ annually in support of pediatric cancer treatment and research

Student-Athlete Resume Sample

Tyrell LaShawn Smith

222-333-4444 | tsmith92@gmail.com | www.Linkedin.com/tsmith92

EDUCATION

The Pennsylvania State University, University Park, PA May 2022
 B.A. Broadcast Journalism GPA: 3.7
Minor in African Studies
NCAA Division 1 Athletic Scholarship

TELEVISION PRODUCTION EXPERIENCE

Penn State Network Television (PSNTV)- University Park, PA January 2020- Present
Production Assistant Volunteer

- Collaborated with *The Statement* staff producers for weekly TV show by idea development and script
- Operated camera and audio for general meetings

“ASL Warrior”- University Park, PA August 2019
Documentary Producer

- Produced, audio-record and edited, directed, and filmed a 15-minute documentary for a class project focused on NCAA Division 1 student-athletes who are hearing impaired
- Recruited and interviewed cast members for documentary
- Collaborated with cast members to increase their comfort around filming equipment
- Invited to present documentary at Film Festival 2020

ATHLETICS & LEADERSHIP

Division 1 NCAA Soccer, University Park, PA August 2018- Present
Co-Captain

- Committed 20-30 hours per week to weight training, skill work, practice, conditioning, film study, and meetings
- Mentored 5 new team members on how to balance athletics with academics
- Improved communication among team members by leading team building exercises
- Competed as a two-year starter

Nittany Lions Intramural Department, University Park, PA May 2019- Present
Rock Climbing Leader

- Individually motivated and coached climbers to meet goals
- Trained junior co-leaders: developed team-building and leadership activities included in programs' first staff training manual
- Led rock climbing lessons for students and adolescents, helping participants build self-esteem

CAMPUS INVOLVEMENT

- Communication Committee, The Black Caucus January 2020- Present
- Member, Student Athlete Advisory Board (SAAB) May 2019- Present
- Volunteer, Special Olympics January 2019
- Student Liaison, Bellisario College of Communications August 2018- Present

SKILLS

Languages: American Sign Language (Fluent)

Creative Resume Sample

ADVERTISING PROFESSIONAL

CONTACT

PHONE: 555-444-777
EMAIL: JRL276@PSU.EDU
PORTFOLIO: SITES.PSU.EDU/JAIMEELOPEZ

EXPERIENCE

ADVERTISING CHAIR
Sigma Sigma Sigma / 2020 – Present
Utilized Canva to create weekly posts for Instagram to promote the organization and connect with over 100 alumni
Collaborated with a team of 5 to brainstorm new projects and materials for recruitment and fundraising efforts

THON CHAIR
Sigma Sigma Sigma / 2019 – 2020
Collaborated with a team of 7 to develop fundraising efforts for pediatric cancer research
Organized 10 events to raise over \$6k to contribute to Penn State's THON event in February 2020

IN-CLASS TEAM MEMBER
COMM383A Webcast Production / 2020
Worked in a team of 3 to create, develop, and produce a live online webcast on how Penn State students deal with mental health in college
Lead the technical creation and live broadcast using YouTube

BARTENDER
Champs Downtown Sports Bar and Grille / 2018 – Present
Work in a team of 12 to provide the customer with a positive experience while serving up to 150 people
Utilize communication skills by serving customers and problem-solving when orders are incorrect to ensure return business

EDUCATION

B.A. ADVERTISING
Pennsylvania State University
University Park, PA
2018 – 2021
Cumulative GPA 3.1
Major GPA 3.4

SKILLS

HTML / Java Script
Adobe Photoshop / InDesign / Creative Suite
Spanish

JAIMEE LOPEZ

Undergraduate Resume Sample

XIA (AMY) TAN

act1234@psu.edu (814) 222-3434

EDUCATION

The Pennsylvania State University **University Park, PA**
Division of Undergraduate Studies (intended major Psychology) **May, 2024**
Minor in Spanish

Grier School **Tyrone, PA**
Advanced Placement in Psychology and Modern Languages **GPA 3.8**

WORK EXPERIENCE

All-Star Sports Camp **Eagles Mere, PA**
Camp Counselor **June 2020-August 2020**

- Responsible for the safety and well-being of campers between the ages of 6 and 18.
- Assisted the coaches in coordinating sports activities and games for the campers.
- Planned and supervised field trips.

Tyrone Recreation Department **Tyrone, PA**
Tennis Instructor **June 2019-August 2019**

- Taught basic tennis skills to children aged 8-14
- Educated students on how to score and abide by the rules

CAMPUS ENGAGEMENT

- **PSU Circle K Club, Member** **September 2020-Present**
- **Penn State Club Tennis** **August 2020-Present**
- **Penn State Political Student Organization** **October 2020 - Present**

LEADERSHIP

- **Muncy HS Girls Basketball Team, Captain** **2018-2020**
- **Grier School Tennis Team, Captain** **2018-2020**

Graduate Student Resume Sample

Min Young Li

Philadelphia, PA • Phone: (814) 232-4545 • E-Mail: [LinkedIn: xxxxxxxx](#)

Professional Goal

Graduate student in Mental Health Counseling seeking professional opportunities in the field of human services

Qualifications

- Formal training and competency in customer service, crisis management, outreach, student wellness, advocacy, group/individual counseling, diversity and inclusion initiatives
- Skilled in facilitating support systems access among diverse populations
- Special interest and training in specific issues related to socio-economically and culturally disadvantaged populations

Education

Master of Education in Counselor Education, Clinical Mental Health Counseling Aug 2020
The Pennsylvania State University, University Park, PA GPA 3.95

Master's Thesis: Exploring the Link Between Depression and Socio-Economic Stressors

Bachelor of Science in Social Work May 2018
 Lock Haven University, *Lock Haven, PA* GPA 3.7

Human Services and Counseling Experience

Counselor Intern May 2018 - Present

Smithson & Associates Counseling, *Bellefonte, PA*

- Provided individual mental health counseling under the clinical supervision of licensed psychologist
- Maintained detailed case (DAP) notes in compliance with HIPPA regulations
- Collaborated with supervisor and colleagues to develop diverse approaches and insight into treatment

Practicum Counselor Spring 2007 & Fall 2012

Penn State CEDAR Clinic, *University Park, PA*

- Met with 3-5 undergraduate students per week to provide individual mental health counseling under faculty supervision
- Created individual counseling plans detailing goals and incorporating Cognitive Behavioral Therapeutic techniques
- Engaged in discussion and introspective analysis during group supervision to ensure the best quality care was given to each client

Peer Mentor Volunteer Jan 2018 - Present

LifeLink PSU, State College Area School District

- Mentored high school students with disabilities aged 17-2 as part of innovative college campus integration program
- Provided 10-15 weekly hours facilitating social support for students with Intellectual Disabilities/Autism Spectrum Disorders

Helpline Volunteer/Administrative Assistant Jan 2016 - April 2018

Community Help Center, *Williamsport, PA*

- Assisted people in finding volunteer opportunities in Lycoming county based on their interests
- Enrolled students into the Youth Offenders Program as mandated by a judge

Leadership and Involvement

Penn State Lion Line, *Penn State University* (Philanthropy Committee) Fall 2018–Present
 Institute of Student Leadership, *Lock Haven University* (Student Member) Spring 2015–Spring 2016

Professional Associations/Certification

American Counseling Association (ACA), *Student Member* 2008 - Current
 National Certified Counselor (NCC) 2019 - Current

Resume Action Word List

Achieved	Created	Initiated	Proposed
Administered	Decided	Instructed	Provided
Advised	Defined	Integrated	Raised
Advocated	Delegated	Interpreted	Received
Allocated	Demonstrated	Introduced	Recommended
Analyzed	Designed	Invented	Reduced
Anticipated	Developed	Investigated	Reorganized
Applied	Devised	Launched	Reported
Approved	Diagnosed	Learned	Researched
Arranged	Directed	Led	Responded
Assessed	Documented	Maintained	Reviewed
Attained	Drafted	Managed	Revised
Audited	Edited	Mastered	Screened
Balanced	Eliminated	Maximized	Sold
Briefed	Enforced	Mediated	Solved
Budgeted	Enhanced	Mentored	Strategized
Built	Ensured	Met	Streamlined
Calculated	Established	Minimized	Strengthened
Cared	Estimated	Modified	Studied
Coached	Evaluated	Monitored	Supervised
Collaborated	Examined	Negotiated	Supported
Collected	Exceeded	Observed	Targeted
Comforted	Expanded	Obtained	Taught
Communicated	Facilitated	Offered	Tested
Compared	Financed	Operated	Trained
Competed	Formulated	Organized	Upgraded
Completed	Fostered	Partnered	Utilized
Composed	Founded	Performed	Validated
Computed	Gained	Planned	Visualized
Conducted	Generated	Prepared	Won
Consulted	Guided	Presented	Wrote
Contributed	Identified	Produced	
Converted	Implemented	Programmed	
Coordinated	Improved	Projected	
Counseled	Increased	Promoted	

Requesting References

At any point in the job or graduate school application process you may be asked to provide professional or personal references.

References can have a strong impact on your candidacy.

Who Should I Ask to Be a Reference?

References that are most informative and helpful are those who know different aspects of your work and who are willing to support your candidacy enthusiastically and knowledgeably.

Examples of potential references include:

- Faculty members
- Employment supervisors (current and previous)
- Advisers for extracurricular activities
- Colleagues with whom you have worked closely
- Coach or volunteer leader (personal reference only)

If there is hesitation or refusal to serve as a reference know that this individual may be encouraging you to seek someone else who would write more positively or comprehensively on your behalf.

Typically, you would not ask family or friends to serve as a reference.

It is not a bad idea to let the reference know why you have asked them to be a reference for you and what areas of your experience you hope they will focus on when speaking about you.

Reference Checklist

- Approach 3-5 individuals and ask if they are willing to serve as a reference for you
- Obtain complete contact information for each reference
- Share your resume and a copy of the job description or graduate program to which you are applying
- Offer to meet with the reference to discuss
- Follow up to check on the status of your reference
- Thank your references and let them know the outcome of your application

Find **SAMPLE REFERENCES** on **PAGE 31** to use as a guideline.

Sample References

JANE RESEARCHER

309 NOWHERE AVE., APT. #4000
ANYTOWN, PA 12346
CELL PHONE: 814-555-0055
E-MAIL: JANERESEARCHER@GMAIL.COM

Professional References

Dr. William Write
English Professor
The Pennsylvania State University
101 Sparks Building
University Park, PA
814-800-8000
wwrite@psu.edu

Mr. Michael Brown
Internship Site Supervisor
XYZ Logistics
123 Learning Lane
Anywheretown, PA 74185
717-500-500
Michael.Brown@xyz.com

Ms. Samantha Smith
Shift Manager
Sheetz
56 South Street
Knowledgeville, PA 17110
570-700-7000
SSmith@sheetz.com

Cover Letters

Cover Letter Checklist

- Include your complete contact information at the top of the letter
- Address the person with power to hire you (avoid sir, madam, or to whom it may concern)
- Keep the letter to one page

Opening Paragraph

- State the position to which you are applying
- Indicate how you learned about the position
- Target the employer's needs

Body Paragraph(s)

- Highlight your qualifications in relation to the position description
- Draw on your experiences and site specific examples
- Do not repeat what is already on your resume
- Incorporate key words included in the job description

Closing Paragraph

- Let the reader know how you will contribute to this position
- Restate your interest in the position
- Push for a follow-up and indicate your ability to be available for an interview
- Make follow-up easy and restate your phone number and email address along with the best times to be contacted
- Express appreciation for their time and consideration
- Close with sincerely, respectfully, etc.
- Use a handwritten signature or digital version of one
- Include your typed formal name below you signature

A cover letter or letter of application accompanies your resume when you apply for a position. The letter should be tailored to the position and highlight your skills and experiences as well as your interest in the position.

Model of a Cover Letter

Make sure to use complete sentences and paragraphs when crafting your cover letter. Bullet points listed below are designed to show content outline and should not be used as a way to format a formal letter.

If you create a header for your resume, use it on your cover letter.

Your Address/Contact Information

Date of Letter

Name of Contact Person
Title
Organization
Street Address
City, State Zip

Dear Hiring Professional:
Search Committee; Human Resource Manager; Recruiter OR Name/Title of specific person, if available

FIRST PARAGRAPH:

- Opening sentence
Target the employer's needs. Indicate position for which you are applying, specific job title or job ID#
- Indicate how you learned about position
- When appropriate, include who referred you to the company

BODY PARAGRAPH(S):
Critical content: Make the connection between your skills and the position

- Include detailed examples of your skills and experiences
- Do not restate what is in your resume
- Outline your strongest qualifications matching the requirements of the position
- Incorporate words from the job description into the cover letter and resume

CLOSING PARAGRAPH:
Ask for personal contact and interview

- Push for contact and state you are available for a personal interview at his/her convenience
- Express appreciation for being considered for the position
- Make follow-up easy: list phone number(s) and when you can be contacted
- Even though this is in your resume, restate phone number and email again

Sincerely,

(Sign your name)
Your name typed

Enclosures: Resume, Reference
List all that you include

Avoid too many "I" statements

See Sample Cover Letters on PAGE 33 & 34

Sample Cover Letter

Internship Cover Letter

300 College Ave
State College, PA 16803

February 1, 2021

Human Resources
Independence Blue Cross
1901 Market Street
Philadelphia, PA 19103-1480

Dear Hiring Professional:

I am writing to express my interest in the Financial Investigations Department Internship. While reviewing the announcement for the position that was posted on the College of Liberal Arts department listserv at Penn State, I was immediately drawn to the opportunity of working with such a philanthropic and successful corporation. Independence Blue Cross plays an integral part in the health and well-being of community members and is one of the nation's leading health insurers. This innovative corporation is changing lives on a daily basis through programs like The Blue Crew and the Independence Blue Cross Foundation. I have always aspired to join a company whose values I share.

My experiences and ability to work cooperatively with a team and successfully complete assigned tasks in a timely manner will serve me well in this position. Through my previous experience as a participant in Target's case competition, I learned how to effectively articulate my thoughts and manage my time. My involvement in Penn State's UNICEF organization allowed me to develop strong interpersonal relationship skills. Joining such a charitable organization has led me to think and act selflessly. It is my goal to one day join a giving company, like Independence Blue Cross.

Working for Independence Blue Cross as an intern will provide me with the opportunity to apply these skills and assist me in further developing my communication skills in a professional work environment. I would appreciate the opportunity for an interview at your convenience. Please contact me at sarah.star@gmail.com or 814-888-9191 to further discuss my education and experiences as they relate to this internship. Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

Sarah Star

Sample Cover Letter

Full-Time Cover Letter

3100 Main Street
State College, PA 16803

February 1, 2021

Smithsonian Institution
Office of Human Resources
600 Maryland Avenue, MRC 517, Suite 5060
Washington, DC, 20013-7012

Dear Hiring Manager,

I would like to express my interest in the Museum Technician position at the Smithsonian Institution. I discovered this employment opportunity through the USAJOBS website. My goal is to contribute my skills toward fulfilling the Smithsonian Institution's vision of shaping the future through preservation of heritage, discovering new knowledge, and sharing resources with the world. After reviewing the job requirements for this position in more detail, I am confident my educational background and work experience in the museum field qualify me for this position.

Through my employment at the Pennsylvania Military Museum in Boalsburg, Pennsylvania, I have gained significant experience in the museum field. Managing the front desk and gift store have provided me with extensive experience in customer service and an understanding of the importance of becoming familiar with a museum's collections, events, and overall mission. In addition to these responsibilities, I also provided assistance for educational events, including tours for school groups, as well as an annual celebration honoring Pennsylvania's veterans, and numerous military re-enactments. This museum experience provided me with knowledge and skills that I can apply to the Museum Technician position at the Smithsonian Institution.

As a student at the Pennsylvania State University, I have completed classes relevant to art history, museum studies, and preservation. In "Archival Management", I gained knowledge and experience in digitization and descriptive techniques. In addition to technical knowledge, a modern art and photography class titled "Art Since 1940" led to my comprehensive study of modern American art and art theory. In Fall 2019, I participated in supervised research of post-war Japanese pottery and prints that culminated in an exhibition at the Palmer Museum of Art in University Park, Pennsylvania.

I would appreciate the opportunity to meet in person and discuss how my knowledge of American art and museum studies will benefit the Smithsonian Institution. You may contact me by telephone at any time at (814) 222-9871, or by email at jessica.smith@gmail.com. Thank you for your consideration.

Sincerely,

Jessica Smith

Additional Correspondence

A career counselor can help you craft your correspondence if you need guidance or someone to review.

Prospecting Letter

This may be used when you are interested in obtaining experience with a specific organization but cannot find available posted positions.

- State why you are interested in working for the organization
- Demonstrate the skills you possess that could benefit the organization
- Outline an action plan. Ask for an interview or indicate when and how you will follow-up

Networking Letter

This type of letter should be used if you know someone who is recommending you apply for a specific position.

- Make the connection between you and the reader
- Include the networking contact and their job title
- Indicate why and how that contact is recommending you apply for the position

Thank You Letter

This letter should be sent as soon as possible after an interview to express thanks for the opportunity.

- Address the individual specifically
- Use the letter to express your continued interest in the position and organization
- Supply any additional information that was requested at the time of your site visit or interview
- Offer your contact information and your willingness to connect in the future to discuss the opportunity

Acceptance Letter

Often an organization will ask you to formally accept a job offer in writing for their records.

- Tailor your message and never use a sample letter to avoid sounding insincere
- Address those who interviewed you
- State why your accepting the offer
- Include some details about what impressed you about the organization and the opportunity

Withdrawal Letter

This letter is appropriate when you are withdrawing your consideration for a position or are rejecting the offer made by the organization.

- Address the individual specifically
- Turn down the offer or site visit graciously
- Thank them for their consideration or offer
- Briefly state why you are declining without being too personal

Rejection Response Letter

Do not be discouraged if you receive a rejection letter notifying you that the position is no longer available.

- Acknowledge receipt of the letter
- Thank the interviewer for considering you
- State what you enjoyed about the position or organization
- Indicate your interest in additional opportunities that may become available
- Always be professional in your response



THE JOB SEARCH

Search Methods

The most successful job search plan is one in which a variety of search strategies are used.

Career Fairs

BENEFITS

- Meet with multiple recruiters in person and in one location
- Build networking contacts
- General and major-specific events available

CHALLENGES

- Not all fields and areas of study are equally represented

MORE INFORMATION

- Review preparing for career fairs on PAGE 54

On-Campus Interviewing

BENEFITS

- Employers are specifically seeking Penn State students
- Convenient: interviews can be planned around classes and commitments

CHALLENGES

- Not all industries utilize on-campus interviewing

MORE INFORMATION

- Review On-Campus Interviewing information on PAGE 52

Nittany Lion Careers

BENEFITS

- Access to a wide variety of jobs posted to Penn State students and alumni

CHALLENGES

- Not all fields and areas of study are equally represented

MORE INFORMATION

- Review accessing Nittany Lion Careers on PAGE 47

Networking

BENEFITS

- Build a network of professionals in a field of interest
- Learn more about a company or industry

CHALLENGES

- Takes time and effort to build network
- Requires skill in organizing contacts and following through on recommendations received

MORE INFORMATION

- Review how to effectively network on PAGE 12

Targeted Job or Company Search

BENEFITS

- Be more proactive instead of waiting for companies to post positions

CHALLENGES

- Investment of time to find specific job postings for each organization

MORE INFORMATION

- Use resources found through the Career Resource Center on PAGE 8

Internet

BENEFITS

- Identify types of positions available

CHALLENGES

- Overwhelming number of sites and positions
- May not receive responses

MORE INFORMATION

- Review how to best conduct an internet job search on PAGE 44

Professional Associations

BENEFITS

- Build contacts with individuals with shared professional interests
- Remain current on industry-specific trends and topics

CHALLENGES

- Entry-level positions may be limited
- May need to belong to association to access job postings

THE JOB SEARCH

Government Employment

Federal Jobs

usajobs.gov

Students may want to check out Pathways for Students and Recent Graduates to Federal Careers, available at usajobs.gov/StudentsAndGrads/

Some agencies are exempt from the USA jobs application process. If interested in a specific agency, also visit their direct website.

Federal resumes differ from standard resumes in the amount of information necessary, included transcripts, application forms, narrative descriptions of competencies, questionnaires, etc. Follow instructions very carefully or your application may not be evaluated.

State Jobs

statelocalgov.net

State and local government opportunities exist in all 50 states. The application process, information required, and procedures will vary by state.

PA State Jobs/Civil Service

scsc.state.pa.us

Pennsylvania state residency is required at the time of application for most state civil service positions. Students who currently reside and are enrolled in colleges, universities, or technical schools in Pennsylvania and who have

Pennsylvania mailing addresses are eligible to apply prior to graduation for positions requiring Pennsylvania residency.

Local Government

Locate the agencies and departments in which you are interested and contact them to learn about the application procedures. Look online to learn about local municipalities and their application processes.

Additional Opportunities

- Nonprofit foundations
- Charitable organizations
- Lobbyists
- Professional associations
- Consulting firms
- Legislative agencies
- Personal staff of members of Congress
- Judicial system

Tips to Avoid Scams

DO NOT:

- Give your personal bank account, PayPal account, or credit card numbers to a new employer.
- Agree to have funds or paychecks direct deposited into any of your accounts by a new employer. You should know them first. Most employers give the option of direct deposit or a paycheck. Make these arrangements during your first day or week of actual employment, not before.
- Forward, transfer, send by courier (i.e., FedEx, UPS), or wire any money to any employer, or on behalf of any employer, using your personal account(s).
- Transfer money and retain a portion for payment.
- Respond to suspicious and/or "too good to be true" unsolicited job emails.
- Pay a fee to obtain a job. There are some rare exceptions, so be careful, and consult with a Career Services professional first.
- Participate in high priced international internships. Not only are these internships unpaid, but the students must pay the organization to intern with them.
- Fall for high-pressure sales pitches that require you to "pay now" or risk losing out on an opportunity.

Learn all you need to know about avoiding job scams:
studentaffairs.psu.edu/career/scams

THE JOB SEARCH

Job Search for International Students

If you wish to work in the U.S. you must plan ahead and be prepared to be persistent. An organized and target search is key to finding an opportunity.

Understand Eligibility

It is important you understand your status and the circumstances in which you can apply for work authorization.

- Learn about different types of employment for international students
- Discover student work options and what authorizations are needed for each
- Maintain up-to-date information about your employment eligibility
- Connect with resources early to help guide you through the process

Start Early

Being active in your job search early and gaining experience is key in making you a competitive candidate.

- Explore opportunities and get involved on campus through classes, student organizations, and research
- Actively network with advisers, faculty, alumni
- Attend campus career fairs and information sessions to connect with companies seeking international students
- Maintain a network in your native country to explore existing opportunities

Be prepared to provide formal documentation and discuss your eligibility status with employers.

Target Your Search

Not all organizations are able to or willing to hire international students.

- Use resources to identify organizations that are receptive to working with international students
- Most government agencies or organizations that receive U.S. government contracts are unable to hire non-U.S. citizens
- Meet with a Career Counselor to help identify organizations and have your resume and cover letter reviewed

Advocate and Educate

Some organization may not understand the process of hiring an international student. Be your own advocate and educate employers with accurate information.

- Always be honest and up-front about your status and explain what that means for you and the employer
- When asked always include complete and accurate visa information
- Depending on your status consider including 'US Permanent Resident' or your visa status
- Educate employers on the process of hiring and what they may need to research
- Have materials from appropriate offices available to share with potential employers

Key Resources

Campus Resources

Global Penn State

global.psu.edu
DISSA-Adviser@psu.edu

Directorate of International Student and Scholar Advising (DISSA office) helps current students with immigration and visa concerns, employment, and much more.

Career Services

studentaffairs.psu.edu/career
AskCS@psu.edu

Career Counselors provide advice and strategy on conducting a job search, preparing a resume, and how to search for organizations seeking international students.

Career Resources

GoinGlobal

studentaffairs.psu.edu/career/resources

Provides a database of visa sponsoring employers as well as information on conducting an international job search. Access via the Career Services website.

ForeignMBA.com

foreignmba.com

An online community for M.B.A. students from around the world that includes a list of organizations that have hired international students.

Government Resources

U.S. Department of Labor

foreignlaborcert.doleta.gov

On-Campus Interviewing

Access Nittany Lion Careers:
nittanylioncareers.psu.edu

Career Services' on-campus interviewing program is part of Nittany Lion Careers and offers students the opportunity to interview for positions with a variety of employers from business, industry, and government.

Students with backgrounds and interests in other areas should not rule out on-campus interviewing, but should be advised that on-campus interviewing may need to be combined with other job search strategies.

Students in all fields should learn to conduct a full-scale job search.

If interested in on-campus interviewing at your campus, please contact your campus career office for more information on availability and scheduling.

When Should I Participate in On-Campus Interviewing?

On-campus interviewing is constantly changing and adding new opportunities. Start early and check often as some employers only come to campus once a year.

Review the Guidelines

Review the On-Campus Interviewing Guidelines, view instructions and access the system online at

studentaffairs.psu.edu/career/resources/interviewing/OCI





PennState

nittanylion CAREERS

**Over 30,000
organizations at
your fingertips.**

nittanylioncareers.psu.edu

Apply to job postings

Regardless of your major, college, or campus, search and apply to thousands of opportunities posted for Penn State students and alumni.

Utilize On-Campus Interviewing opportunities and apply for the chance to interview on campus at Behrend, Harrisburg, and University Park.

On-Campus Interviewing is open to all Penn State students regardless of campus affiliation.

Find career events on campus

Search and find upcoming **career fairs** that are open to you.

View **information sessions** on campus and attend to learn more about the organization and opportunities.

Learn about **career workshops** on campus. Search for events on your campus or across the University.

INTERVIEWING & OFFERS

Making the Most of Career Fairs

Throughout the fall and spring semesters, several career fairs are sponsored by various colleges, campuses, and Career Services.

Talk with employers to learn about opportunities and careers in various industries and get advice on increasing your marketability within your field. If you are a first-year student, consider volunteering at the fairs to get an inside look of how things work before you have to start the process yourself!



For information on all career fairs, visit careerfairs.psu.edu

Making the Most of Career Fairs

- Prepare and review your resume and have several copies available to bring with you that day. Attend workshops and employer information sessions listed in Nittany Lion Careers.
- Positive first impressions are vital. Dress appropriately. Suits are usually expected, but visit the fair webpage to find out what dress is suggested for different events.
- Go online and research the organizations attending the fair. Identify the organizations with which you are interested in speaking and narrow your list down to your top ten. Be ready to articulately state why you are interested in each particular organization.
- Introduce yourself to the representative in a positive and confident manner; offer a firm handshake. Include your name, your major, and the year you are graduating in the conversation.

Sample 30-Second Introduction

My name is _____. I will be graduating in May with a degree in _____ and am seeking full-time positions focused on _____. I am interested in working with _____ because _____.

OR

My name is _____. I am a sophomore majoring in _____ and I am seeking a summer internship. I am interested in interning with _____ because _____.

- Give the representative a resume. If looking for a job be ready to discuss your background, qualifications, and career goals. Ask what you should do to apply for a position.

Do not be alarmed if some employers may not accept resumes as their initial step in the recruiting process. Referring students to apply online is not a brush off but likely the first step in their hiring process.

- Tell the representative what your interests are, such as
 - a particular career or job with that organization
 - something of interest you learned from their website
- Prepare questions regarding your area(s) of interest. Take notes on what you learn. Find example questions in the Informational Interviewing and Interviewing sections of this guide (PAGE 6 and PAGE 43).
- Make sure you obtain the representative's name and contact information. After the career fair, you should make it a point to follow up with an additional resume and a letter or email expressing your interest in the company and in what they have to offer.

Dress for Success

Find tips, tricks, and resources for feeling your best @ studentaffairs.psu.edu/career/resources/interviewing/dress

Interviewing

An interview is used to determine a match between you and the organization, sell your skills and qualifications, determine if it's what you want, and secure a job offer.

3 criteria employers are looking for:

- Can you do the job? (skills)
- Will you do the job? (interest and motivation)
- Are you a good fit with the organization? (personal qualities)

To interview effectively you need to know what you have to offer, what the employer is like, and the kind of position you want.

Style of Interviews

An interview can take place in many forms. Be prepared to experience a variety of the types of interview listed below:

- Screening
- Behavioral
- Phone
- Skype
- Team
- Group
- Meal
- Case
- Stress

Use Career Services

Workshops

Workshops on interview skills are presented throughout the semester. Check with your campus career office to learn about the schedule.

Mock Interview

Career Services' in-house studio offers video-taped, in-person, and phone mock interview training to students who want to practice their skills and receive feedback on their performance.

See mock interview options for your campus at studentaffairs.psu.edu/career

InterviewStream allows for independent self-review and critiquing of interviewing skills at any hour. You can access this resource online at: studentaffairs.psu.edu/career/resources

Meet with a Career Counselor

Discuss your questions about your interview.

How Can I Prepare?

Research

Determine the basics about the company (size, location, and product) and details about the job (description, training, advancement paths).

Use information sessions, online resources via the Career Resource Center at studentaffairs.psu.edu/career/resources and Nittany Lion Careers (SEE PAGE 41), general websites, and the company website.

Reflect

As you are preparing for an interview it is important to realize the link between the opportunity and your experiences and skills. Take some time to reflect and review the following:

- Career objective
- Academic background
- Experience (with examples)
- Unique experiences that give an edge
- Your resume and what is on it
- Strengths

Explore Approach to Answering

Take time to think about the basics of answering interview questions:

- There is no right answer
- Be honest and genuine
- Give details of a related event even when not asked of you
- Have 3-5 strengths to pull from when faced with a question you weren't prepared for
- Be mindful of your non-verbals (fillers, eye contact, nervous habits)
- Be concise, focus on the question, and don't ramble
- Remember that the person interviewing you does not know you and does not recognize jargon (THON, CAS100, etc.)
- Relate your skill set to the position
- Connect as you would in a conversation but remain professional

INTERVIEWING & OFFERS

Types of Interview Questions

Similar to the various styles of interviews, there are several different types of interview questions. Each is designed to elicit a different type of response from a candidate.

TRADITIONAL

Designed to help employers get a feel for who you are and what makes you unique.

BEHAVIORAL

Designed to discover how you have handled situations in the past.

CASE

Designed to test your ability to think analytically under stress with incomplete information.



There are different preparation techniques for various types of interview questions. Behavioral and case questions are unique and require a bit more preparation to give a fulfilling answer.

Behavioral Questions

Think of recent situations that demonstrate some of the most commonly sought after behaviors. Focus on leadership, teamwork, initiative, planning, and customer service.

Prepare brief descriptions remembering STARR:

- S** Describe the **SITUATION**.
- T** What **TASKS** did you identify that needed to be completed?
- A** What **ACTION** did you take?
- R** What was the **RESULT** of your action?
- R** **REFLECT**. What did you learn?

- Be honest. Do not exaggerate or omit any part of the story.
- Be specific. Do not generalize about several events; give a detailed account of one event.

Case Questions

- Listen carefully to the material being presented. Take notes if you'd like and be sure to ask questions if you are unsure about the details.
- Take your time. If you need a minute to collect your thoughts and work through your answer, make sure to say so.
- Offer a general statement or framework up front to serve as an outline for your answer. As you proceed with your answer, draw on that outline or framework.
- Focus on key, broad issues first.
- Orient your answer toward action. Suggest specific steps that can be taken to solve a problem, not just theory.
- Be conscious of resources. If it relates to the problem, ask your interviewer about the budget, capital, and other resources that the client can allocate to the solution.
- Try to enjoy the challenge or analyzing tough problems and coming up with reasonable solutions.

INTERVIEWING & OFFERS

Examples of Interview Questions

Interview questions come in all shapes and forms. There are three primary types of questions and you may see a combination of all three types in a single interview. Prepare for all types of questions prior to your interview.

Traditional

SAMPLE QUESTIONS:

- Tell me about yourself.
- Why are you interested in our organization?
- What interests you about this job?
- What areas of study have excited you most?
- Describe your most rewarding academic experience.
- What is your GPA? How do you feel about it? Does it reflect your abilities?
- Since attending college, what is the toughest decision that you've had to make?
- What previous work experience has been the most valuable to you and why?
- What are your strengths? Your weaknesses?
- What accomplishments are you most proud of?
- How do you handle pressure?
- If I asked the people who know you well to describe you, what three words would they use?
- What are your long-term career goals? How do you plan on achieving those goals?
- What things are most important to you in a job?
- What type of work environment appeals to you most?
- In what ways do you think you can contribute to our organization?
- Why are you the best candidate for this position?

Behavioral

SAMPLE QUESTIONS:

- Give me an example of a time at work when you had to deal with unreasonable expectations.
- How have you handled a situation in which the information presented to you was conflicting or there was no clear right or wrong answer?
- Tell me about a time when an unexpected event interrupted your work plans. How did you handle the situation? What was the outcome?
- Give me an example of a time when you were asked to do something you had never done before.
- How have you handled the challenge of developing your skills in a situation where feedback was delayed or limited?
- Tell me about a time when your ability to reward and encourage others created positive motivation.
- Give me an example of a time when you actively defined and evaluated several alternative solutions to identify a way to resolve a problem you encountered.
- Tell me about a time when you successfully prioritized your goals and objectives.
- Tell me about a time when you felt it necessary to compromise your own needs to help others.

Case

SAMPLE QUESTIONS:

- You are consulting for a major personal care products manufacturer that mainly produces products such as soaps, shampoos, conditioners, etc. Every year their profits are shrinking. What could be the cause of this?
- You are in marketing for one of the fastest growing supermarket chains in the country. This chain is considering opening its own bank branches in its supermarket locations. What is your advice?
- Your client is a small regional bank in the U.S. They are considering closing branch locations and diverting their resources to telephone and internet banking facilities. Should they implement this strategy? What are some of the basic areas they need to research before this strategy is recommended?
- You are working in a program with the goals of assisting your client to return to work. They do not want to return to work as they do not enjoy their job. How would you manage this client and situation?
- An officer approaches you and states the court has issued a protective order against him due to a domestic dispute he had with his partner. What should you do as a supervisor?

Asking Questions During an Interview

What Types of Questions Should I Ask?

You make the best impression if you ask questions about what you are seriously interested in concerning the company and job. What do you want to know more about? Don't be afraid to be specific, because specific questions convey genuine interest.

If many of your questions have been answered by good company literature, tell the recruiter, mentioning some of the more important questions and perhaps even a brief summary of what you have learned.

Initially you should stay away from questions about benefits and salary. This is usually discussed during the second or site interview. Above all, do not ask for the same information that is in any company literature you have already received.



Questions to Ask Employers

- Can you describe a typical first year assignment?
- What are the most challenging aspects of the job?
- How would you describe your organization's culture?
- Why do you enjoy working for your organization?
- What initial training will I receive?
- What opportunities for professional growth does the organization offer?
- How will I be evaluated and promoted?
- What are the characteristics of a successful person at your company?
- What are the organization's plans for future growth?
- What is a typical career path in your organization?
- What are the biggest challenges facing the organization or department?
- What is the management style of the organization? Of the department?
- What are the goals of the department? Of the organization?
- How much decision-making authority is given to new employees?
- In what ways is a career with your company better than one with your competitors?

How to Respond to Salary Questions

Fortunately, it is seldom asked during the initial interview. When asked, you need to answer carefully. It is usually best to give a salary range and to have an idea what the range is for your field. Salary information is available online at studentaffairs.psu.edu/career/resources

INTERVIEWING & OFFERS

Site Interviews

The site interview is at the employer's facility. It is an opportunity to conduct a more in-depth assessment of each other. After a site interview you can make a more informed decision about the position, people, environment, long-term career opportunities, and the community.

Before

- If you receive an offer for a site interview, respond promptly and professionally. If you are not interested in that company, decline politely. Never go on a site interview for practice.
- When accepting, ask the person coordinating the trip who will be responsible for making the arrangements and if you should keep track of expenses. Some companies will pay your expenses but some may not.
- Request a schedule and contact information.
- Learn as much as you can about the company by reading their literature, visiting their website, reviewing industry publications, and by using LinkedIn. You can also talk to employees who are Penn State alumni using LionLink.
- Bring several copies of your resume, requested paperwork, and a notebook and pen.
- Travel lightly to avoid checking luggage if you can. When you arrive, make a trial run to the office location.

During

- Expect a variety of meetings and interviews, possibly including a tour or meal. You may meet potential co-workers, department managers, and potential supervisors.
- If you attend a lunch or dinner meeting remember to remain professional.
- You should be prepared to discuss salary. Remember that your best bet is to let them bring up the topic of salary.
- Often the final meeting of the day is with your contact person or employment manager. During this session they often offer answers to any final questions you may have, explain follow-up procedures, and discuss expenses if applicable.
- You might find yourself with an offer at the end of the day or shortly afterward. Ask for time to consider the offer in terms of your needs and in comparison to other offers you may have.

After

- Send thank-you notes to the people that you met.
- Feel free to contact the company if you have not received a response in the agreed upon time frame. Also contact any of the interviewers for whom you have additional questions.

Missing a Site Interview

When you accept an invitation for a site interview you are making a commitment to that company. If you are no longer interested in the opportunity or cannot make an interview, contact the employer as soon as possible and let them know. Career Services expects that students using Nittany Lion Careers maintain professional behavior. Review the no-show policy at nittanylioncareers.psu.edu

Writing Thank You Letters

As soon after the interview as possible, a letter or email should be sent to express your appreciation for the opportunity to present yourself. Learn what to include on PAGE 35.

INTERVIEWING & OFFERS

Job Offers and Negotiation

Evaluate the Entire Job Offer:

Consider factors such as reputation of the organization, the quality of their training program, possibilities for promotion, satisfaction of the employees, and financial compensation.

The Type of Work

Your assignment should be challenging, satisfying, and a good match with your skills and interests.

Training/Continuing Education

Explore whether you will be offered continuing education or training to keep you current in your field via company courses, professional seminars, and tuition reimbursement.

Salary

Research the average salaries for positions of comparable type and level. Factor in the geographic location, cost of living differences and level of experience and skill sets.

Benefits

Review insurance coverage, retirement plan, health care plan, paid vacation and sick leave, income supplements (such as profit sharing), and relocation assistance.

Company Culture

The company's culture should match your own values so you feel no conflict of interest.

Supervisor and Colleagues

You will want to choose a job that involves people with whom you feel comfortable. Is your supervisor-to-be interested in your professional growth? Are you compatible with your colleagues?

Opportunity for Growth

A position that serves as a springboard provides professional development, additional responsibilities, and a variety of activities in which you can become involved.

Resources for Researching Salary

A Comprehensive Site for Researching Salary Information

salary.com

NACE Salary Calculator

jobsearchintelligence.com/salary-calculator-intro-etc

Wage, Earnings, and Benefit Data from the U.S. Department of Labor

bls.gov/oes

Company Salaries, Reviews, and Inside Connections for Thousands of Companies

glassdoor.com

Penn State Post-Graduation Data

studentaffairs.psu.edu/career



INTERVIEWING & OFFERS

Negotiating Strategies and Tips

Adopt a Win/Win Mindset

The ultimate goal is to achieve an outcome that is pleasing to both you and your employer. Approach your negotiation with the attitude that both you and the employer should benefit from the interaction.

Negotiation Is Not a Bad Word

In most cases, employers expect some degree of negotiation. Be respectful and understand that you may have to give a little to get a little. Always express appreciation that you have received an offer.

Timing Is Key

Negotiation occurs at the point that you have been extended an offer of employment. Prior to an offer, the focus should be on explaining how you can add value to their organization and on obtaining information about the specifics of the actual job and the organization.

Do Your Research

Present a well-reasoned argument that is backed up by data, such as average salary, adjustments due to geography, and your level of education, background, and skills.

Practice, Practice

In the same way that you might prepare for a job interview, place similar effort into your negotiation preparation. Career Counselors can help you with preparing a negotiation strategy, answering your specific negotiation questions, as well as help you role play a mock negotiation scenario.



Understanding the Ethics of Offers

Once you have accepted a job offer, verbally or in writing, you are bound by ethical standards and values.

Once you accept a job, you should:

- Withdraw from the job application process with all other organizations.
- Let all employers who are actively considering you know that you are no longer available and that they should consider other candidates.
- Notify Career Services via an email at interviewing@psu.edu so that we will not refer your resume to any other employers.
- Cancel all pending interviews.
- Send a formal acceptance letter. Learn what to include on PAGE 35.

If you face extreme circumstances that force you to renege on an acceptance (i.e., family emergency, marriage), you should notify your employer immediately and withdraw the acceptance. If you have accepted a signing bonus, you should return it.

Employers are also bound by ethical standards. They should:

- Provide accurate information about their organization, timeline of the hiring process, positions, career advancement opportunities, and benefits, as well as timely information on your status in the hiring process and any hiring decisions.
- Not exert undue pressure by providing candidates with a reasonable amount of time to make a decision about an offer.
- Offer fair and equitable assistance (financial assistance or placement services) if an employer must revoke a job offer that you have already accepted due to changing conditions (downsizing or withdrawn contracts).

Negotiating offers should be done over the phone or in person.

GRADUATE SCHOOL PLANNING

Considering Graduate or Professional School

Depending on your career goals and readiness, you may choose to go directly to graduate school or work for a few years and then attend graduate school on a full or part-time basis.

Why immediately attend?

- Uninterrupted studies
- May be easier while still in the student mode
- Job market isn't good and may be better in the future
- Avoid disrupting career pursuits later in life
- Profession requires additional education
- Admissions and/or entrance exams may be more difficult later
- Assistantships and/or financial assistance is available now

Why work then return?

- Obtain good position after completing undergraduate education
- Career change
- Advanced degree is necessary to "climb the corporate ladder"
- Practical, hands-on experience makes for more serious, interested student
- Seeking employment after company downsizing requires new skills and knowledge
- Establish solid experience first
- Employer will pay for further education (or a portion of it)
- Technology in the field is changing and skills/knowledge needs to be updated

Career counselors can work with you to devise an action plan for exploring and applying to graduate programs, and discussing the pros and cons of seeking graduate-level education as it relates to your career goals.

Reasons NOT to Attend Graduate School

- You're going to grad school to please someone else.
- You're clueless about a subject to study.
- You're secretly trying to avoid the job market.

Comparing Master's and Doctoral Degrees

	Master's Degree	Doctoral Degree
ENROLLMENT	<ul style="list-style-type: none">• Enroll full-time or part-time• 1-3 years full-time	<ul style="list-style-type: none">• Enroll full-time or part-time• 3-7 years full-time
COURSEWORK	<ul style="list-style-type: none">• Field specific rather than broad based	<ul style="list-style-type: none">• Field specific rather than broad based
FACULTY	<ul style="list-style-type: none">• Advised by a faculty member	<ul style="list-style-type: none">• Advised by a faculty member
PRACTICAL EXPERIENCE	<ul style="list-style-type: none">• Likely includes graduate assistantship or internship	<ul style="list-style-type: none">• Likely includes teaching, internship, or research assistantship
RESEARCH	<ul style="list-style-type: none">• May involve a progression from coursework to research	<ul style="list-style-type: none">• Involves a progression from coursework to research
END OF PROGRAM	<ul style="list-style-type: none">• May end with thesis, paper, and/or comprehensive exam	<ul style="list-style-type: none">• Typically ends with a dissertation
CAREERS	<ul style="list-style-type: none">• Leads to professional work, teaching, or further education	<ul style="list-style-type: none">• Leads to teaching, research, professional work, or post-doctoral work

Evaluating Grad Programs

Consider all factors before committing to a graduate program to ensure you are successful and make the most of your time in pursuit of an advanced degree.

Programs Offered

- What specializations are available?
- Does the program focus on theory and original research or practical application?
- Does the program provide real work experience such as practicums or internships?
- Is the curriculum structured or flexible?
- Are there opportunities to work on research projects?

Faculty

- Who are they and what are their credentials?
- What research projects have they conducted or published?
- Do the top scholars in the program teach or are they primarily involved in research?
- What is the faculty/student ratio?

Reputation

- Is the university accredited?
- Is the program nationally ranked in terms of excellence?
- Is the program well established or relatively new?

Multicultural Opportunities

- What is faculty and student composition?
- Will you have an opportunity to work with students from other cultures?
- What multicultural experiences do the faculty bring to the classroom?

Cost

- What are the tuition and fees?
- What financial aid is available (loans, scholarships, internships, work study)?
- Are teaching and research assistantships available?

Geographic Location

- Consider weather and political/social climate. Do you want to live here for several years?
- Would you be happier in a small town or a large urban area?
- Does the area offer cultural and recreational activities?
- What are the employment opportunities in the area?

Other Things to Consider

- Size of institution
- State regulations or residency requirements
- Career assistance
- Networking contacts



GRADUATE SCHOOL PLANNING

Applying to Graduate or Professional School

Application Action Plan

Fall and Spring of your Junior year

- Research areas of interest, institutions, and programs.
- Talk to advisers about application requirements.
- Register and prepare for appropriate graduate admission tests.
- Investigate national scholarships.
- If appropriate, obtain letters of recommendation.

Summer between Junior and Senior year

- Take required graduate admission tests.
- Work on your application materials.
- Visit institutions of interest if possible.
- Write your application essay.
- Check on application deadlines and rolling admissions policies.
- For medical, dental, osteopathy, podiatry, or law school, you may need to register for the national application or data assembly service most programs use.

Fall of your Senior year

- Obtain letters of recommendation.
- Take graduate admission tests if you haven't already.
- Send in completed applications.
- Complete the FAFSA, if required.

Spring of your Senior year

- Check with all institutions before the deadline to make sure your file is complete.
- Visit institutions that accept you. Send a deposit to your institution of choice.
- Notify other colleges and universities that accepted you of your decision so that they may admit students on their waiting lists.
- Send a thank-you note to people who wrote your recommendation letters, informing them of your success.



GRADUATE SCHOOL PLANNING

Admissions Criteria

Relevance of Undergraduate Coursework or Degree

You generally do not need to have an undergraduate degree in the same field. Articulate strongly why you want to enter a program in your application essay or personal statement.

Do not assume that you can never get into a discipline. Admission requirements differ from one graduate program to another. Check the program website for application timelines and admission criteria.

Completed Application Form

Check the program website to see deadlines and application forms that need to be submitted.

Graduate Admissions Test

Required tests vary by type of graduate study. Plan to take the appropriate tests approximately one year before your anticipated matriculation date.

- GRE ets.org/gre
- GMAT gmac.com/gmat
- LSAT lsac.org
- MCAT aamc.org/students/applying/mcat
- MAT milleranalogies.com

Studying for these exams is best done by using suggested registration materials. Decide if you learn better independently or by instruction before deciding the best study methods.

Official Transcripts

Contact the Registrar's office to request a formal copy of your transcript.

Letters of Recommendation

Most graduate programs require that two or three letters be sent. Schools prefer or require that 1-2 references be on the faculty from your undergraduate program of study. If you have worked in a job related to the field, a workplace supervisor may provide an excellent reference.

Application Essay or Personal Statement

Many schools will ask you to provide short answer essays to specific questions within your field to assess your knowledge and understanding of the field you are entering. These essays are used to measure your ability to write, build arguments, and think critically. They also assess your enthusiasm for the field of study, creativity, maturity, and uniqueness.

Be clear about your career goals and reasons for applying to that institution. Demonstrate your understanding of how that particular program will assist you in achieving your career goals. Incorporate specific research being conducted by faculty members or particular classes of interest.

Financial Aid

Three key kinds of financial aid are available and vary by institution or program.

- **Work Programs**
Usually through grad assistantships or college work study programs
- **Monetary Awards**
Grants, scholarships, and fellowships
- **Loans**
Administered through banks, government, or institution

Grad assistantships often pay tuition and provide a stipend for living expenses. Most involve 10-20 hours of work per week. Teaching assistantships involve assisting professors with grading, office hours, recitation sections, or teaching of one or more courses. Research assistantships provide the opportunity to participate in ongoing research can evolve into conducting your own research for a thesis.

Many schools require that the applicant submit the FAFSA (Free Application for Federal Student Aid). Learn how to complete this and gather the most up-to-date information at fafsa.ed.gov.

When schools list priority deadlines for applications, those dates are often used for consideration of scholarships, graduate assistantships, and fellowships. For rolling deadlines, students are accepted on a continuous basis and when the acceptance slots are full, the program no longer takes applications.

Sending in your application materials as early as possible will demonstrate a true interest in the program and will increase your chances of acceptance.

GRADUATE SCHOOL PLANNING

Finishing a Graduate Degree and Planning Your Next Steps

Once completed, a graduate degree can lead to a career in academia or in a non-academic setting.

Before you begin an academic job search, it is important to think about your interests, professional goals, skills, and values. What are your areas of strength? At what level do you want to teach: undergraduate or graduate, a community college or a 4-year college, research or teaching focus? Where do you want to teach: large or small, urban or more rural, public or private? Is tenure a goal? And so on. These are just a few of the questions you should be able to answer before you send out your first application. Not only will you be able to conduct a more directed, successful job search, you will be in a better position to answer these questions in an interview situation and use the answers to these questions as criteria for evaluating job offers.

Beginning a non-academic job search requires preparation and organization. Review strategies for finding a job or internship on PAGE 37.



	Academic Jobs	Non-Academic Jobs
WAYS TO PREPARE	<ul style="list-style-type: none"> • Gain research experience • Gain teaching experience • Publish • Present at conferences • Get involved with professional conferences • Get a post-doc 	<ul style="list-style-type: none"> • Find internships • Network with industry professionals • Attend career fairs • Get involved with professional conferences
APPLICATION MATERIALS	<ul style="list-style-type: none"> • Curriculum Vitae • Cover Letters • Letters of Reference • Transcripts • Philosophy of Practice • Writing Samples • Lesson Plans • Student Evaluations 	<ul style="list-style-type: none"> • Resume (1-2 pages) • Cover Letter • Transcripts • References

GRADUATE SCHOOL PLANNING

Post Doctoral Opportunities

Short for postdoctoral fellow, a post-doc is a research appointment of a fixed length of time for those holding a doctorate. It provides Ph.D.s with the opportunity to deepen their research in an area of expertise or acquire new areas of research experience prior to pursuing an academic career or a career in industry. They may feature an opportunity to teach.

Post-docs are generally sponsored by an academic institution, research center, government agency, or private industry. The post-doc has been a long-standing feature of academic careers in the hard sciences, and in many cases is considered a must. Post-doctoral positions also exist in the humanities and social sciences.

Finding a post-doc is similar to the job search for other academic positions. The key for post-docs is to start early, as some post-doc positions in top locations can be filled 1½ or 2 years in advance.

Reviewing Job Listings

Advertisements for potential job openings may be found in a variety of locations.

- Professional associations' publications
- Journals
- Periodicals
- Websites
- Departmental bulletin boards
- Conferences
- Career Services
- Word of mouth via faculty or alumni

Academic Job Opening Posting Sites

The Chronicle of Higher Education
chroniclevitae.com

Higher Education Recruitment Consortium
njepadeherc.org

Academic 360
academic360.com

Academic Employment Network
academploy.com

Academic Jobs Today
academicjobstoday.com

Academic Keys
academickeys.com

Higher Ed Jobs
higheredjobs.com

University Council for Educational Administration
ucea.org

PhDs.org
phds.org

National Postdoctoral Association
nationalpostdoc.org

GRADUATE SCHOOL PLANNING

Curriculum Vitae (CV)

Begin your vita preparation by brainstorming. List everything that you can imagine could be included; both your educational and professional history. Then ask yourself what you actually did in each of those activities. Your answers to what you actually did are the sets of skills that you have to offer to an employer. Once you feel you have covered everything, you will decide what to include.

If sending a resume and not a CV, tips for preparation can be found on PAGE 16

What is the Difference between a Resume and a Curriculum Vitae?

	Resume	Curriculum Vitae
PURPOSE	<ul style="list-style-type: none">• Outlines your personal, educational and work related experiences	<ul style="list-style-type: none">• Comprehensive summary of your educational and professional experience, including publications, presentations, professional activities, honors, and additional information
LENGTH	<ul style="list-style-type: none">• One- or two-page document	<ul style="list-style-type: none">• Generally three or more pages in length, depending on your qualifications and level of experience
FOCUS	<ul style="list-style-type: none">• Strengths and qualifications for a particular position	<ul style="list-style-type: none">• Comprehensive biographical statement
OBJECTIVE STATEMENT	<ul style="list-style-type: none">• Inclusion is optional	<ul style="list-style-type: none">• Not included
POSITION TYPE	<ul style="list-style-type: none">• Business, non-profit, other non-academic positions	<ul style="list-style-type: none">• Faculty, research, clinical, scientific positions, or when requested



GRADUATE SCHOOL PLANNING

The CV

CV FORMATTING

Ideally your vitae should emphasize your strong points while expressing your uniqueness and individuality. There are two basic formats to choose from. With either format, you should present yourself clearly, succinctly, and confidently.

Chronological Format

Present education and work experience in reverse chronological order, describing responsibilities and achievements under each entry. This is the most appropriate format if you have experience directly related to your career goal.

Functional Format

In this format, your experience is explained under major skill headings, while job titles, employers, and dates are listed separately. This format is especially useful when your degree or work experiences are not directly related to your career objective, for example, if you are pursuing employment in a field outside of your area of academic study.

Get Feedback from Outside Readers/Critics

A mistake on your resume or vitae will leave a poor first impression with the employer. Proofread your resume or vitae several times, and then have someone proofread it again. Several suggestions for selecting proofreaders include:

- A person who knows you well enough to spot any significant information you may have left out
- A person who will read critically
- A faculty adviser or career counselor

Choose and arrange categories so that the most relevant information is placed where it will catch the reader's eye.

See an example of a CV on PAGE 60

NAME	
ADDRESS	
PHONE NUMBER	
EMAIL	
EDUCATION	
The Pennsylvania State University Ph.D. Degree, Concentration Dissertation	Date
Institution, City, State M.A. Degree, Major Thesis	Date
Institution, City, State B.A./B.S. Degree, Major	Date
POSTDOCTORAL TRAINING (If Applicable)	
Description	
FELLOWSHIPS	
Field of Research, Place, Title Description	
PUBLICATIONS	
Use standard formatting	
PRESENTATIONS	
Use standard bibliographic format for your field, minus the author portion <i>If co-authoring, supply the co-author's name(s) in parentheses</i>	
GRANTS AND AWARDS	
PROFESSIONAL AFFILIATIONS	
SKILLS	
Languages Computer	
LICENSURE/CERTIFICATION (If Applicable)	
Type of License or Certification	
REFERENCES	

Content of Your Vitae

Heading/Contact Info

Your name is your heading (do not put “Curriculum Vitae” as a heading). It should be bold and in larger print than the rest of the document. Contact information includes your permanent and campus office address, your permanent and office telephone numbers with area codes (remember to use a professional message on your voice mail), your email address, and your web address, if you have one.

Education

List degrees in reverse chronological order—most recent first. List the official name of your degree and/or certification that you have obtained, or will obtain, the month and year of your graduation, and your major and minor(s). Keep the information easy to scan. A list is preferred over paragraph form.

Honors and Awards

You should include this section only if you have several honors. If you have only one or two honors, you can include them in a combined section with activities or education.

References

References are usually listed as a part of the vitae. Three to five references are appropriate. Consider individuals familiar with your academic achievements, research or teaching skills, and/or your work habits. Include the reference’s name, title, organization, mailing address, phone number, and e-mail address. You should always seek prior approval from individuals you plan to list as references and provide them with a copy of your vitae.

Experience

This section could be labeled a number of things: Experience, Work Experience, Research Experience, etc. Reverse chronological order is what readers expect, but if you have a mixture of experiences, you can break them into two major categories, such as Related Experience and Additional Experience. This allows you to put the most relevant items together and move older, but more relevant items to the beginning.

List your job title or position, the name of the organization for whom you worked, the dates of employment, the job title, and an active, descriptive summary of job duties. Give details of your accomplishments and responsibilities rather than a general list of duties. Numbers, such as volume, percentages, and/or dollar amounts, make strong statements and can enhance credibility. Consolidate information when possible; avoid repetition and excessive details in describing experiences. Make the format easy to scan by using bulleted statements and start each with a strong action word.

Skills

You may want to consider a special skills section to highlight skills. You could also include certifications in this category.

Activities

List the most relevant activities and offices held first. Include professional, community, graduate level, and occasionally, outstanding college activities. You can add brief explanatory details of the position and your accomplishments, if it is appropriate. As this section can add individuality to your vitae, you may want to include unusual or interesting items.

Potential Items to Include:

- Educational Background
- Grants Received
- Professional Service
- Research Experience
- Publications
- Thesis or Dissertation
- Teaching Experience
- Presentations
- Internships
- Professional Experience
- Fellowships
- Certifications/Licensures
- Research Interests
- Honors and Awards
- Programs and Workshops
- Teaching Interests
- Professional Affiliations
- Creative Works
- Scholarly Works
- Languages
- Foreign Study
- Committees
- Administrative Experience
- Works in Progress





GRADUATE SCHOOL PLANNING

CV Example

Candidate, Vitae. 1

CURRICULUM VITAE

Alexander B. Candidate

111-C Burrowes Building
University Park, PA 16802
acandidate@outlook.com

EDUCATION

- | | |
|---|-------------|
| Doctor of Philosophy in Comparative Literature
The Pennsylvania State University, University Park, PA (Expected) | 2020 |
| Master of Arts in Comparative Literature
Brown University, Providence, RI
Thesis: 20th century writers and the industrial revolution | 2015 |
| Bachelor of Arts in English
Gettysburg College, Gettysburg, PA | 2011 |

CERTIFICATIONS

Graduate School Teaching Certificate & Graduate Online Teaching Certificate, *University Park, PA*
Institutional Research Certificate, *University Park, PA*

PROFESSIONAL AND RESEARCH EXPERIENCE

- | | |
|--|-----------------------------------|
| Research Assistant
Department of Comparative Literature, University Park, PA | August 2017 - Present |
| <ul style="list-style-type: none">• Participate in three ongoing research projects.<ul style="list-style-type: none">○ Conduct extensive literature reviews, write analyses, and submit research work for publication.○ Collate university statistical data into a single, coherent presentation.• Collaborate with History and Women's Studies Departments on teaching and research projects. | |
| International Literature Collections Consultant
The Library of Congress, Washington, DC | September 2015 - July 2017 |
| <ul style="list-style-type: none">• Coordinated the acquisition and archival of 16th - 18th century French literary works.• Guided the Council of Mayors to information on the establishment of Cities.• Gained experience using Oracle Database System. | |
| Undergraduate Research Assistant
Department of English Literature, Gettysburg, PA | May 2010 - December 2010 |
| <ul style="list-style-type: none">• Categorized open-ended responses from research participants.• Performed descriptive statistics of raw data including data entry from all team members' research.• De-identified questionnaires filled out by research participants to maintain privacy. | |

TEACHING EXPERIENCE

- | | |
|---|------------------------------------|
| The Pennsylvania State University, Undergraduate
Instructor, <i>Comparative Literature 400 - Literary Critique Theory</i> | August 2018 - December 2018 |
| <ul style="list-style-type: none">• Taught 50 students to develop, refine, and apply knowledge of literary critiques to different forms of writing. | |

GRADUATE SCHOOL PLANNING

CV Example

Candidate, Vitae. 2

Instructor, *English 482 - Contemporary Literary Theory and Practice* **Jan. 2019 - May 2019**

- Taught 16 students contemporary literary theories and their implication for critical practice as applied to British, American, and other English-language literary works.

FOREIGN LANGUAGES

Fluent in French and Spanish

Conversational in Portuguese

PUBLICATIONS

Candidate, Alexander B., “The mission of our education.” *Journal of Comparative Literature*, vol. 14, no 3, 2019, pp. 14-19.

Ferguson, Darryl K, and **Candidate, Alexander B.**, “Writing National Constitutions.” *Journal of Comparative Literature*, Vol 12, no 2. April 2018, pp. 32-39.

PRESENTATIONS

“The Mission of Our Education.” Paper presented at *The University of Pennsylvania Symposium on Comparative Literature*, Philadelphia, PA. February 14, 2018.

“Writing National Constitutions.” Paper presented at *The National Comparative Literature Convention*, Salt Lake City, UT. June 24, 2018.

“The Value of a Major in Comparative Literature.” Presentation offered at *Spend a Summer Day, The Pennsylvania State University*, University Park, PA. July 15, 2019.

PROFESSIONAL ASSOCIATIONS

American Institute of Comparative Literature (AICL)

Society of Excellence in Comparative Literature

International Comparative Literature Association (ICLA)

COMMUNITY SERVICE

America Reads Program, The Pennsylvania State University

2017 - Present

Mid-State Literacy Council, State College, PA

2017 - 2018

Study Abroad Volunteer, Gettysburg College, Gettysburg, PA

2008 - 2009

AWARDS AND HONORS

Outstanding Scholarship Award, American Institute of Comparative Literature, 2016

Outstanding Graduate Student Award, The Pennsylvania State University, 2017

OTHER WORK EXPERIENCE

Office Assistant, *Office of International Student Services, Brown University*

Nov. 2013 - Jan. 2015

Director, Student Membership, *Alumni Association, Gettysburg College*

May 2010 - May 2011

Office Assistant, *Residence Life, Gettysburg College*

May 2008 - May 2009

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