Department of Defense
Civilian Careers that Make a Difference

Serve your nation and make a difference by joining the Department of Defense Acquisition Workforce. We offer civilian careers ranging from business, IT, project management to science and engineering.

Benefits include:
- Worldwide Career Opportunities
- Paid Vacation
- Student Loan Repayment
- Graduate School Tuition Assistance
- Accelerated Career Progression
- Leadership Development
- Professional Certifications

Office of the Under Secretary of Defense for Acquisition, Technology and Logistics – Human Capital Initiatives

ci.mil/careers

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TERP GUIDE
UNIVERSITY OF MARYLAND
UNIVERSITY CAREER CENTER & THE PRESIDENT’S PROMISE
WWW.CAREERS.UMD.EDU
WWW.PRESIDENTSPROMISE.UMD.EDU

EQUAL OPPORTUNITY
Organizations requesting services from the University of Maryland shall be equal opportunity employers in accordance with all applicable state and federal laws. The University does not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, physical or mental disability, or political affiliation, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution (Vi-1.00 University of Maryland Human Relations Code, 5/6/98). The University of Maryland Career Center’s policy of non-discrimination applies to all current and prospective employers participating or seeking to participate in Career Center employment services or educational activities.
Individuals can enter this model at different points of their academic career.

Whenever you consider a career change, employ these same steps. The specific details will differ, but the process is essentially the same.

Learning this process as a student makes this a valuable lifelong tool.

5. SEARCH FOR A JOB

Your Terp Guide emphasizes important considerations for a knowledgeable, organized and successful search. First, create and polish your resume and cover letter. Utilize multiple top search strategies including networking, events, connecting with employers and social media.

4. CONSIDER GRADUATE/PROFESSIONAL SCHOOL

Graduate school involves personal and financial commitment. Research areas of interest and possible programs to find good fits for you. Applying involves entrance exams, personal essays, letters of recommendation and more depending on the program. Whether you’re just starting to consider graduate school or you’re well into the application process, take advantage of our helpful Center resources.

3. GAIN EXPERIENCE

This is critical. Internships and well-chosen part-time jobs help apply theoretical classroom learning to real-life, test career goals, gain on-the-job experience and build a network. The President’s Promise provides opportunities for integrated learning experiences through internships, research, study abroad, living-learning programs, leadership and service learning, designed to complement academic majors.

2. EXPLORE YOUR CAREER OPTIONS

Learn all you can about occupations and career fields that might be a good fit with your interests, natural abilities, personal values and overall personality characteristics.

Our Center has several ways of making this easier for you.

1. ASSESS YOURSELF

Identify your interests, skills, values and personality. A good grasp of these attributes allows you to consider appropriate majors, investigate potential career fields, prepare a competitive resume and effectively explain qualifications to employers. Unsure of how to approach this? Start with us!

SEARCH FOR A JOB

Your Terp Guide emphasizes important considerations for a knowledgeable, organized and successful search. First, create and polish your resume and cover letter. Utilize multiple top search strategies including networking, events, connecting with employers and social media.

TO APPLY:
www.OrangeCountyFirst.com

APPLICATION DEADLINE:
May 5, 2023

LOCATED AT:
200 East King St.
Hillsborough, NC 27278

FOR INFORMATION ON LICENSURE:
www.ncpublicschools.org

FIND US ON FACEBOOK:
www.facebook.com/OrangeCountySchools, NC

PHONE:
919-731-8126

Share your success story at ter.ps/UCCStory. If we use your testimonial, you’ll get a free CAREER the Turtle Tee!
**FIRST YEAR: AWARENESS**

- Visit the Center in person and follow us online.
- Complete a personality/career assessment, such as FOCUS 2, to see how your interests relate to your career path.
- Register for Careers4Terps and take advantage of internships, part-time, summer and/or volunteer opportunities in your career area(s) of interest.
- Begin planning for The President’s Promise opportunities such as research, study abroad, student leadership or volunteerism.
- Explore your interests through work-related experiences, job shadowing and speaking with professionals in a variety of occupations.
- Develop targeted resume(s) and cover letter(s) and have them critiqued at the Center.
- Register for PSYC123: The Psychology of Getting Hired to conduct informational interviews.
- Attend Center fairs, career panels, workshops and networking events.
- Attend Center fairs, career panels, workshops and networking events.

**SECOND YEAR: EXPLORATION**

- Discuss career goals with Center staff.
- Build your resume by pursuing career and major-related opportunities.
- Research various career fields and professions of interest, use Terrapins Connect for career and job search advice and conduct informational interviews.
- Establish and maintain your professional media presence through such networks as LinkedIn, Twitter and Blogger.
- Update your Careers4Terps account.
- Attend career and internship fairs, networking events and employer site visits to learn about professional opportunities.
- Maintain a good academic record. Employers see grades as an objective measure of your abilities and time management skills.
- Bring in updated targeted resume(s) and cover letter(s) for critiques at the Center.
- Register for PSYC123: The Psychology of Getting Hired to conduct informational interviews.
- For students looking for that first internship, Register for EDCP108i: Academic Transitions to Internships to engage in the full experience of searching for an internship.

**THIRD YEAR: EXPERIENCE**

- Assess your progress and check in with Center staff as needed.
- Gain practical experience through internships, study abroad, research, student activities and volunteer work.
- Conduct a virtual mock interview to see how well you do and practice your 30-second “commercial/elevator pitch.”
- Interview with employers seeking interns through the On-Campus Interviewing (OCI) Program.
- Network with employers at information sessions, events and fairs.
- Update and create Search Agents in Careers4Terps.
- Continue building your professional brand via social media.
- Update your targeted resume(s) and cover letter(s), and have them critiqued at the Center.
- Develop relationships with professionals who could serve as references.
- For Potential Graduate Students, familiarize yourself with graduate or professional school admissions procedures.

**FOURTH YEAR: TRANSITION**

- Strategize your upcoming job search with Center staff.
- Attend Center events to strengthen job search skills such as resume writing, interviewing and networking.
- Develop targeted resumes and cover letters to support job search activities and have them critiqued at the Center.
- Utilize Search Agents in Careers4Terps to receive alerts and apply for employment.
- Research prospective employers thoroughly before interviews.
- Present your qualifications to employers attending Career & Internship Fairs.
- Take advantage of the On-Campus Interviewing (OCI) Program for full-time jobs.
- Continue to network and conduct informational interviews with employers of interest.
- For Potential Grad Students, have your personal statement critiqued for graduate or professional school applications.

**THE PRESIDENT’S PROMISE**

The President’s Promise offers undergraduates an integrated learning experience to enhance career readiness. Opportunities include learning/programs, research experiences, public and private sector internships, international experiences, service learning initiatives and leadership experiences.

**NETWORKING EVENTS**

Connect with alumni and employers during the academic year.

Opportunities include:
- Resume and mock interview Clinics
- Job shadowing and informational interviews
- Career and internship fairs
- Employer networking sessions

**INTERN FOR A DAY**

Visit host sites for one day internship/shadowing experiences. You may attend meetings, participate in informational interviews with other staff members or work on small projects.

**CAREER SHUTTLES**

Center-sponsored field trips to employer sites from various industries. Shuttle seats are limited. Students should RSVP early.

**CAREER COURSES**

PSYC123: The Psychology of Getting Hired • 1-credit (online)
Looks at what’s behind the hiring process, applies psychological principles and strategies for landing internships or other jobs. Freshman/Sophomore standing.

EDCP108i: Academic Transitions to Internships • 1-credit (online)
Engages you in the full experience of searching for an internship. For students looking for that first internship.

UNIV099: Internship Seminar • 0-credit
Complements supervised work experiences and assures that experiences are noted on your transcript.

**TERRAPINS CONNECT**

Connects students with alumni and webinars for career and job search advice. https://terrapinsconnect.umd.edu

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**CENTER STAFF CAN HELP YOU:**

Address educational and career decisions
Identify useful resources
Pursue internship, full/part-time opportunities
Tailor resumes and cover letters
Sharpen job search skills and strategies
Plan for graduate and professional school

**CAREERS4TERPS**

Update your Careers4Terps profiles to manage your career. C4T is your gateway to:
- Career advising appointments
- Internship and job postings with alerts
- Event calendar - workshops, panels and employer programs
- Interview opportunities with recruiters
- Employer information sessions/networking events

Gain access to the following virtual resources:

- **FOCUS 2**
  - Career testing/self-assessment
- **Candid Career**
  - Career-related informational videos by UMD alumni
- **Vault**
  - Employer/industry insights, rankings and reviews
- **InterviewStream**
  - Practice interviewing 24/7/365
- **GoinGlobal**
  - Work abroad, visas, international student resources

**SOCIAL MEDIA**

Follow @UMDCareerCenter to access career-related news wherever you are, whenever you’re ready.

- Infographics, articles and videos to help with professional dress, interviewing and the world of work.
What is The President's Promise?

Every Terp has the chance to engage in a special experience for extraordinary personal growth.

Internships offer you on-the-job experience—the number one factor employers consider when hiring employees. Internships can be full- or part-time, short- or long-term, paid or unpaid, for or not for credit, or any combination of these. Above all, an internship needs to be a supervised work experience that enhances a student's academic and/or career skills.

All About Internships

Helpful Internship Websites

Our Center accepts scholarship applications for unpaid internships with nonprofit or governmental agencies. For more information on this undergraduate opportunity, visit go.umd.edu/brightfutures

INTERNSHIP SEARCH TIMETABLE & CHECKLIST

The internship search can feel overwhelming. This checklist breaks down your search into smaller, more manageable steps. Start checking off as many of these activities as you can and you will be on your way to landing an internship.

Preparation for Search

- Log on to Careers4Terps through Careers.umd.edu—you now have access to 500-1,000 internship postings!
- Attend a How to Find an Internship program or make an appointment to learn about the different resources available for finding an internship.
- Prepare customized resumes and cover letters for each internship opportunity. Use the samples in this guide to get started.
- Use LinkedIn.com to conduct informational interviews with UMD alumni to gain insight on searching for internships in your field of interest.
- Talk to everyone you know about your internship search—keep family, faculty, friends, previous teachers and coaches, and alumni updated on your search.
- Check your wardrobe for proper interview attire and purchase items as necessary.

Start the Search

- Regularly check Careers4Terps on Careers.umd.edu for open internships.
- Attend career and internship fairs on campus to network with employers seeking interns.
- Maintain a system for keeping track of applications, contacts, interviews, and other activities.
- Practice your interview skills through mock interviews and/or InterviewStream on Careers4Terps.
- Send thank you letters and emails after every interview.
- Keep in touch with advisors in the University Career Center regarding your internship search and progress.
Qualities Desired in—College Graduates

ENERGY, DRIVE, ENTHUSIASM & INITIATIVE

Hard-working, disciplined and dependable
Eager, professional and positive attitude
Strong self-motivation and high self-esteem
Confident and assertive, yet diplomatic and flexible
Sincere and preserves integrity
Ambitious and takes risks
Uses common sense

WHAT ARE TRANSFERABLE SKILLS?

A transferable skill is a “portable skill” that you deliberately (or inadvertently, if you haven’t identified them yet) take with you to other life experiences.
Your transferable skills are often acquired through:
• a class (e.g., an English major who is taught technical writing)
• experience (e.g., the student government representative who develops strong motivation and consensus building skills)

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

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

IDENTIFYING TRANSFERABLE SKILLS

While very closely related (and with some overlap), transferable skills can be divided into three subsets:
• Working With People
• Working With Things
• Working With Data/Information

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

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

Transferable Skills—Working With People
• Setting
• Training
• Teaching
• Supervising
• Organizing
• Soliciting
• Motivating
• Mediating
• Advising
• Delegating
• Entertaining
• Representing
• Negotiating
• Translating

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

Transferable Skills—Working With Data/Information
• Calculating
• Developing databases
• Working with spreadsheets
• Accounting
• Writing
• Researching
• Computing
• Testing
• File management
• Editing
• Gathering data
• Analyzing
• Budgeting

EDUCATION 

College Graduates

KNOWLEDGE OF COMPUTERS

Established word processing, spreadsheet, database and presentation software skills
Excellent computer literacy

COMMUNICATION SKILLS

Good writing skills
Excellent oral communication skills
Listens well; compassionate and empathetic
Excellent problem-solving and analytical skills
Creative and innovative

LEADERSHIP SKILLS

Organizational skills and attention to detail
Accepts and handles responsibility
Action-oriented and results-driven
Loyal to employers
Customer-focused
Team-spirited; understands group dynamics
Always willing to help others
Mature, poised and personable
Diversity aware; treats others with respect and dignity

ORIENTED TO GROWTH

Acceptance of entry-level position; doesn’t view tasks as “menial”
Academic excellence in field of study
See organization’s full picture, not just area of specialization
Willing to accomplish more than required

ADDITIONAL TIPS TO HELP IDENTIFY YOUR TRANSFERABLE SKILLS

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

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

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

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

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

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

Written by Rosita Smith.
Preparing Your Resume

Did you know the average amount of time an employer spends reviewing a resume is 30 seconds? This means that you have to put in the work to make it stand out.

How do you accomplish this? For starters, clarity and brevity are important qualities for your resume, but the information you provide must also be RELEVANT. Tailoring your resume to the job’s required skills and experiences is a MUST. A well-written resume should include highlights such as relevant coursework, relevant skills and experience.

SUGGESTED CONTENT

Contact Information:
Name (do not use nicknames), Permanent Address (or School/Local Address), Phone Number, your customized LinkedIn URL and Email Address. Be sure that your voicemail message is a neutral greeting, and that you use a professional email address.

Objective:
A brief statement of the type of position for which you wish to be considered. May be stated (1) by job title, (2) by level or type, (3) in terms of the skills you wish to use or develop, or (4) to be considered. May be stated (1) by job title, (2) by level or type, (3) in terms of the skills you wish to use or develop, or (4) to be considered.

Experience:
• List job/position title
• Organization/company name
• Location (city, state)
• Dates (month/year)
• ALWAYS start with action verbs, such as “collaborated, wrote, designed and implemented,” to describe job tasks, activities performed and accomplishments.
• Emphasize what you have learned, such as ability to work independently or on a team.
• Provide specific examples and quantify accomplishments using statistics and numbers to strengthen your resume.
• Include paid experiences, such as full- and part-time work, internships, summer jobs and assistantships.
• Don’t forget unpaid experiences, including volunteer positions, internships, extended research projects, extra-curricular activities, coursework, or class projects that often lead to the acquisition of valuable knowledge and skills.
• Always use present tense verbs to describe the job you are in now and past tense to describe previous jobs.

Activities:
List activities in or out of school, if not already covered in the experience section. Include activities RELEVANT to the position, or where you have developed significant transferable skills, such as leadership and public speaking.

Skills:
• Computer (hardware and software)
• Foreign language proficiency (literate, fluent)

Non-Academic Honors and Awards:
List any awards and honors you may have received.

Professional Affiliations:
List memberships in professional organizations, offices and dates held.

Other Pertinent Information:
Citizenship, special licenses, certificates, clearances.

References:
Do not list references directly on your resume or use the phrase “References available upon request.”

Typographical, grammatical or spelling errors. These errors suggest carelessness. Have at least two people proofread your resume. Don’t rely on your computer’s spell-checkers or grammar-checkers.

Hard to read. A poorly typed or copied resume looks unprofessional. Use a plain typewriter, no smaller than a 12-point font. Asterisks, bullets, underlining, boldface type and italics should be used only to make the document easier to read, not fancier. Again, ask a professional’s opinion.

Too verbose. Do not use complete sentences or paragraphs. Say as much as possible with as few words as possible. “A,” “an” and “the” can almost always be left out. Your resume should include appropriate industry keywords, but be careful in your use of jargon and avoid slang.

Too sparse. Give more than the bare essentials, especially when describing related work experience, skills, accomplishments, activities, interests and club membership that will give employers important information.

Experience:
• List job/position title
• Organization/company name
• Location (city, state)
• Dates (month/year)

INSIDER INFORMATION (THE LEGAL KIND)
Gain an edge in your job search by conducting preliminary research on the organizations where you want to work. Investigating an organization’s mission, goals, values and needs is a process necessary in identifying which organizations to focus on and those that are going to be a good fit for you.

1. Too long. Most new graduates should restrict their resumes to one page. If you have trouble condensing, get help from a career services professional.

2. Typographical, grammatical or spelling errors. These errors suggest carelessness. Have at least two people proofread your resume. Don’t rely on your computer’s spell-checkers or grammar-checkers.

3. Hard to read. A poorly typed or copied resume looks unprofessional. Use a plain typewriter, no smaller than a 12-point font. Asterisks, bullets, underlining, boldface type and italics should be used only to make the document easier to read, not fancier. Again, ask a professional’s opinion.

4. Too verbose. Do not use complete sentences or paragraphs. Say as much as possible with as few words as possible. “A,” “an” and “the” can almost always be left out. Your resume should include appropriate industry keywords, but be careful in your use of jargon and avoid slang.

5. Too sparse. Give more than the bare essentials, especially when describing related work experience, skills, accomplishments, activities, interests and club membership that will give employers important information.

6. Irrelevant information. Customize each resume to each position you seek (when possible). Emphasize only RELEVANT experience, skills, accomplishments and activities. Do not include information that would be illegal or inappropriate if asked about in an interview. This includes personal status, age, sex, children, race, ethnicity, religion, etc.

7. Obviously generic. Too many resumes scream, “I need a job—any job!” The employer needs to feel that you are interested in a particular position and want to work for their specific organization.

8. Too snazzy. Of course, use good quality bond paper, but avoid exotic fonts, colored paper, photography, binders and graphics. The exceptions for this rule are artistic positions, such as graphic designers.

9. Boring. Make your resume as dynamic as possible. Begin every statement with action verbs, using them to describe what you have accomplished in past jobs. Don’t forget to also include language specific to the field in which you are applying.

10. Too modest. The resume showcases your qualifications in competition with other applicants. Put your best foot forward without misrepresentation, falsification or arrogance.

UMD Resources for Research
• Careers4Terps: In addition to giving you access to full-time, part-time and internship positions, Careers4Terps provides information about employers and their UMD contacts. These employers want to hire UMD students!
• Vault: Log in through C4T for employer/industry insights, rankings and reviews.
• Candid Career: Contains videos of UMD alumni discussing their career journeys and other job search videos. Log in through C4T.
• Terrapins Connect: Set up an appointment to meet virtually with an alumnus for a career conversation, resume tips or mock interview. Free for students/alumni. Visit https://terrapinsconnect.umd.edu.
• Career Fairs: The University Career Center & The President’s Office hosts a variety of Career & Internship Fairs every year that offer an abundance of opportunities to discuss your qualifications with employer representatives, many of which are UMD alumni.
• Special Events & Employer Information Sessions: Check the calendar at careers.umd.edu for updates on Center events as well as Employer Information Sessions that can not only help you with job search skills, but also give you insider information on what organizations are looking for in new hires.
Bottom Line: Employers expect you to exhibit knowledge of their organization in your cover letter and during interviews.

Other Online Resources
• Organization Web Sites: Most organizations maintain extensive sites that include information regarding their organization’s history, mission statement, community involvement, special events, executive bios or even past annual reports. This information can be found under Careers, About Us, or Contact Us sections.
• Social Media: Many organizations maintain a social media presence on sites such as Twitter, Facebook and LinkedIn. Through these feeds/pages, they provide organizational bios and occasionally, job postings. LinkedIn can be helpful to see if any employees are UMD alumni or what positions they held before their current one. Before connecting with organizations on these sites, make sure that your own social media presence is a professional one.
• Industry Specific Publications/Journals: Subscribing to online or print publications in your career field can keep you updated about new practices in your industry.
• Search Engines: Just google it! A simple search through an online search engine can lead you quickly to helpful information or bring up news articles involving the organization.
Using action verbs to describe your experiences will infuse your resume with energy. Whenever possible, use verbs that represent functions of the job you are seeking. Categories that follow are an ample representation of the roles and skills that students utilize and employers seek. Remember to use present tense verbs for current activities and past tense verbs for completed activities. Also, try not to use the same verb twice: thesaurus in your word processing software should provide more than enough possibilities.

### Action Verbs

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### Your RESUME CHECKLIST

#### OVERALL DOCUMENT FORMAT

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

#### CONTACT INFORMATION

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

#### OBJECTIVE

- Does the objective clearly describe the position or type of position you are seeking? Does it include what skills you seek to use/develop?

#### EDUCATION

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

#### EXPERIENCE SECTION(S)

- Does each experience include position title, organization name, location and date/duration? Student, class and university included if the experience was a course project?
- Does the resume exclude all outdated experiences? Omitting high school information after your UMD sophomore year?
- Do your bullet points start with strong action verbs?
- Do your bullet points identify the knowledge, skills and abilities utilized in that position?
- Do your bullet points effectively describe what you did, how you accomplished it, and/or what impact your performance had within the organization?
- Are your experiences described in ways that support your objective and do you use career field specific language?
- Have you included keywords that are found in the job description?

#### ADDITIONAL EXPERIENCE & SKILLS

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

#### REFERENCES

- Does your resume exclude names of references or the phrase: ‘References available upon request’?

#### BOTTOM LINE

- Overall, are you proud of the way your resume looks and reads? Have you made the key information easy to find and understand? Can you provide a rationale for each piece of information included (in terms of relevance)?
- Lastly, the purpose of a resume is to obtain an interview. If you were an employer, would you want to interview the person represented by this resume?

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Get the Action Verb of the Day

©UMDCareerCenter
Samples of Work Experience

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

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

**Undergraduate Research Assistant**
- Selected for faculty research project with Undergraduate Director of Government & Politics department
- Assembled comprehensive database of U.S. Supreme Court briefs
- Analyzed approximately 1,500 Supreme Court Amicus Curiae Briefs
- Recruited and scheduled over 20 students for research experiments
- Coded and organized primary research results onto Excel spreadsheets

**Sales Associate/Visuals Coordinator**
- Assisted customers in finding proper sizes, assembling outfits and finalizing purchases
- Represented the brand through personal presentation and positive interactions
- Designed and constructed visual layouts including bust forms, window displays, floor sets and lighting

**Server**
- Selected by management to train new servers on operations and customer service
- Provided quality customer service in a fast-paced environment (at least five tables per hour)

**Customer Service Representative**
- Directed phone calls and scheduled appointments
- Trained over 10 new student employees
- Communicated with customers to address inquiries, researched accounts and recorded resolutions

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

**Teaching Assistant**
- Facilitated classroom discussions for two sections of 20 students each for Sociology of Gender course
- Graded quizzes and reflective journals
- Met with students daily to answer questions and provide feedback on papers and assignments

**Talent Scout Assistant**
- Initiated contact with up and coming artists for possible representation
- Helped promote and distribute artists in both physical and digital markets
- Reviewed and edited proofs of social media, advertisements and other marketing projects
- Managed the benefit Youth Concert Series that attracted 200 attendees

**Internship**
**Marketing Intern**
- ABC Agency, Washington, DC
- May - August 20XX
- Strengthened Microsoft Excel skills by creating more efficient client information database system
- Analyzed company’s young adult marketing campaign and created comprehensive report on findings
- Developed interactive presentation to present market research findings to marketing team
- Based on superior performance, invited to serve on management team’s Intern Advisory Board

**Potential Interview Questions:**
- How did your technical skills improve while working at this internship?
- Based on this experience, do you see yourself working in the field after graduation? Why? Why not?

**Study Abroad**
**Education:**
- Accademia Italiana, Florence, Italy
- September - December 20XX
- Program of study: Italian language and Italian cultural studies

**Related Experience:**
- English Language Teaching Assistant
- Scuola Primaria San Pier Martire, Florence, Italy
- Taught Italian to students aged 7-11

**LEADERSHIP**
President
- Jepson College, College Park, MD
- Coordinate Fall New member campaign; increased membership 15%
- Manage yearly budget of $5850; prepared proposal for student government funding allocaation
- Enhanced organizational skills by coordinating event logistics such as scheduling volunteers, making room reservations, preparing meeting agendas, and overseeing social media marketing efforts

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

**Spanish Immersion Program Scholar**
- May 20XX - Present
- Language House Immersion Program, College Park, MD
- Interact and communicate in Spanish with 4 roommates in a living-learning environment
- Research and discuss Spanish history, culture, literature, art, and ideologies in a cluster of 20 students

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

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

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

**Research Assistant/Lab Coordinator**
- Department of Psychology, College Park, MD
- March - May 20XX
- Conducted research in the Interpersonal Relationships Lab, translating basic science principles into therapeutic interventions
- Overseas lab’s daily activities and 14 other undergraduate assistants, and standardized all psychological measures used within the lab
- Surveyed participants in an attachment study and coded data
- Interviewed Research Assistant (RA) applicants for the next semester, evaluated applications, and chose new RAs

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

**Undergraduate Research**
- College Park, MD
- May - August 20XX
- Designed and constructed visual layouts including bust forms, window displays, floor sets and lighting
- Reviewed and edited proofs of social media, advertisements and other marketing projects
- Managed the benefit Youth Concert Series that attracted 200 attendees

**Potential Interview Questions:**
- How did your technical skills improve while working at this internship?
- Based on this experience, do you see yourself working in the field after graduation? Why? Why not?
Angela Terp

EDUCATION
University of Maryland, College Park, MD 20XX – 20XX
Bachelor of Science, Biological Sciences
Minor: Computer Science
•  Related Coursework: Methods and Materials in Health Education, Health Behavior, Human Anatomy
•  Minor in Global Poverty, Department of Agricultural and Resource Economics

University of Maryland, College Park
School of Public Health, Department of Behavioral and Community Health
•  Related Coursework: Statistics, Epidemiology, Health Policy, and Management

Leadership Experience
University of Maryland, College Park, MD 20XX – 20XX
•  Co-founder of the College Park chapter of the National Association of Biology Undergraduate Students (NABUS)

Research Experience
University of Maryland, College Park, MD May 20XX – August 20XX
•  Analyzed and interpreted gene expression data using bioinformatic tools to identify potential drug targets

Work Experience
Cure HHT (Hereditary Hemorrhagic Telangiectasia), Monkton, MD
•  Contributed to the development of a funding opportunity announcement for a new cooperative agreement
•  Extracted data from 53 grant applications and presented my report and recommendations to leadership

University of Maryland, College Park, MD May 20XX – August 20XX
•  Managed the development of educational curriculum and marketing tools for a 12-week wellness program

Health Resources and Services Administration, HIV/AIDS Bureau
Health Program Analyst, Pathways Program
•  Assisted in the development of a project proposal for a new community-based organization
•  Assisted in the development of a funding opportunity announcement for a new cooperative agreement

United States Department of Health and Human Services, Rockville, MD
Health Program Analyst, Pathways Program
•  Contributed to the development of a funding opportunity announcement for a new cooperative agreement

Designations & Certifications Learning Program 2006 – 2008
•  Completed an online course on the role of design in public health
•  Participated in design courses in programming, 3D printing, and Prototyping

Profile
Sara P. Health

Education
Bachelor of Arts in Health, Graphic Design Tools
Expected May 20XX
College Park, MD

University of Maryland

Contact Information
7700 College Park Circle, Suit 300, MEK 120-30
410-516-4596
sphealth7@gmail.com

Leadership
Sara P. Health

EDUCATION
University of Maryland, College Park, MD 20XX – 20XX
Bachelor of Science, Biological Sciences
Minor: Computer Science
•  Related Coursework: Methods and Materials in Health Education, Health Behavior, Human Anatomy
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FEDERAL RESUME TIPS

Use the example to the left to gain ideas of how to highlight your skills and experiences on your federal resume. Be sure to use action verbs and quantify your experiences. For example, “Analysis and reporting of data and numbers” should be changed to “Analyzed and reported data and numbers to improve decision-making by 10%.” Use your federal resume to “sell” your “build resume” feature to get hired.

Include Relevant Information:

• Annual contributions to local charity; volunteered at local hospice care facility

FEDERAL RESUME TIPS

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Include Relevant Information:

• Annual contributions to local charity; volunteered at local hospice care facility
Dear [Recipient's Name]:

At the University of Maryland Fall Career Fair, I had the opportunity to speak with a recruiter and learn about the entry-level Quality Control position available with Merck & Company, Inc. I am eager to meet with you to further discuss this exciting opportunity.

As you can see from my resume, my production internship with Kraft Foods last summer included valuable experience in both quality control and operations management. I have also taken many related courses, which I'm certain will provide a strong theoretical foundation for employment in this area. These courses include Applied Research Methods, Business Statistics, Collective Bargaining and Operations Management. I have also been active in many business-related campus activities. My self-motivation and independent work ethic, along with my aptitude for statistics, make me a strong candidate for this position.

Thank you for taking the time to meet with me yesterday regarding the Youth Services vacancy at your organization. The interview strengthened my enthusiasm for the position and interest in working for your growing organization.

As I had mentioned, my part-time work and internship experiences with scheduling activities and organizing programs would seem a good background for the position. In addition, I believe my energy and rapport in working with youth would aid in the success of the program.

Please contact me at 301.256.1321 if you need additional information. I look forward to hearing from you.

Sincerely,

[Your Name (Typed)]
(Sign your name)

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GUIDE FOR COVER LETTERS

First Paragraph: Be enthusiastic and indicate your reason for writing (i.e., the specific position you are applying for and the opening, if referred by someone—professor, relative, former employer, etc.). It is a good idea to mention that person's name and that she suggested you write. State reasoning for your interest in the position and/or the organization.

Second Paragraph: If you are wealthy or graduate, explain how your academic background qualifies you for the position. If you have relevant experience, point out specific achievements or unique qualifications. DO NOT REPEAT THE SAME INFORMATION FOUND IN THE RESUME. This is a good place to mention ADDITIONAL information not stated in your resume. This is also a good place to mention ADDITIONAL information not stated in your resume. In the case of a follow-up letter, it may be combined with second paragraph. Refer to the employer’s name and address in either paragraph.

Third Paragraph: Indicate your desire for a personal interview to further strengthen your background and interests fit the needs of the organization. Recognize that the reader will be receiving many resumes; therefore, make the resume stand out. Indicate your willingness to provide additional information (e.g., references, portfolio, writing samples, etc.) and your accessibility to provide any further supportive information (e.g., references, portfolio, writing samples, etc.). Thank the reader for their time and consideration of your qualifications.

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SAMPLE COVER LETTER

123 Elm Street
College Park, MD 20740
April 1, 20XX

Nicole Thomas
Director, Quality Control
Merck & Company, Inc.
410 George Avenue, NW
Washington, DC 20001

Dear Ms. Thomas:

At the University of Maryland Fall Career Fair, I had the opportunity to speak with a recruiter and learn about the entry-level Quality Control position available with Merck & Company, Inc. I will report to your office on February 7, 20XX, eager to contribute to the Organization's new product development department at a starting salary of $38,000 per year. I am eager to meet with you to further discuss this exciting opportunity; look forward to hearing from you regarding next steps in the process. Thank you for your time and consideration.

Sincerely,

Jason Vincent
2023222295

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SAMPLE THANK-YOU LETTER

123 Elm Street
College Park, MD 20740
April 1, 20XX

Nicole Thomas
Director, Quality Control
Merck & Company, Inc.
410 George Avenue, NW
Washington, DC 20001

Dear Ms. Thomas:

Thank you for your assistance with my relocation to central Florida; your help certainly made my transition to southern living quite smooth. As requested, I will keep receipts for reimbursement purposes.

I will report to your office on February 7, 20XX, eager to contribute to the new product development department and UVC.

Sincerely,

[Your Name (Typed)]
(Sign your name)
Email is a powerful tool in the hands of a knowledgeable job-seeker. Use it wisely and you will shine. Use it improperly and you’ll brand yourself as immature and unprofessional.

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

**Send New Message**

To           John Doe <jdoe@xyzcorp.net>
From      Jane Smith <smith_jane@terpmail.umd.edu>
Subject  Thank you!

Dear Mrs. Jones:
I just wanted to send a quick note to thank you for yesterday’s interview. The position we discussed is exactly what I’ve been looking for, and I feel that I will be able to make a positive contribution to your organization. I appreciate the opportunity to be considered for employment at XYZ Corporation. Please don’t hesitate to contact me if you need further information.

Sincerely,
Jane Smith

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

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

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

**LAST CHANCE**
ALWAYS proofread and spell-check before sending. Your emails say far more about you than you might realize. If you are sloppy and careless, a seemingly trivial communication will stick out like a sore thumb.

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

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

GET THE JOB

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

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

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

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

UTILIZE CAREERS4TERPS
As a Terp, you belong to an exclusive career and internship database that only UMD students and alumni can access. Recruiters post to Careers4Terps because they believe in Maryland students. Set up search agents that notify you when positions of interest are posted and post your resume for employers to find.

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

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

NURTURE YOUR NETWORK
Even after you’re hired, don’t stop adding to your network and nurturing your contacts. 80% of jobs go to someone with a connection to the company. Be that someone. Put forth a positive attitude and memorable conversation, engage new people, and be the total package that Terps are known to be.

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

MAKE MEET FACE TO FACE
You might have developed virtual friendships with members of industry, special interest, or alumni groups. See if you can take those relationships offline. See if groups are already established and if not, set one up yourself.

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

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

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

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

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

MEET FACE TO FACE
You might have developed virtual friendships with members of industry, special interest, or alumni groups. See if you can take those relationships offline. See if groups are already established and if not, set one up yourself.

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

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

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

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

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

76% of recruiters view details positively about volunteer, professional/social work on social media
93% of recruiters are likely to look at social profiles
87% of recruiters use LinkedIn to evaluate and engage prospects
93% of recruiters hired a candidate through social media
78% of recruiters find quality candidates through referrals
41% of recruiters plan to invest in referrals in 2017
80% of recruiters highly favor leadership experiences when profiling a candidate
80% of jobs go to someone with a connection to the company

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

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MaintAIN Online Etiquette
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Control Your Image
Review your online representation before promoting yourself online. How do you present yourself on Facebook? YouTube? Blog? Remove anything questionable that could damage your reputation. Sites like Reppler are a great way to automate the process and receive alerts if anything new pops up.

Meet face to Face
You might have developed virtual friendships with members of industry, special interest, or alumni groups. See if you can take those relationships offline. See if groups are already established and if not, set one up yourself.

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

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

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

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

Since its creation in May 2003, LinkedIn has changed the shape of recruiting. 92% of recruiters reported successfully hiring someone on LinkedIn in 2013.

**Profile & Cover Photos**

- Aim for photos that capture who you are professionally. Both images should be high quality, attention-grabbing, clean with good lighting, and relevant to your work. A cover photo is a great opportunity to show a photo of you in your element, whereas a profile photo is better as a headshot. Avoid group photos, extreme close ups, and selfies.

**Headline**

- Reinforce yourself with a professional and memorable slogan.
- Search Engine Optimization (SEO)
  - Include keywords/phrases describing your skill sets and goals in terms that your industry’s recruiters search. Trending topics fluctuate, so research relevant job postings for ideas of terms.

**Suggested Formulas**

- *Seeking [industry] position.
- [Major] major seeking opportunities in [location/industry].
- Graduating from [University] in [Year].
- "English major seeking opportunities in Washington, D.C."
- "Graduating from University of Maryland in 2018."
- "Honors student seeking human resources position."

**Summary**

- Support your headline with a personable and professional look into your experience and goals. Only 218 characters automatically display so arrange your summary to make the first sentence something that peaks the interest first.
- Who Am I?
  - This shows in your words and tone. Rather than saying you are passionate, show your passion through word choice and examples of engagement. Are you witty? A huge comic book fan? Have a theme song? Sparring in some of your uniqueness offers recruiters a better idea of who they would be working alongside. However, use this sparingly, not at the expense of your professional image.
- What Do I Want to Do?
  - What are your professional goals? How are you reaching for them? Discuss your experience and expertise, then state exactly what you want to do in your future workplace. It’s good to know what you want and this helps recruiters determine if they are the right fit for you.

**Recommendations**

- Tap into your network for powerful testimonials. Ask for recommendations from those who really know you—such as superiors, professors, teammates or those you’ve led—who can highlight what working with you is like and how you contributed to the organization or experience. Personalize your requests and be polite and gracious. Include a few words outlining accomplishments or qualities they might mention and ALWAYS send a thank-you afterward.

**Experience, Projects, Etc.**

- Format these as you present them on your hardcopy resume. Include portfolios, photos and videos when they enhance understanding. For Honors & Awards, include 1-2 sentences explaining criterion and how/why you were selected. In the Skills & Endorsements section, choose self-descriptive keywords used by professionals in the industry. For example, in PR/Marketing, "event planning," "social media" and "public speaking" are fitting.

Kimar Cole

Bilingual History major & Workers' rights advocate seeking non-profit opportunities in D.C. | Graduating 2020

Former Intern at American Federation of Government Employees • University of Maryland College Park

Washington D.C. Metro Area • 386 &

I am calm in the face of a dozen microphones, and those who disagree. I invest in the group AND the individual. Before a rally, you may hear 'Eye of the Tiger' blasting on someone’s speakers. It may be coming from me.

I began college pursuing a degree in history to better understand how our past shapes our current decisions, and those lessons learned culminate with my search for an organization—aiming to give our nation’s workforce a voice—that I can call home. After interviewing workers across the country as an intern with AFGE, I want to change workplace culture for the disenfranchised more than ever.

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

Ariel La

Social Activist - Community Organizer

June 2015, Kimar worked with Ariel in the same group.

Kimar was one of the most passionate and well-organized student leaders I encountered during my time advising student activists at AFGE. He took project ideas and transformed them into amazing events that made a...
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<th>Strategies</th>
<th>Getting Started</th>
<th>Tools/Resources</th>
<th>Tips</th>
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<tbody>
<tr>
<td>Networking</td>
<td>Tap into the hidden job market by gathering industry-specific information and employment leads through personal, academic, professional, and social contacts.</td>
<td>• Informational interviews</td>
<td>Don't know anyone? Most now people join clubs and associations, locate and join online social networking groups, and be open to meeting with others everyday. It is an ongoing process!</td>
</tr>
<tr>
<td>Targeted Search</td>
<td>Identify what type of organizations are of interest and contact (via mail, email, or in person) the organizations to share your interest and inquire about potential openings, regardless of an advertised position.</td>
<td>• Online/print directories</td>
<td>Many positions are never advertised, even you must network or implement a targeted job search to locate them! This is a commonly used strategy and especially useful for small organizations.</td>
</tr>
<tr>
<td>On-Campus Recruiting</td>
<td>Employers recruit on campus by advertising openings in Career TERPS, attending campus fairs, and leading information sessions. Employers also conduct campus interviews for positions.</td>
<td>• Career TERPS</td>
<td>Completely fill out your Career TERPS profile and receive targeted emails of networking opportunities related to your career interest. Upon receiving an alert, contact the employer and arrange an on-campus interview.</td>
</tr>
<tr>
<td>Posted Positions</td>
<td>Search and locate advertised openings and follow the instructions to apply for positions.</td>
<td>• Aggregate job boards</td>
<td>Utilize aggregate job boards (i.e., Indeed.com, SimplyHired.com) to search many websites at once. Nicho job boards will yield field-specific opportunities.</td>
</tr>
<tr>
<td>Social Media</td>
<td>Utilize any online social media platform to connect with others, locate opportunities, research organizations, or create self-branding.</td>
<td>• LinkedIn</td>
<td>Remember that social media is primarily for networking and researching. To get a position you will have to take a connection offline, so utilize information gained online as a conversation facilitator.</td>
</tr>
<tr>
<td>Employment Agencies</td>
<td>Agencies work for employers to identify potential job seekers with specific skills to fill short-term positions.</td>
<td>Utilize the Center’s free online career assessment tool to identify your skills. Locate an agency in your area using yellowspages.com.</td>
<td>The initial interview may include tests to assess your skills. Prepare for this interview as you would a traditional interview.</td>
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**SEARCH STRATEGIES**

**Jobs & Internships**

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

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**Informational INTERVIEWS**

Informational interviewing is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on career search techniques and get referrals to other professionals.

**JOB MARKET QUESTIONS**

If you are preparing to enter the job market, you may wish to ask questions such as:

1. What experiences would make an entry-level job seeker competitive?
2. What are the major challenges/problems that your organization is facing and would like solutions for?

**TERRAPINS CONNECT**

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

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

3. Sincerity always wins. Don’t lay it on too thick, but don’t be too bland either. Virtually all employers are looking for candidates with good communication skills.

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

5. If you know ahead of time that one of your “dream companies” is a career fair participant, do some prior research (at minimum, visit their website). A little advance preparation goes a long way and can make you stand out among the masses of other attendees.

CAREER FAIR ETIQUETTE
Top 10 Personal Branding Tips

1. **BE AUTHENTIC.**

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

2. **LEARN HOW TO INTRODUCE YOURSELF.**

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

3. **SHOW YOUR CONFIDENCE.**

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

4. **DEVELOP THE TOOLS OF THE TRADE.**

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

5. **SHOW YOUR CARDS.**

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

6. **DRESS FOR SUCCESS.**

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

7. **BUILD A PROFESSIONAL ONLINE IMAGE.**

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

8. **TAKE A WRITING CLASS.**

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

9. **ASK FOR FEEDBACK.**

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

10. **REASSESS YOUR PERSONAL BRAND REGULARLY.**

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

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**CAREERS4TERPS**

**Tip Sheet**

Setting up a Search Agent will allow you to receive notifications whenever a new position is posted, as long as it matches your search query.

1. **Log in to Careers4Terps at www.Careers.umd.edu and select Search Positions from the Jobs & Internships menu.**

2. **Click Advanced Search and select attributes (major, position, type, etc.) and submit.**

   - Jobs & Internships
   - > Search Positions
   - > My Applications
   - > Extended Job Search

3. **Title the current search under Saved Searches. Schedule it to run as a search agent. There is no limit to the number of saved searches or search agents.**

   - Save search as:
     - Never
     - Daily
     - Every Other Day
     - Weekly
     - Monthly
     - Quarterly

4. **Return to Saved Searches when you want to edit the settings for any Search Agent.**

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**SIGN UP FOR ON-CAMPUS INTERVIEWS**

Connect with employers in our Center!

1. **Login at www.Careers.umd.edu.**

2. **Make sure your profile is up-to-date and your current resume is uploaded.**

3. **To the right under Shortcuts, select “Search On-Campus Interviews.”**

4. **Review the listings. Apply for the positions you are interested in. Note: You may want to tailor your resume and upload different versions.**

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

   - Extended Job Search

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**More info about the OCI process on our website. www.careers.umd.edu/students/interviewing/campus-interviewing**

If you are selected: You’ll receive an email. Login as soon as possible to select an interview time.

If none of the available interview times work with your schedule, contact our Center or the employer directly to see if other arrangements can be made.

If you are selected as an alternate: You are not guaranteed an interview, but can sign up for any available slots after invited students have had a chance to sign up. You will receive an email in advance of the alternate sign-up date to inform you of when to check for available slots.

If you are no longer interested: Decline as soon as possible so employers can select an additional candidate.

If you need to cancel: Check if you can cancel via the Interviews tab under “Scheduled Interviews.” If the cancellation deadline has passed, contact our Center as soon as possible to cancel.

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**Use by permission of PCM.**
**EATING**

- **Arrive on time, if not early.**
- **Wait to sit until the host/hostess indicates seating arrangement.**
- **JANE**
- **Napkins**
  - On lap before eating or drinking
  - On chair seat if excusing yourself
  - Beside plate at meal's end

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

Interviewers usually take care of the bill and tip, but bring small bills for your part just in case.

- **Keep hands in lap unless you are using them to eat.**

**Passing**

- **Salt and pepper together**
- **Handles toward next person**
- **Spoon toward next person**
- **Pass before serving yourself**

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

**MEETING & GREETING**

- **Maintain eye contact.**
- **Rise when introducing or being introduced.**

- **Provide information when making introductions—you are responsible for keeping the conversation going.**
- **Unless given permission, always address someone by his or her title and last name.**

**DINING**

- **Press chair under table when excusing yourself.**

- **Adapted from article by Jennie Hunter, a professor at Western California University**

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**OFFICE CASUAL**

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

**Fashion Arrests**

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

**Play it Safe**

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

**FOR THE JOB**

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

- Establish a professional wardrobe budget
- Set aside funds for appropriate accessories
- Purchase a suit jacket that is versatile and can work with a number of other pieces
- Buy fashion basics that you can build on
- Don’t overlook the importance of nice briefcase or leather portfolio

**FOR THE INTERVIEW**

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

**PROFESSIONAL Etiquette**

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

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

- Firm handshake

**EATING**

- **Passing**
- **Clip soup away from you; sip from the side of the spoon.**

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

- **Dress for Success**

- **Office Casual**

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**Want more? Check out our Fashion Boards @UMDCareerCenter!**

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IT STARTS BEFORE YOU EVEN SAY HELLO

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

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

THE RECRUITER HAS THE FLOOR

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

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

IT’S YOUR TURN TO ASK QUESTIONS

When the recruiter asks, “Now do you have any questions?” it’s important to have a few ready. Questions should bring out information and you have done your homework. Prepare some ready. Questions should bring out information and you have done your homework. Prepare some

THE CLOSE COUNTS, TOO

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

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

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

EXPECT THE UNEXPECTED

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

TYPES/METHODS

<table>
<thead>
<tr>
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<th>Methods</th>
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<tr>
<td>Behavioral</td>
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<tr>
<td>Technical</td>
<td>Virtual (video/Skype)</td>
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<tr>
<td>Case-style</td>
<td>Group/Panel</td>
</tr>
<tr>
<td></td>
<td>On-site</td>
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</tbody>
</table>

THE SITE VISIT/INTERVIEW

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

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

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

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

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

QUESTIONS EMPLOYERS ASK

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<tr>
<th>PERSONAL</th>
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<tbody>
<tr>
<td>1. Tell me about yourself.</td>
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<tr>
<td>2. Why are your hobbies?</td>
</tr>
<tr>
<td>3. Why did you choose to interview with our organization?</td>
</tr>
<tr>
<td>4. Describe your ideal job.</td>
</tr>
<tr>
<td>5. What can you offer us?</td>
</tr>
<tr>
<td>6. What do you consider to be your greatest strengths?</td>
</tr>
<tr>
<td>7. What are areas of growth for you?</td>
</tr>
<tr>
<td>8. Have you ever had any failures? What did you learn?</td>
</tr>
<tr>
<td>9. Of which three accomplishments are you most proud?</td>
</tr>
<tr>
<td>10. Who are your role models? Why?</td>
</tr>
<tr>
<td>11. How does your college education or work experience relate to this job?</td>
</tr>
<tr>
<td>12. What motivates you most in a job?</td>
</tr>
<tr>
<td>13. Have you had difficulty getting along with a former professor/supervisor/co-worker and how did you handle it?</td>
</tr>
<tr>
<td>14. Have you ever spoken to a group of people? How large?</td>
</tr>
<tr>
<td>15. Why should we hire you rather than another candidate?</td>
</tr>
<tr>
<td>16. What do you know about our organization (products or services)?</td>
</tr>
<tr>
<td>17. Where do you want to be in five years? Ten years?</td>
</tr>
<tr>
<td>18. Do you plan to return to school for further education?</td>
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<table>
<thead>
<tr>
<th>EDUCATION</th>
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<tbody>
<tr>
<td>19. Why did you choose your major?</td>
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<tr>
<td>20. Why did you choose to attend your college or university?</td>
</tr>
<tr>
<td>21. Do you think you received a good education? How?</td>
</tr>
<tr>
<td>22. In which campus activities did you participate?</td>
</tr>
<tr>
<td>23. Which classes in your major did you like best? Least?</td>
</tr>
<tr>
<td>24. Which elective classes did you like best? Least? Why?</td>
</tr>
<tr>
<td>25. If you were to start over, what would you change about your education?</td>
</tr>
<tr>
<td>26. Do your grades accurately reflect your ability?</td>
</tr>
<tr>
<td>27. Were you financially responsible for any portion of your college education?</td>
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<tr>
<td>28. What has been the most influential aspect of your college experience?</td>
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<tr>
<th>EXPERIENCE</th>
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<tbody>
<tr>
<td>29. What job-related skills have you developed?</td>
</tr>
<tr>
<td>30. Did you work while going to school? In what positions?</td>
</tr>
<tr>
<td>31. What did you learn from these work experiences?</td>
</tr>
<tr>
<td>32. What did you enjoy most about your last employment? Least?</td>
</tr>
<tr>
<td>33. Have you ever quit a job? Why?</td>
</tr>
<tr>
<td>34. Give an example of a situation in which you provided a solution to an employer.</td>
</tr>
<tr>
<td>35. Give an example of a time in which you worked under deadline pressure.</td>
</tr>
<tr>
<td>36. Have you ever done any volunteer work? What kind?</td>
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<tr>
<td>37. How do you think a former supervisor would describe your work?</td>
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</tbody>
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<table>
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<tr>
<th>CAREER GOALS</th>
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</thead>
<tbody>
<tr>
<td>38. Do you prefer to work under supervision or on your own?</td>
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<tr>
<td>39. What kind of boss do you prefer?</td>
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<tr>
<td>40. Would you be successful working with a team?</td>
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<tr>
<td>41. Do you prefer large or small organizations? Why?</td>
</tr>
<tr>
<td>42. What other types of positions are you considering?</td>
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<tr>
<td>43. Do you feel about working in a structured environment?</td>
</tr>
<tr>
<td>44. Are you able to work on several assignments at once?</td>
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<tr>
<td>45. How do you feel about working overtime?</td>
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<tr>
<td>46. How do you feel about travel?</td>
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<tr>
<td>47. How do you feel about the possibility of relocating?</td>
</tr>
<tr>
<td>48. Are you willing to work flexible time?</td>
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</tbody>
</table>

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

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

1. Please describe the duties of the position.
2. What kinds of assignments might I expect the first six months on the job?
3. How is feedback on my job performance given? How often?
4. Is this a new position or am I replacing someone?
5. Can you describe the typical work schedule for the position?
6. What qualities are looking for in the candidate who fills this position?
7. What skills are especially important for someone to be effective in this position?
8. How much of the position requires team/project work versus independent work production?
9. What opportunities might there be to work on special projects?
10. Where does this position fit into the organizational structure?
11. What is the growth potential for someone in this position?
12. How much travel, if any, is required in this position?

COMPANY

13. How would you describe the company’s culture?
14. What products (or services) are currently in development?
15. Does the company have plans for expansion?
16. How has the company been impacted by the economy in recent years?
17. Does the company value creativity and individuality?
18. Is the company environmentally conscious? In what ways?
19. In what ways is a career with your company better than one with your competitors?
20. What is the biggest challenge facing the company? The greatest opportunities?
21. What characteristics do the achievers in this company seem to share?
22. Are salary adjustments geared to the cost of living or job performance?
23. Does the company encourage further education?
24. In what ways does the company engage or give back to the local community?
25. Is the position offered?

Are You Ready for a Behavioral Interview?

Today more than ever, each hiring decision is critical. Behavioral interviewing is designed to minimize personal impressions that might cloud the hiring decision. By focusing on the applicant’s actions and behaviors, rather than subjective impressions that can sometimes be misleading, interviewers can make more accurate hiring decisions.

How to Prepare for a Behavioral Interview

- Recall recent situations that show favorable behaviors or actions, especially those involving coursework, work experience, leadership, initiative, planning and customer service.
- Prepare short descriptions of each situation; be ready to give details if asked.
- Be sure each story has a beginning, a middle, and an end; i.e., be ready to describe the situation, your action and the outcome or result.
- Be sure the outcome or result reflects positively on you even if the result itself was not favorable.
- Be honest. Don’t embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.
- Be specific. Don’t generalize about several events; give a detailed accounting of one event.

16. How has the company been impacted by the economy in recent years?
17. Does the company value creativity and individuality?
18. Is the company environmentally conscious? In what ways?
19. In what ways is a career with your company better than one with your competitors?
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25. Is the position offered?

How to Prepare for Video Interviews

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

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

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

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

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

DISCOVER A GENEROUS SCHOLARSHIP PROGRAM
The U.S. Army’s Health Professions Scholarship Program (HPSP) offers qualified medical, dental and veterinary students full tuition for a graduate-level degree at the school of your choice. You’ll receive a monthly stipend and payment for books, equipment and academic fees, as well as the potential to grow as a leader.

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USARMY

NEW SHIRT

EXERCISE

SNACK

GET THE

HIT

AMOUNT

AIR

EXHAUSTED

DEAL

CALM

RELAX

REST

SLEEP

WARM

COLD

 chào mừng bạn tham gia chương trình mai rạng! nhân dịp này chúc mừng bạn với những thắng lợi nhất định trong không gian mới. may mắn đến với bạn và chúc mừng thành công trong công việc của mình. để tham gia chương trình, hãy đăng ký và nhận thông tin chi tiết từ chúng tôi. để liên hệ với chúng tôi, hãy gọi 0123-456789. cảm ơn bạn đã tham gia chương trình mai rạng!
Negotiating requires a deliberate process and a strategy. Each step needs to be executed with sensitivity to how the employer may respond. The best advice: Don’t negotiate without talking to someone. Call the career center and ask for an individual appointment. If they know you’re on a tight timeframe they will have significantly less latitude to alter your base salary. As stated above, don’t tackle the negotiation process on your own. Get advice from a career professional so that you can make informed, objective decisions.

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


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

As stated above, don’t tackle the negotiation process on your own. Get advice from a career professional so that you can make informed, objective decisions.
The benefits that accompany a full-time job salary may represent a substantial portion of the overall offer. Benefits that cover key costs that would otherwise be big out-of-pocket expenses can differentiate a good offer from a great one.

What kinds of benefits can you expect at your first job out of college? That depends. Not all benefits programs are created equal, and most have certain rules, limitations and exclusions, particularly in regard to health plans. The benefits described below will give you a general overview of what many companies offer employees:

**GENERAL OVERVIEW OF BENEFITS COMPANIES MAY OFFER**

- **Medical insurance.** The most basic and important benefit you can receive. Limits an employee’s financial liability in the event of illness or injury and often covers routine physicals.
- **Disability insurance.** Provides income in the event of a long-term disability.
- **Life insurance.** Provides benefit payment to family members in the event of the employee’s death.
- **Dental insurance.** Basic dental coverage usually includes cleanings, scalings and x-rays.
- **Prescription drug plan.** Typically allows employees to pay a fixed co-payment for each prescription.
- **Vision.** Defrays the cost of eye exams and corrective lenses.
- **Retirement plans.** The most common are employee-funded 401(k) plans supplemented by matching funds from the employer. In some companies there is a specified waiting period before new employees can participate.
- **Flexible spending accounts.** Allow employees to set aside untaxed dollars for dependent care and other health-related expenses.
- **Tuition reimbursement.** Covers the cost of continuing education as long as classes pertain to the job and certain grade levels are maintained.
- **Vacation.** A set number of days off with full pay. Longevity with the company may increase the number of vacation days awarded.
- **Sick time.** Paid leave in the event of illness.

There are also soft benefits that aren’t monetary but may make an offer more attractive. Flextime, for example, allows employees to partially determine the start or end time of a work day as long as core hours—typically between 10:00 AM and 3:00 PM—are respected. Similarly, telecommuting (working virtually from home) may be allowed under certain circumstances. Depending on the industry or professional field, there may be a flexible dress code. Or, if it’s a formal environment, there may be “dress down Fridays” that allow employees to wear business casual.

Understanding all the components of a benefits package takes time. It can be helpful to consult with a human resources or experienced professional familiar with benefits.

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

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

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

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

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

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

**WHAT LIBERAL ARTS GRADUATES ARE DOING**

A sampling of the wide range of positions filled by liberal arts graduates:

- Accountant
- Administrative assistant
- Advertising account executive
- Air traffic controller
- Artist
- Auditor
- Bank manager
- Business systems analyst
- Buyer
- Child support enforcement officer
- Claims examiner
- Communications specialist
- Computer specialist
- Copywriter
- Counselor
- Customer service representative
- Editor
- Employee relations specialist
- Engineering planner
- Financial consultant
- Graphic designer
- Hotel manager
- Human resource specialist
- Industrial designer
- Interpreter/translator
- Journalist
- Librarian
- Management consultant
- Marketing representative
- Medical/dental assistant
- Museum coordinator
- Office administrator
- Outpatient therapist
- Paralegal
- Photographer
- Probation officer
- Product specialist
- Psychologist
- Public relations specialist
- Quality engineer
- Recreation administrator
- Research analyst
- Restaurant manager
- Retail manager
- Sales representative
- Social worker
- Speech pathologist
- Stockbroker
- Systems analyst
- Tax consultant
- Teacher
- Technical writer
- Transportation specialist
- Underwriter
- Urban planner
- Writer

**THE LARGEST EMPLOYER IN THE U.S.**

Federal agencies hire thousands of new employees each month. With the University of Maryland’s close proximity to Washington D.C., it is an employment option UMD graduates frequently use.

Each agency manages its own hiring. The U.S. Office of Personnel Management (OPM) simplified the federal job search by developing USAJOBS.gov. The site lists most, but not all, federal jobs.

It is very important to have in hand or save online the full vacancy announcement, the appropriate application forms, the closings/deadline dates for applications, specific duties of the position, whether a written test is required, educational requirements, etc. Then follow the application instructions. Most Federal jobs can be applied for by submitting a federal-style resume using the Resume Builder at USAJOBS. Some applications require special forms available at the agency’s website or at OPM.gov/forms or additional steps. Read the vacancy announcement.

Some federal agencies are independent from the OPM hiring system and are not required to post positions in USAJOBS, although some do. Consult these agencies directly through their websites.

**WHAT ARE THE SALARIES LIKE?**

Commonly, a federal position is ranked according to the level of responsibility and difficulty and assigned a grade based on the General Schedule (GS) classification. The grades range from GS-1 through GS-15, which correspond to salary ranges. Applicants with a bachelor’s degree enter at the GS-5 or GS-7 level. Special pay rates exist for high-cost cities and areas, such as the Washington D.C. metropolitan area, and certain occupations. For more information visit OPM.gov/policy-data-oversight/pay-leave/salaries-wages/

**HOW DO I LOCATE AGENCIES OF INTEREST?**

Use the resources below to research and identify agencies of interest based on their mission statement, mission-critical hiring needs, area of work, populations they serve, etc. Create an agency target list by writing down all federal agencies that spark your interest.

- **The Partnership for Public Service oversees a survey of the Best Places to Work in the Federal Government:** BestPlacestoWork.org/BPTW
- **Even the smaller organizations hire for a variety of positions. You may even have less competition. Review a list of all federal departments and agencies. USA.gov/directory/federal**

**HOW CAN I NETWORK WITH THE FEDS?**

Networking and information gathering are also important for a federal job. Learn about career positions by contacting federal employees and talking with hiring officials. Many agencies attend our annual job fairs or participate in the Center’s panels and programs. Do not forget to consider internship (fall/summer terms are less competitive than summer) and part-time job opportunities with the federal government.

Also, consider participating in Federal Semester Program as a way to get experience. federalsemester.umd.edu
WORKING FOR A NONPROFIT ORGANIZATION

Are you looking for more from your future career than just a steady income? Do you want to impact your community or the world? Then a career in the nonprofit sector may be the answer.

WHAT IS A NONPROFIT?

Nonprofits (also known as not-for-profits) are organizations that promote a cause or provide a public service and are granted tax-exempt status by the Internal Revenue Service under section 501 of the Federal Tax Code. Nonprofits are often at the forefront of advocacy, social issues, and scientific research. Some manage and promote the arts, culture, or even history in communities across the nation. Political and labor groups are nonprofit organizations, as are professional and trade organizations. The broad category of nonprofits also includes non-governmental organizations (NGOs) that provide critical services to areas affected by war or natural disasters. Some promote environmental issues on an international scale.

Most nonprofit employees are not motivated by money or a steady income. Then a career in the nonprofit sector may be the answer. Ask about the traits of people who work effectively with a broad range of people, including clients, family, and financial planners. At the same time, nonprofits may be less well-regarded for their benefits compared to the private sector or government, there are usually endless entry-level opportunities where related experience is not required. But working for a nonprofit is not all bliss and passion, nor is it an endless service to areas affected by war or natural disasters. Some promote environmental issues on an international scale.

HOW TO FIND NONPROFIT POSITIONS

TALK to others in the field. Ask about the traits of people who are hired and job types available. LEARN what makes the field satisfying and what skills are highly sought. READ about different agencies. VOLUNTEER with an agency of interest to become acquainted with the staff and services. Volunteer positions sometimes become paid positions or provide paid leads and the “inside track” to paid positions.

OPPORTUNITIES

Reviewing the current job openings in the nonprofit sector, you will see a broad range of jobs. Positions with arts organizations can include curators, writers, performing artists and event planners. Health agencies often hire counselors, researchers, and lobbyists. All nonprofit companies require the services of grant writers, fundraisers (also known as development officers), accountants, information technology workers and office managers. While idealism and passion may be the fuel to energize an organization, solid administrative skills including writing, strong interpersonal skills, multiple business and political contacts, and good business acumen are highly valued and required to ensure the stability and longevity of an organization.

IS A NONPROFIT RIGHT FOR YOU?

Nonprofit workers learn to work effectively with a broad range of people, including clients, family, and financial planners. At the same time, nonprofits may be less well-regarded for their benefits compared to the private sector or government, there are usually endless entry-level opportunities where related experience is not required. But working for a nonprofit is not all bliss and passion, nor is it an endless service to areas affected by war or natural disasters. Some promote environmental issues on an international scale.

CLARIFY YOUR GOALS and OPTIONS

Will I learn enough?
The wide variety of agencies in staff size, organization budget and scope of activities make providing a salary range difficult. The salary of the executive director of the Red Cross could be as much as seven figures, while the executive director of a two-person local organization may be in the low 30s. The Chronicle of Philanthropy (“Philanthropy”) periodically publishes the salaries of top executives in nonprofits. In general, the larger an organization and the wider its scope, the greater the salaries—though it may still be below the national average. Career advancement is also more likely within a larger organization.

WHERE TO FIND NONPROFIT POSITIONS

Nonprofits employ over 10.7 million people in the United States. 9.2% of the American workforce is in the nonprofit sector.

There are over 1.5 million nonprofit organizations in the United States.

WHAT MAKES THE OPPORTUNITY?

• Work authorization rules will make the timeline of your search more rigid. Communicate with the International Students and Scholars Services office early to stay on top of requirements for your status.
• Some employers are legally prohibited from hiring non-citizens. These restrictions have nothing to do with your qualifications. Use GoinGlobal to locate organizations that have hired international applicants in the past.
• Be prepared to articulate to employers the practical steps involved in hiring you. Employers with little experience hiring international candidates may find the process daunting. Show them that it is manageable.
• I can work full-time in the summer and part-time during the academic year.
• I am eligible to work in the U.S. for how long? All that would be needed from you is an offer letter, the other steps I would complete through my school.

INTERNATIONAL STUDENTS & THE JOB HUNT

INTERNATIONAL SEARCH

• Use GoinGlobal to look up different country profiles and their requirements for work authorization.
• Tailor your job application documents according to the conventions of the target country. For example, in some countries applicants are expected to provide their date of birth or photo.
• Attend campus events for international students on campus to meet people from your potential countries of interest.
• Use LinkedIn and information from your professors to identify alumni from your program who went on to work in the country of your choice. Reach out to them for advice.
• Stay in touch with faculty, colleagues, friends and family in your home country to stay current on developments in your industry and potential job opportunities. Be prepared to “translate” the experience obtained in the U.S. for contacts who may not be familiar with it.

U.S. SEARCH

• Work authorization rules will make the timeline of your search more rigid. Communicate with the International Students and Scholars Services office early to stay on top of requirements for your status.
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NEW SAVE-Spaced

CLARIFY YOUR GOALS and OPTIONS

• Do not be afraid to clarify, ask follow-up questions, or correct the employer if they misunderstand you. Example: Actually, I meant... Let me rephrase that:...
Resources for Students with Accommodations and Disabilities

As a student or alum with a disability or with accommodations, you may have additional questions as you transition from college to the workplace. While most universities provide a vibrant support network for students, the workplace can be different and you may have to engage in additional career exploration and research to best align your values and goals with a supportive work environment.

In particular, you may have questions about how “out” you want to be on your resume, in your interview, on the job and in work-sponsored social gatherings. You may also have questions about appropriate interview or workplace attire in relation to your gender identity.

As you explore potential workplaces, you may want to research some or all of the following:

- Organizational climate
- Partner benefits
- Employee Resource Groups (ERGs)
- Non-discrimination policies
- Ways to accommodate and work with workplace discrimination
- Changing state and national laws and regulations

Staff members within the University Career Center & The President’s Promise are available to discuss how these issues may impact your job search and to help you clarify your personal values and career goals. Call 301-314-7225 or visit www.careers.umd.edu to schedule an appointment and use the following resources for students with disabilities in the recruitment, hiring, and onboarding process. Please be in touch so that we can assist you. We offer programs and workshops throughout the year and hope to see you there. Check Careers4Teachers for tips.

Resources for Students of Color

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Is Graduate School Right for You?

At some point in your college career, you must decide what you want to do after graduation—and that includes whether or not to attend graduate school. Here are some pointers to help you make an enlightened decision.

1. SHOULDN’T I CONSIDER GOING TO GRADUATE SCHOOL?

Going might be a good idea if you…

• want to be a professor, lawyer, doctor, investment banker or work in any profession that requires a post-baccalaureate education.
• wish to develop additional expertise in a particular subject or maximize future earning potential and career advancement.
• are deeply interested in a particular subject and wish to study it in-depth—AND have the time and financial resources to devote to further education.

Going might not be a good idea if you…

• are trying to delay your entry into the “real world” with real responsibilities and real bills.
• are clueless about your career goals.
• aren’t able to devote time and hard work needed to succeed.
• want to stay in school longer to avoid a poor job market.

2. IS IT BETTER TO WORK FIRST OR ATTEND GRADUATE SCHOOL IMMEDIATELY AFTER I COMPLETE MY UNDERGRADUATE DEGREE?

Work first if…

• you want some real-world work experience before investing thousands of dollars in a graduate degree.
• the graduate school of your choice prefers work experience (most MBA and some Ph.D. programs require this).
• you can’t afford graduate school now, and haven’t applied for any scholarships, grants, fellowships or assistantships, which could pay for a great deal of your education.

Go now if…

• you are absolutely sure you want to be a college professor, doctor, lawyer, etc., and need a graduate degree to pursue your dream job.
• you have been awarded grants, fellowships or assistantships that will help pay for your education.
• you’re concerned that once you start earning real money, you won’t be able to return to the lifestyle of a “poor” student.
• you worry whether you’ll have the discipline (or motivation) to write papers and study for exams in a few years.

3. I’M BROKE. HOW WILL I PAY FOR TUITION, BOOKS AND LIVING EXPENSES?

• Family: You’ve likely borrowed from them in the past; maybe you’re lucky enough for it to still be a viable option.
• Student Loans: Even if you’ve taken out loans in the past, another loan may be a sound “investment” in your future, depending on your field of study.
• Fellowships/Scholarships: A free education is always the best option. The catch is you need a high GPA, good GRE/GMAT/LSAT/MCAT scores and the commitment to search out every possible source of funding.
• Teaching/Research Assistantships: Many assistantships include tuition waivers plus a monthly stipend. It’s a great way to get paid for earning an education.
• Employer Sponsorship: Did you know that some companies pay for you to continue your education? The catch is they usually expect you to continue working for them after you complete your degree to recoup their investment.

4. WHAT ARE THE PROS AND CONS OF GOING TO GRADUATE SCHOOL FULL-TIME VS. PART-TIME?

Benefits of attending graduate school full-time:
• you’re able to complete your degree sooner.
• you are able to combine your intellectual, physical and emotional energy to your education.
• ideal if you want to make a dramatic career change.

Benefits of attending graduate school part-time:
• work income helps pay for your education.
• you can take a very manageable course load.
• you can juggle family responsibilities while completing your degree.
• allows you to work in the function/industry/career of your choice while continuing your education.
• employers may pay for part (or all) of your degree.

5. ASSUMING I WANT TO GO TO GRADUATE SCHOOL IN THE NEAR FUTURE, WHAT SHOULD I DO NOW?

a. Identify your true strengths, interests and values to discover what is right for YOU—not friends or parents.
b. Keep your grades up and sign up (and prepare) to take the required standardized tests.
c. Talk to faculty, friends and family who have gone to graduate school to get their perspective about the differences between undergraduate and graduate life.
d. Talk to faculty, friends and family who are in your targeted profession to get a realistic sense of the career path and the challenges associated with the work they do.

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

STEP 2: WRITING YOUR PERSONAL STATEMENT

Actions:
• Incorporate your responses to the above questions. Begin writing your first draft:
  1. Develop an outline of your statement prior to writing. It doesn’t have to be detailed. It can be three or four main points in the order you want to make them.
  2. Accentuate your strengths and what makes you unique.
  3. Explain your weaknesses in positive ways. For example, refer to them not as weaknesses but as areas for improvement or growth.
  4. Paint pictures and tell stories about what makes you special. In this way the admissions readers will remember you. The story can be happy or sad. The more feeling you can inject into your statement, the more you will stand out.
  5. Find out the specific orientation and philosophy of the graduate program. Adapt and refine your statement to fit. This will make you stand out from other applicants who recycle the same personal statement with each application.

Suggested Outline
The word count or length of your personal statement will vary from school to school, and is typically double-spaced. Here is a suggested outline. You should adjust the main point of each paragraph and number of paragraphs depending on the desired length of your personal statement and the areas in your background that you choose to emphasize.

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

REFERENCES
Write for Success: Preparing a Successful Professional School Application, Third Edition, October 2005 by Evelyn W. Jackson, PhD and Harold R. Bardo, PhD. NAAHP, National Association of Advisors for the Health Professions, Inc.


PERSONAL STATEMENT CRITIQUES

Contact the University Career Center & The President’s Promise and make an appointment with a career counselor to have your personal statement critiqued. For grammar, writing or spelling help, contact the Writing Center at www.english.umd.edu/~academics/writingcenter. Ask a professor if they would review it as well. Having feedback from professionals with different points of view can only make for a stronger personal statement overall.

Written by Roslyn J. Bradford.
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