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### Staff

- **Central Administration**
  - Robert Orndorff, Senior Director
  - Curtis Rhymer, Office Manager
  - Amanda Nichols, Office Assistant

- **Recruiting and Outreach Programming**
  - Chris Mac Gill, Senior Associate Director, Recruiting & Outreach Programming
  - Robin Charles, Scheduling Assistant
  - Megan Foster, Career Fairs Coordinator
  - Jenna Kyger Lewis, Program Scheduler
  - Carmen Lusch, Interview Center Coordinator
  - Leslie Pollard, Recruiting Coordinator
  - Deena Ryan, Credentials Coordinator
  - Matthew Soroka, Assistant Director, Employer & College Relations
  - Lauren Granese, Diversity Programming Graduate Assistant & Peer Program Assistant
  - Christine Mosich, Career Programming Graduate Assistant

- **Career Counseling and Planning**
  - Matt Ishler, Associate Director, Career Counseling and Planning
  - Saleem Clarke, Interim Career Counselor
  - Wayne Cross, Interim Career Counselor
  - Lesley Jackson, Career Counselor
  - Erica Kryst, Career Counselor
  - Amy Leddy, Career Counselor
  - Mary Pental, Scheduling Assistant
  - Cassandra Rosas, Career Counselor
  - Kristen Carnevale, Graduate Assistant
  - Qu Chen, Graduate Assistant
  - Mary Edwin, Graduate Assistant
  - Career Counselor

- **Information Management and Strategic Planning**
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  - Becky Calfe, Career Library Assistant
  - Jamie Jaskowak, Front Desk Coordinator
  - Career Information Coordinator
  - Data Specialist

- **Career Services at the Commonwealth and World Campuses**
  - Laurie Verost, Associate Director, Career Services at the Commonwealth and World Campuses
  - Karen Armstrong, Career Counselor, World Campus
  - Lynn Atanasoff, Career Counselor, World Campus
  - Susan Chappell, Eastern Region Employer Engagement Coordinator
  - Barbara Holmes, Administrative Support Assistant
  - Western Region Employer Engagement Coordinator

  For a full directory of campus career offices, please visit: studentaffairs.psu.edu/career/about/campuses.shtml

- **Alumni Career Services**
  - Cheryl Bonner, Director, Alumni Career Services
  - Sara Becker, Assistant Director
  - Tierra Caldwell, Interim Career Counselor
  - Holly Stoltzfus, Career Specialist
  - Assistant Director

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### Guide

**Nittany Lion Career Network**

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# Career Contacts for Students

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## College of Arts & Architecture
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  cem2@psu.edu | 814-865-9523

## Smeal College of Business
- Katalyn Long  
  114 Business Building  
  smealcareers@smeal.psu.edu | 814-865-6599

## Penn State Career Services
- Appointments and General Inquiries  
  101 Bank of America Career Services Center  
  AskCS@psu.edu | 814-865-2377

## Nittany Lion Career Network and On-Campus Interviewing
- Carmen Lusch  
  2nd Floor, Bank of America Career Services Center  
  interviewing@psu.edu | 814-865-4400

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  rpm163@psu.edu | 814-863-4674

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## College of Engineering
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## College of Health & Human Development
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## Nutritional Science
- Denise Lawson  
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## Recreation Park & Tourism Management
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## College of Information Sciences & Technology
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  nbs11@psu.edu | 814-863-0078

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## School of Nursing
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## Schreyer Honors College
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## Alumni Career Services
- 102 Bank of America Career Services Center  
  alumniCareer@psu.edu | 814-865-5465

All Penn State graduates have access to career development services and programs offered through Alumni Career Services, a partnership between Penn State Career Services within Student Affairs and the Penn State Alumni Association. Alumni Career Services provides career and life management assistance to more than 631,000 geographically dispersed alumni. Using a variety of tools from individual counseling to webinars to networking events, Alumni Career Services’ counselors help graduates of all ages figure out their career path, their job search plan, and ways to network with other Penn Staters.

For more information on Alumni Career Services, please visit: alumni.psu.edu/career
The Career Planning Process: Developing Your Career Goals

When students hear about Career Services, they often think of activities related only to the job search process. Career decision making involves increasing self-awareness, exploring career options, and acquiring the knowledge, skills, and experiences that will help you implement your career choices. This process is unique to each individual student and the Career Services staff is here to assist you in developing your career goals and planning steps to reach those goals.

The first step in career decision making is developing self-awareness. Your career decision is yours and is rooted in your own identity consisting of your interests, values, skills, experiences, and goals. You may be certain about all or only a few of these aspects. To increase your self-awareness, career counseling offers an opportunity to discuss your life and career goals. Counseling may include assessment, which is available to help you identify and organize your interests, abilities, and values as they relate to career fields. Career counseling will increase your awareness of career options, reinforce those options you've already considered and expose you to ones you haven't yet considered. Discussing connections between your self-knowledge, experiences, and your vision for your future can lead to identifying career areas to explore.

Exploration can take many forms, all of which require you to be active in gathering information and applying this information to your self-awareness. Reading about careers through print and online resources in the Career Information Center (see page 8) will help you to expand your knowledge base. While reading provides general information about career fields, talking with a professional who works in a field of interest to you (informational interviewing) can provide more details about the work and its setting, offer additional insight into careers, and answer your specific questions. Career Services can help you identify professionals in fields of interest who may offer information about their work and careers. Your classes will also offer a forum for learning about careers through discussions with faculty, guest lecturers, and alumni.

Beyond gathering information, begin to consider ways to gain exposure and involvement within your identified career options. Career Services can help you learn more about student activities, volunteer opportunities, job shadowing, part-time work, research opportunities, and internships related to your interest areas.

As you move closer to selecting your career field of interest, you will learn about the knowledge base, personal qualities, and experiences which are valued by employers. These frequently include: communication skills, honesty and integrity, teamwork, interpersonal skills, motivation, leadership skills, ability to work with people different than you, work experience, and a strong work ethic. Career Services can help you plan to acquire these qualities and experiences. Active involvement in these areas will make you a more appealing candidate for available opportunities.

As you solidify your plans for employment or graduate school, remember to record your accomplishments and achievements for inclusion in your resume and/or portfolio. Your resume, cover letter, and application materials are the first impression you will give to an employer or graduate school. Take the time to represent yourself well in writing so that you get the opportunity to meet face-to-face. As you move into the interviewing process, prepare to present yourself in person in a way that highlights the skills, experiences, and qualities the employer or graduate school is seeking in candidates. Remember to use a variety of resources and strategies in your search, evaluation, and acceptance of offers.

Each student brings individual experiences, interests, and goals to the job search. Career Services can assist you as you reflect on your unique qualities and apply them to your job search or graduate school goals.

CAREER PLANNING

Career Planning Steps

Increase Self Awareness
- Meet with a Career Counselor to identify interests, values, personality, abilities and clarify career goals.
- Reflect on past experiences in high school and college to help determine what you liked (interests), what you did well (skills), and what you felt was important (values).
- Explore interests through courses, volunteer work, student activities, and job shadowing.
- Consider taking a career decision-making course.

Explore Career Options
- Research career options of interest using the Career Information Center and online career exploration sites.
- Investigate career alternatives related to various fields of study.
- Conduct an informational interviewing or job shadow with friends, family, alumni, professors, and/or others in the community.
- Begin “sampling” careers by pursuing summer jobs and internships related to your interests. Attend career fairs, industry panels, and company information sessions.
- Research graduate programs through faculty, graduate and professional school fairs, and online.

Acquire Knowledge, Skills, and Experience
- Become active in extracurricular activities and volunteer work to develop teamwork, interpersonal, and leadership skills.
- Obtain relevant work experience by pursuing internships, co-ops, part-time work, and summer jobs.
- Develop a broader appreciation of diversity through study abroad, foreign languages, community service, multicultural courses and cultural activities on campus.
- Record your activities, accomplishments, and achievements.

Develop Self-Marketing Skills to Help Implement Your Career Goals
- Participate in a videotaped “mock interview” to practice interviewing.
- Consider taking a job search course (LA 401, CNED 303, AG 100/SCI 101).
- Take advantage of On-Campus Interviewing and career and graduate school fairs.
- Network with alumni through LionLink and gather valuable career advice.

http://studentaffairs.psu.edu/career/
Meeting with a Career Counselor

Meeting with a Career Counselor can be helpful in organizing and planning your future. A counselor can stimulate your thinking, ask important career planning questions to help clarify goals, provide encouragement, teach you strategies for making meaningful career decisions, and help you plan your job search.

Career Counselors and students work together in developing career plans. Counselors can help you to learn more about yourself, understand the decision-making process, and begin to gather information about career opportunities. However, Career Counselors cannot make your decision for you or tell you what to do in planning your career. The responsibility for making career decisions rests with you. While students may seek a specific connection between their major and a specific career, each major can be connected to multiple career paths and possibilities. Through your work with a Career Counselor, you will develop a set of skills and knowledge which can help you define and reach your career goals.

Drop-In Counseling

Career Services offers a drop-in service that enables you to obtain career planning assistance on a first-come, first-serve basis. Last year, more than 5,000 students utilized this service. The consultation with the Drop-In Counselor typically lasts 10-15 minutes and will give you the opportunity to talk about what is on your mind, give information where appropriate, explain other relevant services, and make referrals to other campus and community organizations. Concerns students frequently bring to Drop-In Counseling include:
- Choice of major and/or career
- Resume or cover letter assistance
- Career information
- On-campus interviewing information
- Internship and co-op searching
- Job search skills
- Graduate school selection and application

A Drop-In Counselor is available in the Bank of America Career Services Center between 8:30 a.m. and 4:30 p.m., Monday through Friday. During the fall and spring semesters drop-in is available Tuesdays from 5:00 p.m. to 7:00 p.m. outside the Freeman Auditorium in the HUB-Robeson Center.

Individual Career Counseling

Individual career counseling is one of the major functions of Career Services. Counselors help students tackle the often difficult process of career and life planning through one-on-one, ongoing, in-depth, and confidential 50-minute meetings (up to 10 per academic year).

In conjunction with your individual counseling appointments, you also have access to specialized career assessment instruments that are designed to measure your interests, skills, personality characteristics, and work-related values. If you are interested in the assessment process, you will need to meet with a Drop-In Counselor and be referred to an appointment with a Career Counselor.

Assessment

Your Career Counselor will determine which assessment is appropriate, administer the assessment to you, and interpret the assessment result(s) with you. These tools can be highly useful resources in helping you gain clarity on your career direction and make appropriate decisions. Some of our more commonly used assessments are:
- Self-Directed Search
- Myers-Briggs Type Indicator
- Strong Interest Inventory
- SkillScan Card Sort

You may wish to meet with a Career Counselor to:
- Begin to look at your interests, skills, and values through discussion, assessments, and related activities.
- Learn about the tools and resources essential in gathering information about major and careers.
- Discuss different opportunities, projects, activities, and ideas that can assist you in making your college education fulfilling, fun, and marketable.
- Engage in exercises that can help you to identify the career skills that develop your academic, extracurricular, internship and part-time job experiences that you have developed.
- Talk about how to make informed decisions about college major, careers, job offers, and graduate schools.
- Recognize personal strengths and limitations and how they affect career planning. Develop ways to use and/or improve them.
- Learn to research employers and industries.
- Develop strategies to explore your professional network.
- Create and implement a strategic job search or graduate school plan.
- Develop your resume, cover letter, and interview skills.

You must consult with a Drop-In Counselor at least once before scheduling an Individual Career Counseling appointment.

Career Information Center

The Career Information Center (CIC) houses a wealth of print and online information on the following career planning steps and topics:
- Careers for all academic majors
- Occupations and industries
- Employer information
- Summer job and internship directories
- Job hunting and interviewing
- Resume and cover letter samples
- Salary information and negotiation resources
- Graduate schools
- Backpack to briefcase – transitioning from college to the real world

A Career Library Assistant and Peer Career Assistants are available in the Bank of America Career Services Center to help you navigate our library of career-related information. Visit Monday through Friday from 8:00 a.m. to 5:00 p.m. and on Tuesday nights from 5:00 p.m. to 7:00 p.m. outside the Freeman Auditorium in the HUB-Robeson Center.

Careers Internet Database

Gives general information on 100s of occupations: education requirements, preferred traits and skills, earnings, potential employers and areas, and supplemental resources. Videos & downloads available.
- Username: 1484w
- Password: future

Career Information Center Handouts

Single topic handouts highlight internal and external print & online resources related to careers, occupa-
tions, and majors.
- Click “Salaries, Guides, and Handouts”

GoinGlobal

Gives country-specific job search and cultural advice.

Also features job and internship postings as well as H1B visa sponsoring employer database.
- Login with your Penn State User ID & password

Internships.com

Search for internship and entry-level positions for every major and field across the country. Virtual opportunities also available.
- Sign up for an account with your Penn State email address

Internships-usa.com

Search for internships in non-technical fields such as Liberal Arts, Arts, Political Science, & Human/Social Services.
- Username: PennState
- Password: NittanyLions

LibraryWorld

View the Career Library’s collection of books using our online catalog.
- Click “Career Services Library Books”
- Login: PSU CAREER SVCS
- Password: (leave blank)

Univworld

Multinational business contact database to find American firms and their locations in other countries and firms based in other countries with locations in the United States.
- Login with your Penn State User ID & password

Vault Career Library

Career, employer, & industry guides covering many fields. Also features salary, interview, and company surveys. Download PDF guides.
- Accessed via University Libraries
- Search Databases by Title (A-Z), Vault Online Career Library
- Create an account using your @psu.edu email address

WetFeet

Career, employer, & industry guides covering business, consulting, & communications. Also features guides on getting great internships in specific fields. Download free PDF guides.
- Use your @psu.edu email address to download guides

What Can I Do With This Major?

Connects majors with typical career paths.
- No password or login required
Transform Everything

AT&T Internships and Development Programs

From Management to Technology and everything in between, our Internships and Development Programs consistently produce our next generation of leaders. We’re talking hands-on experience, a strong network of peers and the company-wide support you need to reach your career goals. It’s an elite opportunity to make valuable connections and unleash your greatest potential.

Be the future at www.att.jobs/PennState or text ATT PENNSTATE to 33733
Informational Interviewing

What Is an Informational Interview?
An informational interview is one of the best ways to obtain information about an occupation. Ideally, it is a 30- to 60-minute meeting at the workplace of an individual whose job you are interested in learning about. During this meeting, you have the opportunity to ask questions about work tasks, work environment, the person’s background, and how he or she obtained that job. If you are unable to meet in person due to geographic limitations, you can conduct the interview by phone.

What You Will Gain
- A more in-depth understanding of a career field which may help you decide what type of work and setting you prefer
- More confidence regarding your career goals and an easier time tailoring your resume to your career objective
- Career knowledge that will make you better prepared for future job interviews
- One professional contact who may help you within your current or future job search

Locating a Person to Interview
Ask family members, friends, neighbors, professors, employers, and anyone else you can think of: “Do you know a (computer programmer, journalist, accountant...) I could talk to about their job?” OR “Do you know anyone who works at (specific place whom I could contact to discuss the computer programming, journalism, accounting...) field?” Take advantage of as many opportunities as you can to interact with professionals in your field of interest.

Setting Up the Interview
Once you have identified someone to contact, it is time to make the call to set up an appointment. Once the person on the other end of the line says “Hello” you need to be ready to communicate who you are, why you are calling, and convince them to take the time to talk to you—all in the span of approximately one minute.

It is best to plan what you are going to say in advance and practice saying what you want before you make the call. To assist you in planning your one-minute introduction, use the following as a guideline:

Hello [insert person’s name], my name is [your name here] and I was given your name by [insert person’s name] who encouraged me to call you. I’m a student at Penn State and have been considering my plans for after graduation and one of the career fields I am interested in [insert career field].

Given your success in [insert career field] at [insert company name], I was wondering if you would be able to meet with me to provide some advice and guidance. I have been researching the field and learned that [insert some key facts to demonstrate your knowledge]. I would appreciate a chance to ask you some questions as I am interested in learning from your personal perspective.

If you would like to set a meeting at this time or later left guessing what the person meant.

The person in this career area?

About the Career Field:
- What do you do during a typical workday?
- What do you like most or find most interesting about your work? Do you like least about your work?
- What kinds of problems do you face? What do you like least about your work?
- What are the basic prerequisites for jobs in this field? What are the basic prerequisites for jobs in this field? What are the basic prerequisites for jobs in this field? What are the basic prerequisites for jobs in this field?

Questions I’d like to ask:
- What is the typical work environment like for a person in this career area?
- What entry-level jobs qualify one for this field?
- What does the step or position above the one you hold now involve? How long does it usually take to move from one step to the next in this career path?
- Are there other areas of this field to which people in it may be transferred? What are they?
Network Your Way Through College and Beyond

What is Networking?
- Developing relationships or contacts
- Building partnerships that support you while you map out your career goals
- Sharing information
- Ongoing and reciprocal in nature

What It Isn’t
- A process of making cold-calls
- Using people to get jobs

Why Bother?
- Networking is not just about who you know but who knows you; you already have contacts who can become the basis for your network.
- Networking can build your base of contacts for future reference and provide a support network as you explore and pursue career goals.
- A single personal connection can lead to multiple opportunities for professional and personal growth, from job leads to lasting friendships.
- Networking helps you explore new career options and can help you keep up with changes in your field.

How to Network Effectively

Ideally, networking starts long before a job or internship search. Contacts are not only relatives and friends, but also your neighbors, former high school and college classmates, Penn State faculty and staff members, and Penn State alumni. For those of you who have been working or interning, other contacts can include current and former co-workers and supervisors. In essence you are already networking through your daily interactions with others. When looking to expand beyond your existing network, consider these steps:

1. Establish Your Goal
   Before contacting anyone, decide on what kind of information or assistance you would like and can expect from the people you meet. For instance:
   - Information on a career
   - Referrals to specific job openings
   - Advice on the best strategies to break into a career
   - A secondary contact

2. Do Your Research
   Interviewing and networking conversations are less stressful if you are prepared. By doing this, you will feel more confident, you’ll not be at a loss for words, and you will make a positive impression.
   - Make sure you do your homework on a company before you meet with one of its employees.
   - Before you meet with someone make sure you know what questions you’d like to ask (see the Informational Interviewing article on page 9 for ideas).
   - Remember, the more prepared you are, the more productive the networking experience.

3. Make Contact
   When you contact someone, give them some information about you. For example, let them know that you’ll be graduating soon, what your specific skills are, and the type of position/organization that you are seeking. During your conversation you might:
   - Ask for information and advice for someone seeking to enter their field or find employment with their organization.
   - Seek suggestions for other colleagues to talk to who have a connection to the industry or position that you are seeking. Ask them if you may use their name as a referral.
   - Offer to send them a copy of your resume and ask them to keep you in mind if they should hear of any openings.

4. Send a Thank-you Note or Email
   The person that you have spoken with has given you some information about you. For example, let them know that you’ll be graduating soon, what your specific skills are, and the type of position/organization that you are seeking. During your conversation you might:
   - Ask for information and advice for someone seeking to enter their field or find employment with their organization.
   - Seek suggestions for other colleagues to talk to who have a connection to the industry or position that you are seeking. Ask them if you may use their name as a referral.
   - Offer to send them a copy of your resume and ask them to keep you in mind if they should hear of any openings.

5. Develop a Contacts File
   Using a database or index cards, develop a contacts file (see page 15) in which you maintain all pertinent information about that individual. Record information from your meeting with that person as well as your anticipated next action. Through this step, you are building your relationships with contacts who might be able to help with future career opportunities.

6. Set Goals for Ongoing Networking & Follow-Up
   The Penn State Alumni Association offers many opportunities to connect with alumni including LionLink and Nittany Networking Events in key cities. Think about how many people you will try to call in one week, how many meetings you should attempt to schedule, and how many networking events you’ll attend. As part of your goal setting, make sure that you follow up with existing contacts. Be sure to let your initial contacts know of the outcomes of your meetings. In other words, keep your contacts informed about your progress and any success you have had.

7. Always Reciprocate
   When you ask others for help, be prepared to return the favor.

I’m Ready, How Do I Find Contacts?
- Use LionLink - a database of alumni who have volunteered their time to serve as a networking resource for students and other alumni, ready to answer questions about what they do and where they work, and serve as a career resource. For more information on LionLink, please visit studentaffairs.psu.edu/career/alumni/LionLink.shtml or email Lionlink@psu.edu.
- Engage professionals with LinkedIn and/or other social media. Remember to keep your profile and interactions professional. Any information that is posted is fair game for employers and the public at large to view.
- Attend information sessions hosted by various organizations (see page 40).
- Watch for events featuring guest speakers within certain fields through your academic department, Career Services or student organizations, etc.

Successful Networkers Are:
- Open minded and willing to meet new people
- Prepared and persistent
- Informed and up-to-date on current events (i.e., news, industry, etc.)
- Respectful of everyone they meet and thank their contacts for their time
- Able to set clear, realistic, and achievable goals
- Not afraid to ask for the information they need

Sample Contacts File Entry

| Contact Person: ____________________________ |
| Title: ____________________________ |
| Organization: ____________________________ |
| Address: _________________ City: _________________ State: __________ Zip: __________ |
| Preferred Phone Number: ____________________________ Email: ____________________________ |
| Date Contacted: __/__/____ by phone by email in person |
| Date Thank You Sent: __/__/____ |
| Additional Recommended Contacts: ____________________________________________________ |
Maximize Your Online Job Search with a LinkedIn Profile

Managing Your Online Presence

Social networking sites are doing much more these days than connecting people over the internet. According to the Jobvite 2014 Social Recruiting Survey, 83% of recruiters use or plan to use social media in their recruitment efforts. Having a noticeable presence can put you ahead of the rest in your job searches, but can also ruin your chances of getting a job if what they find is damaging to your reputation.

Employers might look at your networking sites for many different reasons. When they check your profiles, it can be a reminder of all of the positions you’ve held and how qualified you are as long as you create an effective social media presence.

Creating Your Online Presence

Setting up an Account

The first and easiest step to begin creating your online presence is to create accounts on the social networking sites that you think will be beneficial in showcasing your past experiences and skills. Some of the most popular social media sites, such as Facebook and Twitter, can definitely be valuable, but blogs and professional websites, such as LinkedIn, are where employers really look for you to showcase your abilities.

Adding your background and credentials

On any social networking site, when you edit your profile, you can add your background and credentials. If you don’t have any professional experiences, list the classes you’ve taken that apply to your field. If you have any professional experiences, list them in your profile. For the dates of the positions you’ve held and indicate what you’ve done in each organization.

Skills & Endorsements

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

Summary

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

Managing Your Online Presence

Effectively Using Social Networking Sites

A lot of companies utilize social media to interact with their consumers. When this happens, take advantage of it! Tweet back your response, post on their wall, or like their updates. If you ever land an interview with the company, you will have plenty to talk about with them. Joining groups on LinkedIn that pertain to your field of interest is a great way to network online. Professionals in the field will often

LinkedIn Profile Components

Experience

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

Photo

A plain background with business attire makes you look professional and prepared.

Education

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

Volunteer

Volunteer work is just as important! Make sure to include any time you have dedicated to a cause important to you.

Headline

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

Start Connecting

• This profile represents you. Check for typos first!
• Only connect to people who are in professional positions that you think may benefit you or whom you can benefit.
• Join groups that interest you based on your career path or other causes you support. Contribute to conversations to establish yourself as an expert in your field.
• Follow companies in which you are interested and stay up to date with the news they share. You will see any jobs posted by companies you follow in your updates.
• The jobs tab gives you the ability to search for jobs based on criteria that you specify.

Why LinkedIn?

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

Online Portfolios

Online portfolios can be beneficial to show potential employers all of the work you’ve done in one place. Many websites make creating an online portfolio very simple. Some websites to check out to create your portfolio free include:

• Weebly.com (created by a Penn State alumni)
• Wix.com
• Behance.com

Another effective way of displaying your work online is to create a blog. All Penn State students can apply to have their own web space through sites.psu.edu. Other external sites include Wordpress, Tumblr, and Blogger. Design your site or blog with a title and creative content that you want to use. Feel free to use samples from class projects or if you don’t have any professional work samples. Don’t forget to put an “About Me” section on your portfolio detailing your interests and goals as well as a “Contact” section with your name, email address, and other professional social media accounts. The next time someone asks you for a sample of work you’ve done, you’ll be able to impress them by sending them a link to your online portfolio.

LinkedIn

It is a powerful tool for researching companies, contacting professionals in a specific field, and marketing your skills and goals. It is most recent. High school should not be listed if you’re a junior or senior seeking a professional position. Make sure to include any work is just as important! A plain background with business attire makes you look professional and prepared. A profile picture detailing your interests and background can be included as you create an effective social media presence.
CAREER SERVICES

post updates and job or internship postings to the group. Be sure to join Penn State Career Connec-
tion on LinkedIn, too, where you can connect with employers in a meaningful way, and broaden your
knowledge of career fields and em-
ployment trends.

Protecting your Online Presence

No matter how many social net-
works you belong to and how
much experience you post on your
profiles, you will lose many oppor-
tunities if the material you post on
line is inappropriate. Many times,
time, employers will check the social
media profiles of potential em-
ployees or interns as a way to judge
their character. If you’re posting
messages are being sent about your
character. If you ever doubt any-
thing about you is posted online.
Always scan your pictures, posts
and conversations that you have
with people on every social media
platform to make sure the right
messages are being sent about your
character. If you ever doubt any-
thing, delete it or un-tag yourself.

You should also do an online
search of your name often to see
what comes up. If you don’t like
what you find, then start to make
the changes necessary on your
social media sites. Consider setting
up alerts to notify you when any-
thing about you is posted online.
Always scan your pictures, posts
and conversations that you have
with people on every social media
platform to make sure the right
messages are being sent about your
character. If you ever doubt any-
thing, delete it or un-tag yourself.

Your friends may like your photos,
but a future employer may not.

Privacy Settings

The key to protecting your online
profiles is to understand how to
use each site’s privacy settings.
Spend sufficient time on each
site learning how to best protect
yourself from people outside your
immediate circle. Sites are always
changing and that includes the pri-
vacy settings. Check often to make
sure that when you search yourself
as a stranger, you like what you see.

Ways to Gain Experience

Take a Class

One easy way to get a feel for a
career area is to take an academic
course that will give an overview
of the field. If you think that you
might be interested in a business
career, consider taking a course in
accounting, finance, marketing,
 erotica. If you think you’d like to do hu-
man service work, enroll in some
health and human development,
psychology, or sociology courses.
The more you get involved in the
course through individual projects,
group work, and research papers,
the more you will gain.

Study Abroad

While most students consider
study abroad an exciting way to in-
corporate travel into an academic
program, it’s also a great way to
gain experience. Think of the skills
you may have learned: navigating a foreign
country complete with new cur-
renccy and cultural norms, a sense
of independence as you explore
your own thousands of miles away
from home, an appreciation of
diversity as you are challenged
to integrate your background and
upbringings with those from other
cultures, and initiative to plan and
eexecute such a significant event.

Participate in Extracurricular Activities

The activities you engage in out-
side of your academic coursework
can be more than just fun. They
are an excellent way to explore your
related interests and develop many
skills you will be able to transfer late to any job. If
you think you may be interested in
working with children, the elderly,
a housing authority, etc. check
out the volunteer options available
in your community. If newspaper
writing is a possible career choice,
consider joining the staff of your
campus newspaper. If you like to
lead people and projects, consider
going involved with student gov-
ernment. Check out clubs.psu.edu
for a complete listing of student
organizations. There are hundreds
of extracurricular activities in
which you can become involved.
Additionally, the contributions
you make to an activity, whether
it is leading meetings, chairing a
committee, developing a project,
recruiting new members, or orga-
izing a conference, can be related
to many potential future employ-
ment goals.

Volunteer

Many nonprofit organizations will
enthusiastically accept the services
of an industrious, cheerful, and
interested volunteer. Becoming a
volunteer shows a potential em-
ployer that you have initiative and
a commitment to your community.
Find organizations that you can
relate to – connecting through per-
sonal values or professional aspira-
tions – and give it all you. Not only
will you give back to your commu-
nity, but you will gain experience
and make long-lasting networking
contacts.

Join a Sports Team

Don’t underestimate your involve-
ment in physical activity as being
related to your future career goals.
Being a member of a sports team,
whether intramural, club, or Divi-
sion I will help you develop many
tools that employers are seeking:
time management to balance
venues with courses and games,
work ethic to continually improve
your performance, adaptability to
constantly adjust your game plan,
and, of course, teamwork.

Gain Experience and Develop Marketable Skills

ways of gaining experience

consider all of your social media accounts and complete
the following checklist:

All of my profile pictures are appropriate? ........................................................ Yes ☑ No ☐

All of the appropriate privacy settings are turned on? ........................................ Yes ☑ No ☐

I would not be embarrassed if a recruiter looked at my profiles? .......................... Yes ☑ No ☐

When I search for my name online, no personal information or
inappropriate content is brought up? ................................................................. Yes ☑ No ☐

My friends do not have any inappropriate pictures of me
posted online? ........................................................................................................ Yes ☑ No ☐

My friends have not posted anything inappropriate on my profiles? .................. Yes ☑ No ☐

Consider all of your social media accounts and complete
the following checklist:

All of my profile pictures are appropriate? ........................................................ Yes ☑ No ☐

All of the appropriate privacy settings are turned on? ........................................ Yes ☑ No ☐

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When I search for my name online, no personal information or
inappropriate content is brought up? ................................................................. Yes ☑ No ☐

My friends do not have any inappropriate pictures of me
posted online? ........................................................................................................ Yes ☑ No ☐

My friends have not posted anything inappropriate on my profiles? .................. Yes ☑ No ☐

View for Summer Jobs/ Part-Time Work/Tem ping

Summer jobs may not be obviously
related to your long-term career
goals; however, they may still be
beneficial in providing income
and/or employment. Some stu-
dents may need to work in jobs
that provide desirable wages such as
construction, sales, or hospitality
services.

In these situations, you can de-
vilop skills transferable to profes-
sional careers after college. For
example, a server can benefit
from acquiring experience in train-
ing other employees in a restaurant
or customer service.

Explore Undergraduate Research Opportunities

Penn State offers a variety of
opportunities for undergraduate
students to participate in research
projects. These experiences al-
low you to work with faculty and
staff in your area of interest, build
specific skills, and further explore
your career options. Check with
an advisor in your academic depart-
ment to see what type of research is
being conducted or go to under-
graduate.research.psu.edu to review
projects listed by academic college
and department. If you are consid-
ering graduate school, helping out
in a lab is a great way to get intro-
duced to what may be expected
when you continue your educa-
tion. You will gain a deeper un-
derstanding of the research process,
as well as knowledge of cutting edge
developments within your field.

Apply for Experiential Internships or Cooperative
Education

Internships are intended to provide professional experience related to

http://studentaffairs.psu.edu/career/ 17

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Consider all of your social media accounts and complete
the following checklist:

All of my profile pictures are appropriate? ........................................................ Yes ☑ No ☐

All of the appropriate privacy settings are turned on? ........................................ Yes ☑ No ☐

I would not be embarrassed if a recruiter looked at my profiles? .......................... Yes ☑ No ☐

When I search for my name online, no personal information or
inappropriate content is brought up? ................................................................. Yes ☑ No ☐

My friends do not have any inappropriate pictures of me
posted online? ........................................................................................................ Yes ☑ No ☐

My friends have not posted anything inappropriate on my profiles? .................. Yes ☑ No ☐

Career Planning Courses

Various career development courses are offered across the Penn State system, such as:

- Effective Career Decision-Making (CN ED 100)
- Preparation for Career Management (BA 420)
- Job Search Skills and Strategies for Educators (CN ED 303)
- Job Search Skills and Strategies for Technical Careers (AG 100/SC 101)
- Job Search Skills and Strategies for Non-Technical Careers (LA 401)

Topics include selecting an academic major, determining career goals, identitying potential employers, formulating effective job search strategies, preparing a resume, and improving interview techniques. Please consult the Schedule of Courses at schedule.psu.edu for availability by campus and semester.

Classes related to my areas of interest:

Organizations I am in or would like to join:

Other opportunities I’d like to explore:

Resumes

Resumes often serve as your initial contact with employers and are the most critical item in determining whether or not you will obtain an interview. It is a brief advertisement of your skills, knowledge, and relevant experience. If you are seeking positions across industries, you may need to have several versions of your resume specific to each type of job you are seeking.

Ideally, your resume should emphasize your strong points while expressing your uniqueness and individuality. Therefore, you should present yourself clearly, succinctly, and confidently. Use the suggestions here to develop your resume and consult the samples provided to gather ideas. Do not forget to format your cover letter to pair with your resume (see page 29).

Resume Workshops

Workshops are offered throughout each semester. No sign-up is required. See the schedule of dates, times, and locations on the Career Services website at studentaffairs.psu.edu/career.

Resume Review and Feedback

It is important that your resume is the best representation of you that it can be. Be sure to proofread and have others review it for skills you may have overlooked. You can have your resume reviewed on a first come, first serve basis through Career Services’ Drop-In Counseling weekdays from 8:30 a.m. to 4:30 p.m. in the Bank of America Career Services Center. During the fall and spring semesters drop-in is available on Tuesdays from 5:00 p.m. to 7:00 p.m. outside of the Freeman Auditorium in the HUB-Robeson Center.

Compare this resume to the one on the following page. Both have the same information, but which do you think represents the candidate best?

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

Do not copy these examples verbatim!
Objective
- One or two concise, easy-to-read statements focusing on the type of position you are seeking, the skills you want to utilize, and/or the tasks in which you want to become involved.
- Avoid cliches or jargon, such as, “To contribute to the profitability of an employer” or “A challenging position offering opportunities for growth and advancement.”

Education
- List degrees in reverse chronological order with the most recent first. Keep the information easy to scan.
- You may want to include details relevant to the job you are seeking, such as courses, special projects, a minor or area of emphasis, etc.
- Education Abroad experiences should also be listed here as well. Use the same format as your Penn State entry.
- Most employers expect to see your GPA (either overall, major, or both).

Experience
- Give details of your accomplishments and responsibilities rather than a general list of duties. Numbers and/or make strong statements and can enhance credibility; these numbers can show volume, percentages, dollar amounts.
- Do not be discouraged if you have never had employment in your field. Instead, focus on your strengths, skills, and accomplishments.
- Summer and/or part-time work experiences can demonstrate skill sets that you have developed, even if not directly related to your career goals.

GPA
- If you have not yet gained paid work experience, community involvement, volunteer work, and extracurricular activities are scores that may be included in detail on a resume.
- If your cumulative GPA is a 3.0 or above, it is beneficial to list it. Be sure that your GPA matches what an employer would find on your official University transcript. That means no rounding up!
- If your cumulative GPA is below a 3.0, consider listing both your major GPA and your cumulative GPA, or you may prefer to list your major GPA alone. It is recommended that you visit with your academic advisor to discuss the best method for calculating this GPA if it is not listed on your degree audit.
- If you work a substantial amount of hours per week to pay college expenses while attending college full-time, you may include a statement highlighting this within your Education section. This kind of statement can serve as justification for a GPA that may not be an accurate representation of your true potential.

Skills
- Technology-based or computer skills, foreign language knowledge, and other field-specific skill sets and certifications are appropriate to include.
- Indicate your level of knowledge or aptitude in the skill sets you list by highlighting your qualifications: “Proficient in...” or “Fluent in...”
- List skills and languages with which you are familiar or have basic knowledge. Be sure to describe that level accurately.
- Remember: you could be tested on that knowledge in an interview!

Special certifications relevant to your field could also be included here.

Activities
- List the most relevant activities and offices held first. Include college, community, professional, and/or occasionally outstanding high school activities.
- Consider adding brief explanatory details of the position and your accomplishments.
- Include hobbies and interests only if they are relevant to the job objective or if they reveal characteristics important to the job.
- This section can add individuality and flavor to your resume, so you may want to include unusual or interesting items.

Honors/Awards
- This section is optional.
- Include only if you have several honors.
- If you have only one or two honors, you can include them in a combined section along with your activities.

Compare this resume to the one on the facing page. Notice how the type of experience highlighted can change as a student gains more professional experience.
The resumes shown on the following pages are examples of different ways quality resumes have been written. Additional resume examples are located on our website (studentaffairs.psu.edu/career) and in the Career Information Center (see page 7).

Length
- One page is the most common length because most students lack sufficient experience for two pages. Individuals with added experience and/or degrees may need a two-page resume to present relevant details adequately.
- Resume length may also vary by career field. Consult with professionals in your field and/or a Career Counselor to discuss the resume length best suited for your situation.

Margins
- One inch margins all around are recommended to keep your resume from looking cluttered or cramped.
- Half inch margins may be acceptable if necessary, but no smaller.

Font
- Use a plain typeface, such as Arial or Times New Roman.
- Font size should be between 10 and 12 points.
- Headings and your name may be emphasized by using a larger font size.
- Asterisks, bullets, underlining, boldface type, and italics should be used only to make the document easier to read.

Spacing
- Use consistent spacing throughout your resume for a pleasing presentation.
- Bullet points should be single-spaced.

Allow enough space between headings to show that a new section has begun.

Layout
- Pre-formatted templates are easy to spot and allow little room for uniqueness.
- Starting with a blank document offers greater flexibility and more effective space usage on the page.
- Use a table or tab stops to help organize information in a visually pleasing manner.

Bullet Points
- Each bullet should start with an action verb (see page 24) and be no more than 1-2 lines long.
- Use up to 5-6 bullets to describe each listed experience.
- Describe duties involved in various positions or highlight skills and qualities that you developed that are related to the position you would like to obtain.

Type of paper
- A resume prepared with a quality laser printer can be very effective.
- Use quality paper; a white or off-white shade is generally preferred.

Proofread
- Proofread your resume several times, and then have a friend or Career Counselor proofread it again.
- A mistake on your resume will leave a poor first impression with an employer.

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

Functional Format
- Your experience is explained under major skill headings, while job titles, employers, and dates are listed separately. This type of resume is especially useful when your degree or work experiences are not directly related to your career objective.

Combination Format
- In many instances, the combination of both the chronological and the functional formats may be the most effective. This is especially the case when some past experiences are more directly related to future goals than others. This format allows for experiences to be separated into different categories—related and unrelated—making the strongest impact by placing the most related experiences first, regardless of the dates during which the experiences took place.

As a first-year student or sophomore, it is appropriate to include information from your high school years on a resume. However, as you continue to grow professionally and gain experiences that demonstrate increasing relevance to a particular career field, you may begin to omit items that are outdated or that no longer effectively highlight your current abilities. Typically, it is recommended that information from high school years be omitted from your professional resume by the time you begin your junior year at Penn State.
References

- Most organizations will not expect references on your resume.
- You may want to prepare a list of references on a separate page formatted to match your resume for use when employers request references.
- Usually, three to five references are appropriate. Consider individuals familiar with your academic achievements, leadership and teamwork skills, and/or your work habits.
- Include each reference’s name, title, organization, mailing address, phone number, and email address.
- You should always seek prior approval from individuals you plan to list as references.
Employers rate the importance of candidate skills/qualities very important rating—than last year. (Just two skills/qualities were rated below “4.0” last year to 57 percent this year. (See Figure 44.) The remaining 43 percent of respondents have no preference as to how the work experience was gained.

When asked specifically about work experience preferences, the group that prefers experience (doesn’t matter if it’s relevant or not, just some type of experience) leads in terms of what influences an employer’s candidate preference. Academic major leads in terms of what influences an employer’s candidate preference. Has held leadership position (clubs, sports, student government, etc.) and being involved in extracurricular activities also have strong influence, but other attributes continue to have little influence on employers’ hiring decisions.

Influence of attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>2016 Average Influence Rating*</th>
<th>2015 Average Influence Rating*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>4.0</td>
<td>3.9</td>
</tr>
<tr>
<td>Has held leadership position</td>
<td>3.9</td>
<td>3.9</td>
</tr>
<tr>
<td>Has been involved in extracurricular activities (clubs, sports, student government, etc.)</td>
<td>3.6</td>
<td>3.6</td>
</tr>
<tr>
<td>High GPA (3.0 or above)</td>
<td>3.5</td>
<td>3.6</td>
</tr>
<tr>
<td>School attended</td>
<td>2.9</td>
<td>2.8</td>
</tr>
<tr>
<td>Has done volunteer work</td>
<td>2.8</td>
<td>2.8</td>
</tr>
<tr>
<td>Is fluent in a foreign language</td>
<td>2.2</td>
<td>2.4</td>
</tr>
<tr>
<td>Has studied abroad</td>
<td>2.0</td>
<td>2.1</td>
</tr>
</tbody>
</table>

*5-point scale, where 1=No influence at all, 2=Not much influence, 3=Somewhat of an influence, 4=Very much influence, and 5=Extreme influence.

Proficiency with computer software programs 3.86
Ability to analyze quantitative data 4.21
Ability to obtain and process information 4.34
Ability to make decisions and solve problems 4.49
Ability to work in a team structure 4.62
Entrepreneurial skills/risk-taker 18.6%

Figure 39
Attributes employers seek on a candidate’s resume

<table>
<thead>
<tr>
<th>Attribute</th>
<th>% of respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>80.1%</td>
</tr>
<tr>
<td>Ability to work in a team</td>
<td>78.9%</td>
</tr>
<tr>
<td>Communication skills (written)</td>
<td>70.2%</td>
</tr>
<tr>
<td>Problem-solving skills</td>
<td>70.2%</td>
</tr>
<tr>
<td>Communication skills (verbal)</td>
<td>68.9%</td>
</tr>
<tr>
<td>Strong work ethic</td>
<td>68.9%</td>
</tr>
<tr>
<td>Initiative</td>
<td>60.8%</td>
</tr>
<tr>
<td>Analytical/quantitative skills</td>
<td>62.7%</td>
</tr>
<tr>
<td>Flexibility/adaptability</td>
<td>60.9%</td>
</tr>
<tr>
<td>Technical skills</td>
<td>59.6%</td>
</tr>
<tr>
<td>Interpersonal skills (relates well to others)</td>
<td>58.4%</td>
</tr>
<tr>
<td>Computer skills</td>
<td>55.3%</td>
</tr>
<tr>
<td>Detail-oriented</td>
<td>52.8%</td>
</tr>
<tr>
<td>Organizational ability</td>
<td>48.4%</td>
</tr>
<tr>
<td>Friendly/outgoing personality</td>
<td>35.4%</td>
</tr>
<tr>
<td>Strategic planning skills</td>
<td>26.7%</td>
</tr>
<tr>
<td>Creativity</td>
<td>23.6%</td>
</tr>
<tr>
<td>Flexibility</td>
<td>20.5%</td>
</tr>
<tr>
<td>Entrepreneurial skills/risk-taker</td>
<td>18.6%</td>
</tr>
</tbody>
</table>

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CAREER SERVICES

RESUMES & COVER LETTERS

Requesting References

At any point in the job or graduate school application process, you may be asked to provide professional or personal references. These references may be interviewed by phone or email or asked to provide a letter of recommendation as an endorsement of your capacity to succeed as a graduate student or emerging professional within your field. The names you choose to provide can have a strong impact on your candidacy and the importance of this decision should not be overlooked.

Who Should I Ask to Be a Reference?

When considering your options for references, it is important to think about the context in which the person knows you. References that are most informative and helpful are those who know different aspects of your work and who are willing to support your candidacy enthusiastically and knowledgeably.

Consider asking those who have observed you in settings similar to the position you are applying for, or who understand your knowledge base in an area that is relevant to the position or graduate program.

Examples of potential references include:

- Faculty members
- Employment supervisors (current and previous)
- Advisors for extracurricular activities such as clubs, organizations, sororities, and fraternities
- Colleagues with whom you have worked closely

Typically, you would not ask family or friends to serve as a reference for you unless you are asked to provide a character reference. In those instances, it may be more appropriate to ask a coach or volunteer leader.

How Many References Should I Provide?

Usually, three to five references are appropriate. Think about the combination of people you are providing and how they know you to ensure a diverse representation of your experiences. You want each reference to be able to highlight the skills and abilities that are most relevant to the position or program to which you have applied.

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

Reference Checklist

- Ask your references if they are willing to serve as a reference for you. If there is hesitation or refusal to write a recommendation, know that this individual may be encouraging you to seek someone else who would write more positively or comprehensively on your behalf.
- Obtain current contact information, including the reference’s name, title, organization, mailing address, phone number, and email address.
- OR
- Provide the email address or a pre-addressed stamped envelope indicating where a letter of recommendation should be sent.
- Supply a copy of your resume to your references and provide the job description or information about the graduate program to which you are applying.
- Offer to meet with the reference to discuss any questions they may have about your goals.
- Follow up to ask if they have been contacted as a reference or if they have mailed the letter of recommendation.
- Thank your references and let them know the outcome of your application.

Cover Letters

1. Address by name and title of the individual with the power to hire you, if at all possible. Try to avoid sir, madam, or to whom it may concern.
2. Adapt the letter carefully to specific details of the job opportunity.
3. Open with an idea that captures the attention of the prospective employer so that the letter and resume are considered worth reading.
4. Highlight and draw attention to the points in your resume that uniquely qualify you for the position.
5. Close your letter with a request for an interview.
6. Use a business letter format and maintain a professional tone.
7. Special attention should be given to grammar, spelling, and neatness. The cover letter must represent your very best efforts. It may be beneficial to have a friend, relative, or a Career Counselor review your letter prior to sending it to an employer.

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Each cover letter should be tailored to the organization to which you are applying. Your letter should not read as if you just filled in the blanks.
101 Nittany Pike
Wilkes-Barre, PA 18702

Date

Dee Ziner
Account Executive
Advertising, Inc.
One Promotions Way
New York, New York 10001

Dear Ms. Ziner:

To succeed in advertising, one must possess a flair for creativity, the ability to work effectively with clients and associates, initiative, and perseverance. Through this letter I would like to demonstrate such qualities and express an interest in an Account Services internship with Advertising, Inc. When I read the announcement posted to my department’s listserve, I was immediately drawn to the opportunity for professional development that this position would allow in regard to client relations and media placements.

I have enclosed a resume for your review, which outlines my experience in the field of advertising and promotion. As an advertising salesperson for my local newspaper, I work successfully with a variety of clients and with the media in designing and arranging advertisements. My responsibilities in this position enhanced my skills in writing, design, promotion, marketing, and follow-through. I quickly learned to identify appropriate markets and to promote the newspaper as an effective medium to reach those markets.

Much of my success is due to my customer orientation, my skills in identifying client needs, and in marketing the services of my employer. I am a self-starter, persistent, and possess the ability to learn quickly. I feel these skills and experiences would be a strong addition to your firm and am excited about the prospect of putting them to work for you.

I hope you agree that my qualifications seem to be a match for this internship. If so, I would appreciate the opportunity for an interview. I look forward to speaking with you.

Thank you for your consideration.

Best Regards,

Mark E. University

This candidate demonstrates an understanding of the internship requirements and is effective at relating specific details about his accomplishments and skills to the employer’s needs.

2014 Pittsburgh Pike
Fayette, PA 15438

Date

James Donavan
HR Administrator
Xyntek, Inc.
301 Oxford Valley Rd.
Monroeville, PA, 15146

Dear Mr. Donavan:

After reading your brochure and researching Xyntek, Inc., I became quite interested in possible employment in IT software and systems consulting. I am submitting this letter in application for this position.

I have a great deal of experience using several programming languages, including SQL, ORACLE, JavaScript, HTML, CSS and XML. In addition, I have worked with jQuery and Microsoft .NET.

In my internship at XYZ Corporation I was part of a team responsible for the design, development and production of database candidate processing systems for their human resources department. My specific role involved testing and trouble-shooting databases as they were developed. This has proven very successful for XYZ and has increased efficiency of the recruiting process for the HR administrators. I’ve also been web page editing on contract. In a project for the Fayette Federal Credit Union, I developed an internal search engine and an online loan application, and kept their web page up to date and added new features as needed.

I am an enthusiastic hard worker with the desire to learn many new concepts and skills. I would enjoy applying my skills and talents to a position with Xyntek, Inc. I look forward to hearing from you. Thank you for your time.

Cordially,

Mary E. Smith

Note that this candidate refers to the research she’s done on the company and expresses a sincere interest. She also points out the amount and types of her relevant experiences in the field.
**Letter of Interest or Prospecting Letter**

When considering your options for references, it is possible that you are sincerely interested in a particular organization, but they have no jobs currently available that suit your interests. A prospecting letter will introduce you to the company in the event that positions open up matching your qualifications.

1. State why you are interested in working for that organization.
2. Demonstrate the skills you possess that could benefit the organization.
3. Outline an action plan. Ask for an interview or indicate when and how you will follow-up.
4. Thank the reader for his or her time and consideration.

---

**Example Letter**

321 Beaver Avenue  
State College, PA 16801

Date

Terra Justice  
Marketing Director, XYZ Company  
54 Shady Lane  
Yourtown, Anystate 54321

Dear Ms. Justice,

Sustainability has long been a passion of mine. As I complete my senior year at Penn State, my interest in working for an organization that shares my passion has become paramount. Recognizing the need to preserve natural resources and look for sustainable business practices is something in which all companies should be engaging. I was excited to learn of the ways that XYZ Company has been making strides to become a nationally recognized green organization within the retail industry. As I look to the future and consider where I would like to begin my career after college, the XYZ Company seems like the perfect fit.

Throughout my time at Penn State, I have been involved in numerous student organizations that reflect my professional interests. As early as my freshman year, I was representing green initiatives as an EcoRep within my residence hall. I went on to become an active member of EcoAction, where I helped to educate students about sustainability through events and informational workshops. I put theory into practice through my involvement in the Penn State Marketing Association, by encouraging more electronic communication, less printing, and a more conscious effort to be mindful of environmental concerns. Due to my encouragement, PSMA took on a new client, working with them on how to market their green practices to enhance their customer base.

Academically, I pursued a minor in Environmental Inquiry, in addition to my major in Marketing. With a solid business background obtained through my coursework in the nationally ranked Smeal College of Business, I recognize that business is more than just the bottom line. It is about building and maintaining relationships; relationships that are founded on a common set of values.

I believe that XYZ Company and I share common values. This, coupled with my professional aptitude, would make me a respected employee within your Marketing department. During the week of March 15, I will be in your area and would appreciate the opportunity to speak with you farther about any potential openings that you expect within the next few months. I will be graduating in May and could be available for work as early as June. I have attached my resume for your reference, which includes my contact information.

I appreciate your time and consideration, and look forward to talking with you soon.

Sincerely,

Dawn Greenfield

---

**Thank-You Letter**

1. As soon after the interview as possible, a letter should be sent to express your appreciation for the opportunity to present yourself.
2. Use the letter to express your continued interest in the position and organization. Add some details to your letter of things that impressed you during the interview. This is a nice way to personalize your letter and convey your interest more convincingly.
3. Supply any additional information that was requested at the time of the visit or interview.
4. It is acceptable to email your thank-you letter. Be sure it retains the degree of professionalism you would maintain in a hard copy letter.

---

**Example Letter**

1234 College Ave.  
Reading, PA 19607

Date

William Johnson  
LMO Pharmaceutical Company  
9183 Short Hills Road  
Philadelphia, PA 19111

Dear Mr. Johnson:

Thank you for the opportunity to interview with you on Friday, October 23. The Account Representative position we discussed is a wonderful opportunity for which I feel uniquely qualified.

As we discussed, my background in both the sciences and business will enable me to interact effectively with physicians and pharmacists. Not only am I able to discuss the technical aspects of your products, I understand marketing techniques and the importance of the bottom line.

If you require any additional information, please do not hesitate to contact me by phone or email. Again, thank you for meeting with me. I look forward to speaking with you again soon.

Sincerely,

Martin A. Student
Acceptance Letter of Second Interview or of Job Offer

1. Be business-like but also tailor your letter to the specific employer so you look sincere and genuinely interested in the company and job. Never copy example letters.
2. Write to the person who wrote and/or interviewed you.
3. Thank the person and/or show your enthusiasm for the offer.
4. State what you are accepting.
5. Concisely, yet descriptively, give some details about what has impressed you about the company and/or interview.

When a rejection is received, special consideration should be given to your response. Don’t take a rejection letter as a definite NO! A demonstrated interest in the company and respectful letter may lead to further consideration for other positions as they become available.

1. Acknowledge receipt of the letter.
2. Thank the interviewer for considering your application, indicate that you are still interested in a position with the company, and give some specific information to illustrate what you like about the company, position, or both.

Rejection Letter

1. It is important to turn down a site visit or job offer graciously.
2. Write to the person who wrote you.
3. Thank them for the offer.
4. Briefly state that you are declining and why (don’t get too personal).

1001 Progress Avenue
Hazleton, PA 18201

Date

Harold Sherman
XYZ Corporation
678 5th Avenue
Albany, NY 12208

Dear Mr. Sherman:

Thank you for your recent offer of employment as a management trainee with XYZ Corporation. I am pleased to accept this offer. The position sounds quite challenging, particularly the 12 month rotation among your regional plants. I am looking forward to this challenge and believe I will be successful at meeting it.

I understand that your offer involves a starting date of June 6, 20XX. I also understand that the salary offered is $43,500, plus benefits as discussed at my most recent interview. I will contact you within the next several weeks to discuss travel and moving details as you requested.

Once again, thank you for your offer. I am excited about becoming part of the XYZ Corporation team.

Sincerely,

Jane C. Doe
Searching For a Job or Internship

Key Steps
Whatever your goal, you need to:
1. Know what you want to do and the skills you bring.
2. Identify and target the employers that have what you want.
3. Develop effective marketing materials: resumes, cover letters, and interview skills.
4. Secure and successfully engage in the interview process.
5. Evaluate and accept (and often decline) your offers.

Steps 1 & 2
The most important steps in the job search are identifying what kind of job you want, what you have to offer, and finding the employers that offer the opportunities you are targeting. Employers are most interested in individuals who have focused their career interests. Therefore it is important to:
• Identify and be prepared to discuss your interests, skills, experiences, knowledge, and attributes.
• Identify and research employers that have the type of positions and environment that fit your interests.

Steps 3 & 4
Effectively promoting your skills and experiences will catch the attention of employers. Your communications might take the form of resumes or cover letters, informational interviews, networking, meeting at a career fair, or telephone calls. You must express why you are interested in that particular employer and position and why you believe you are qualified for the job.

Step 5
As you can see, the job search process involves a great deal of thought and time to eventually have offers to consider. Deciding on the best offer for you is an important final step and often involves sensitive communiqués and some negotiating.

Repeat Steps 1-5
For even highly qualified people, rejection and disappointment are part of the job search process. You may need to reassess your job objectives. Are they focused enough? Are you following up on leads? Are your resumes and cover letters tailored to the positions you are seeking? Are your interview skills strong enough? You may also need to look at the amount of time you are spending on job search activities to determine if you are doing enough.

Don't get caught without experience.
Through internships or other experiential opportunities, you will benefit enormously from getting real world work exposure. Employers expect you to supplement your academic background with work experience. You also get the chance to develop contacts in your chosen career. The people in your network can be valuable for advice, information, and job leads. Remember to check with your academic college about internship possibilities.

This information is applicable across all levels of the job search for undergraduate and graduate students looking for internships or entry-level jobs and alumni with more experience looking to change careers or move up in their current field. Many of the methods are timeless and will be useful for the remainder of your professional life.
There are many ways to look for job opportunities. The most successful job search plan is one in which a variety of search strategies are used. Presented below are some of the most popular strategies for the job search as well as benefits, challenges, and tips.

<table>
<thead>
<tr>
<th>STRATEGY/TOOLS</th>
<th>BENEFITS</th>
<th>CHALLENGES</th>
<th>TIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAREER FAIRS</td>
<td>Alloted career fairs sponsored by Career Services and academic colleges</td>
<td>Opportunity to meet with a number of recruiters in person and in one location; Build network-working contacts</td>
<td>Not all fields and areas of study are equally represented; Students with very specific career goals may benefit from seeking field-specific or geographically-specific fairs</td>
</tr>
</tbody>
</table>

| ON-CAMPUS INTERVIEWING | Primarily intended for graduating students, search for jobs from employers interviewing on campus. | Primary way in which companies recruit for business and technical positions; Employers are specifically seeking Penn State students to fill employment openings | Not all industries are on-campus interviewing as a recruitment strategy | Check job listings on a weekly basis paying close attention to deadlines |

| NITTANY LION CAREER NETWORK | Update your personal and academic information, upload a resume, search for job postings and leads or prospects postings, find details on information sessions, and more. | Access to a wide variety of jobs posted by employers who are not coming on campus to interview | Not all fields and areas of study are equally represented | Check job postings regularly as they come in on a daily or weekly basis. Be sure to also check any discipline-specific job posting sites your college may provide, such as SmealConnect or Career Resources |

| NETWORKING | Talk to everyone you know to develop a list of contacts; Ask for information on jobs and companies, and circulate your resume. | One of the top job search strategies; Identify potential job opportunities and learn more about a position, company, or industry | Takes time and effort to build your network; Requires skill in organizing contacts and following through on recommendations received | Join online networking programs; LionLink, or Penn State Career Connection, Career Services’ LinkedIn group. Check with your college or department for contacts. |

| TARGETED SEARCH | Identify the types of organizations you would like to work for, develop a targeted list, and research companies. | Allows you to be more proactive and take charge of your search, instead of waiting for companies to post positions | Takes inventory of time to research and tailor your resume and cover letter to the organization and the position | Use resources such as CareerBeam, your local Chamber of Commerce, and employer directories. |

| INTERNET | Scan job openings on various job search and employer websites | May help you identify types of positions available | Overwhelming number of sites and positions to sift through; May not receive responses | Check listing of recommended sites in this guide |

| PROFESSIONAL ASSOCIATIONS | Research professional associations related to your career interests, as most provide a “career opportunities” section on their website. | A source of networking information and career opportunities; Build contacts with individuals who share your professional interests | Entry-level positions may be limited; May need to belong to association to access job postings | Ask faculty to suggest professional associations to research; Use Career Information Center resources to identify top associations |

| EMPLOYMENT AGENCIES | Determine whether these agencies offer experience in your career areas | Helpful in identifying local networking and employment opportunities | May have fees associated with the employment services | Research each agency before signing any contract. Talk to others who have used employment agencies |

Using Online Resources in Your Job Search

You can find a lot of information about job listings, salary statistics, employer information, and more online. To have a successful online job search:
- Post an online-friendly version of your resume to professional networking & job sites
- Research and target employers
- Check employer sites for job postings
- Network through blogs and social networking sites like Facebook, LinkedIn & Twitter

Below is a list of several helpful career sites.

Nittany Lion Career Network (NLCN)

StudentAffairs.psu.edu/career/students/NLCN.shtml

This easy-to-use database has many internship and full-time opportunities especially for Penn Staters. NLCN accounts have already been created for all registered Penn State students. Login to your account today and use the job search agent feature that sends you email updates with jobs that meet your skills and needs.

Also, be sure to check any discipline-specific job posting site that your academic college may provide, such as Compass, eCareer, Network Symplicity, or SmealConnect.

Career Information Center Online Resources

StudentAffairs.psu.edu/career/cc

Access major, internship, and career information from WetFeet, Vault, CareerBeam, What Can I Do With This Major?, and more.

Industry-Specific & Salary Information

StudentAffairs.psu.edu/career/cc/handouts.shtml

Access industry-specific information on topics ranging from Consulting to Careers in Sports and access the latest starting salary information from the National Association of Colleges and Employers (NACE).

Job Search Via Social Media

LinkedIn – Facebook – Twitter

Social media sites are excellent places to learn about careers and internships and cultivate a professional network. Recruiters are also using social media tools like LinkedIn, Facebook, and Twitter to identify and connect with potential candidates.

If you choose to search for jobs on these networks, be aware that companies are using them to conduct background checks on applicants looking for jobs. They want to uncover questionable judgment, illegal activity, or other things that they consider to be red flags. Some companies even gain access to information that students might consider relatively private by asking interns who have strong campus connections to perform online background checks.

EXERCISE CAUTION: Recruiters report that students who use these sites to brag about drinking habits, illicit drug use, etc. are likely to hurt their chances of obtaining job offers. Students who would never dream of bringing such topics up in an interview or showing a recruiter risqué photographs sometimes do that very thing online, thinking that a company will never uncover this information. That’s a dangerous and incorrect assumption. Investigate the privacy settings on social networking sites and use good judgment before you post.

Other Career Sites

www.quintcareers.com
www.rileyguide.com
www.quintcareers.com

Looking for industry-specific job search resources? Check out the Salaries, Guides and Handouts link in the Career Information Center on our website.

See page 7 for more information on the resources available.

See page 15 for more tips on how to manage your online presence.
Nittany Lion Career Network (NLCN) is the primary online resource for connecting students with employers. As a registered Penn State student, a free NLCN account has been created for you. With your NLCN account you can:

- Search for job and internship opportunities
- Participate in On-Campus Interviewing (OCI)
- See which employers are presenting information sessions on campus
- Research organizations using the Employers tab
- Participate in online resume books (employers use these books to locate qualified candidates)
- Receive announcements about upcoming events and career fairs
- Search the list of organizations attending career fairs
- Network with Penn State alumni through LionLink
- Find someone to job shadow

Job Postings
Our online job posting service is available for you to look at full-time, internship, and part-time positions with employers who are not conducting on-campus interviews, but are specifically seeking Penn State candidates from all academic colleges. Much like other online systems, Nittany Lion Career Network allows you to maintain multiple versions of your resume, apply for positions online, and to keep a history of applications you have submitted through the system. To view job postings, use the Jobs & On-Campus Interview Postings tab in NLCN.

On-Campus Interviewing (OCI)
The On-Campus Interviewing system offers students the opportunity to interview with employers right on campus. All students have been automatically given OCI rights. You simply need to log into NLCN, and begin searching for jobs; no additional request/account is necessary to view OCI jobs. Many positions are offered in business, industry, and government and are for students with an interest and background in business and technical fields.

To learn more about OCI and to see if it is right for you, please review pages 49-51 in this guide or visit studentaffairs.psu.edu/career/students/NLCN.shtml. To view OCI postings, use the Jobs & On-Campus Interview Postings tab in NLCN. OCI access is automatically given to graduating seniors at the beginning of the fall semester; no additional steps are necessary to access OCI jobs through NLCN.

Information Sessions
Employers hold information sessions throughout the year. These sessions provide a chance for you to learn more about an employer, meet with recruiters, ask questions about various opportunities, and express your interest in current or future opportunities. These sessions are open to students who have an interest in the company and are required for students interviewing through OCI. To view upcoming information sessions, use the Events tab in NLCN.

Career Fairs
Many career fairs are offered each semester to meet the varying needs of students seeking employment opportunities.

Fall and Spring Career Days support students from all majors pursuing full-time, internship, and co-op opportunities in government, industry, corporate settings, and more.

Graduate and Professional School Week is held each October which features graduate schools, medical and health-related programs, and law schools for those planning to continue their education.

For students interested in the helping professions, we offer the C.A.R.E. Fair in the fall.

An Education Career Day is also offered in the fall and spring for students interested in pursuing positions in K-12 education.

For information on upcoming career fairs, visit careerfairs.psu.edu. A list of employers attending is available under the Events tab in NLCN.

Education Credential Services (ECS)
This service provides students and alumni a secure place to store letters of recommendation for job search or graduate or professional school applications. You can establish a credentials file online at studentaffairs.psu.edu/career/credentials. This service is available free of charge for up to two years after graduation.

You may manage your own credentials file or have ECS send your credentials to prospective employers or graduate schools at your request. A fee of $8.00 is required for each copy sent via regular mail/email.

LionLink: A Professional Networking Program
LionLink is one of the many programs and services offered through Alumni Career Services, a partnership between Career Services and the Penn State Alumni Association. LionLink is a professional networking program that links Penn State students and alumni with alumni volunteer Career Coaches. Career Coaches provide valuable information and advice on jobs and careers to Career Explorers, who are alumni or students looking for a job or seeking career-related information.

Through informational interviews, student and alumni Career Explorers can gain valuable information on careers, industries, companies, and geographic areas from a trusted resource. LionLink can help you gain the information you need that you can't get in a classroom as you build your own professional network. To connect with a LionLink Career Coach, use the LionLink tab in NLCN.
Avoiding Scams while Searching for Jobs and Internships

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

Warning: Signs of a Possible Scam
- Often found via broad-based employment websites or sent as unsolicited email directly to you
- Makes claims such as: "Work from home – make thousands from your computer. Work as much or as little as you want."
- "Company" does not have a website, or it is very poorly organized or developed
- Uses domain names that do not exist (i.e., @InMail24.com and others) or free email services like Gmail, Hotmail, Yahoo, etc.
- Asks you for personal information that may include social security number and/or bank account information (for "credit check" purposes) prior to any face-to-face interview
- Job advertised is not the same as the one offered to you
- Job involves money transfers of any kind and/or as part of the interview process
- Emails sent to you contain poor spelling, grammar, and punctuation
- "Employer" asks you to generate "leads" as part of your interview

Help – I’ve Been Scammed! What Can I Do?
- Close all bank accounts at the bank(s) where transactions were made related to the scam.
- Order a credit report from all three credit bureaus every 2 to 3 months. Look for unusual activity.
- Victims of payment-forwarding scams should contact their local Secret Service field agent. The Secret Service handles complaints of international fraud.
- Fraud victims should file a police report with local law enforcement officials.
- Victims should report the company name, the job posting, and all contact names to the job sites where the scam was posted.
- Victims should permanently close all email addresses that were associated with the job fraud where possible.
- Notify Career Services.

Since we can’t warn you about every scam out there, it is up to you to learn how to recognize the warning signs. If you EVER have concerns about whether a job or internship opportunity is legitimate, please contact the Career Services office for guidance.

Please visit studentaffairs.psu.edu/career/students/disclaimer.shtml to read the full disclaimer which describes the shared responsibility among Penn State Career Services and internship or job seekers in researching and identifying potential concerns about the legitimacy of employers and their respective postings.

If it seems too good to be true, it probably is!
Government Employment

Federal, state, and local government continue to offer a variety of opportunities to graduating students. Students from across all of Penn State’s colleges and majors can find connections within government agencies, departments, and settings. Government jobs offer many competitive benefits and can offer competitive salaries with the private sector.

Federal Jobs

The federal government’s official Employment Information System (EIS) provides information on the nature of the work, job requirements, job opportunities, testing and test results, and how to apply. It also indicates the opening and closing dates for applications. To find more information on the Civil Service tests and applications go to the website listed above and click on “General Information.”

Local Government

Research is the key to a successful job search campaign in local government. Locate the agencies and departments in which you are interested and contact them to learn about the application procedures. Look online to learn about local municipalities and their application processes.

In some places, for example, you look at job listings, apply for positions, and, if qualified, take a city civil service test. If you pass, your name will be added to a list of eligible candidates and stays there for a period of time you are hired. Many positions in local government offices have standard applications for interested individuals to complete.

Additional Opportunities

There are numerous other opportunities for employment within or around the various levels of government. Many organizations (i.e., work or internship authorization) require that you obtain the most up-to-date information about government jobs. Many organizations, such as the General Accounting Office and the Library of Congress, on personal staffs of members of Congress, and in the judicial system. The job search for each of these careers differs, though each relies heavily on networking.

View job announcements at the Pennsylvania State Government website (www.scsc.state.pa.us) (click on “Job Seekers”). The announcement provides information on the nature of the work, job requirements, job opportunities, testing and test results, and how to apply. It also indicates the opening and closing dates for applications. To find more information on the Civil Service tests and applications go to the website listed above and click on “General Information.”

Federal Jobs

Many international students are interested in exploring short-term and long-term work opportunities in the United States. Current U.S. immigration laws permit international students to be employed in the U.S. during and after a course of study. However, these regulations have specific requirements and restrictions.

If you wish to work in the U.S. you must plan ahead and be prepared to be persistent. First, it is important for you to understand under what circumstances you may apply for work authorization on your student visa. In addition, unfamiliarity and discomfort with the American job search process may put an international student at a disadvantage when competing for a job. The following information is intended to help you understand and, thereby overcome, some of the obstacles associated with seeking employment in the United States.

When and How to Start

It is crucial to start your job search process right away by learning about the types and regulations of employment (i.e., part-time jobs, summer jobs, internships, work study programs, assistantships) both on-campus and off-campus according to the specifics of your student visa and program area of study. You should obtain the most up-to-date information about your employment eligibility (i.e., work or internship authorization) from the Office of Global Programs (www.global.psu.edu/info/internationals-psu/students/) or the appropriate office on your campus. Start early to explore opportunities to gain experience, which may or may not be related to your area of study, by actively networking with your academic advisors, faculty, peers, alumni, college internship offices, on-campus work-study program coordinators, student clubs and activities, and various employers visiting the campus career fairs and providing information sessions. It is also very important to maintain and improve your existing network in your native country and/or other countries to explore multiple opportunities and plans for your career in the global job market.

In general, not being a U.S. citizen or permanent resident adds a level of difficulty to a job search, but there are employers who are willing to hire foreign nationals. It will depend on the industry and the employer. In general as a foreign national you cannot work for the U.S. federal government, for most other U.S. state and local government entities, or for private employers who receive government contracts. Avoid companies dependent upon the U.S. Department of Defense. Your visa status will be less of an absolute barrier with other types of employers. You should start searching and learning about potential industries or employers of interest by using the resources available through Career Services and the Career Information Center. Although you do not need work authorization for volunteer positions and other volunteer positions, you will need to educate many employers about your employment options such as Curricular Practical Training (authorization for work experience in your area of study when you are a registered student) and Optional Practical Training (authorization of work experience in your area of study after your graduation, or after your thesis or dissertation defense for graduate students). You can obtain and bring brochures about the CPT and OPT process to career fairs and job interviews to help employers overcome the perceived burden of work authorization paperwork. To be proactive, you should also use social media networks and develop an online profile and/or portfolio to network (i.e., searching and learning from professional profiles of individuals and companies on LinkedIn) to gather further tips and strategies.

Approaching the Topic of H-1B Visas with Employers

Many employers are intimidated by the U.S. immigration process and are reluctant to sponsor H-1B visas, or simply have a policy against it. If you attended school in another country and you don’t say on your resume or in your cover letter that you are a citizen or permanent resident of the U.S., a savvy employer will probably assume that you have a student visa. On an employer’s formal application, if there is a blank for visa status, you need to fill it in with the correct information. On your resume, you may either make no mention of your visa status or make the most positive statement that you can truthfully make. For example, “Visa allows 12 months U.S. work permission” or “Permanent residency to be awarded within the next four months.” If you are already a permanent resident, be sure that your resume says “U.S. permanent resident” in a spot where it cannot be overlooked, because it will mean that your employer will not need to worry about work permission. Needless to say, you should only say things that are true, and you should be prepared to document them.
the job search

When You Should Bring Up the Issue
Do not begin an employment interview with an inquiry regarding H-1B sponsorship. In general, you may want to raise the issue sometime near the end of a positive first interview, or, perhaps, at the time of being invited in for a second interview. You should definitely talk to a potential employer about your status before you are offered a job. Some employers aren’t necessarily aware of work permission issues, and if someone offers you a job and only then learns that they’ll have to apply for an H-1 visa in order to keep you, the person may be angry that you didn’t provide this information up front.

What Can You Do to Maximize Your Chances?
Begin your job search early and be prepared to devote extensive time to it. Learn everything you can about the process through which an employer can obtain an H-1 visa for you. In some cases, you’ll need to be the one to explain it to an employer. Don’t vaguely tell an employer that it’s “no problem” rather, be prepared to explain exactly what steps are involved. Refer to The Department of Labor’s site at www.foreignlabor-cert.doleta.gov for instructions for both candidates and employers. There also may be some advantage in thoroughly familiar with the process. If you’d be interested in having the paperwork handled by a lawyer who is thoroughly familiar with the process. We also strongly recommend that you work with the Office of Global Programs (410 Boucke Building, University Park) or the appropriate office on your campus to learn more about work permission and immigration regulations. The Office of Global Programs can acquaint you with current requirements and help you avoid being offered a job but having no legal basis upon which to accept it. Besides such information and guidance, you should remember the importance of being persistent, especially with networking, and follow up with contacts in a professional manner.

Employment Information and Resources available online at www.global.psu.edu/info/internationals-psu/students/employment

Other Links for International Students
The following links give more information on living and working in the U.S., as well as job announcements.
www.phds.org – Covers all levels of students: Bachelors, Masters, PhDs, and Post-Docs
www.h1base.com
www.h1visa.com

The Office of Global Programs has

The following links give more information on living and working in the U.S., as well as job announcements.

1. GoingGlobal provides a database of US H1-B Plus visa-sponsoring employers: in-depth information for the international job search, as well as employment information for major U.S. cities and states. Penn State Career Services has a subscription to this service which can be accessed through the Career Information Center online at http://studentaffairs.psu.edu/career/cic.
2. ForeignMBA.com is reportedly the #1 internet community for M.B.A. students from around the world. The site includes a list of more than 70 employers that have a history of hiring foreign M.B.A. students.
3. H1VisaJobs.com is a website housing 10 database listing companies that have sponsored H1-B visas within the past several years as reported by the federal government. There is an access fee for each database for a six-month period. Penn State Career Services does NOT have a subscription to this service.

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EARN YOUR DOCTOR OF PHARMACY AT FDU
Fairleigh Dickinson University’s School of Pharmacy offers an innovative PharmD degree. Led by renowned faculty, the dynamic curriculum incorporates brand new facilities, the latest technology, and hands-on experience in laboratories and professional settings. You’ll emerge with crucial skills that leading pharmaceutical employers demand. You can even choose to earn a dual degree by working toward a master’s simultaneously with your Doctor of Pharmacy—without adding additional years of study. A professional education with a personalized approach.

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fdu.edu/pharmacy
973-443-8401

Direct Energy is one of the largest and fastest-growing electricity companies in North America. We’re looking to hire students for the following office locations:
• Iselin, New Jersey
• Pittsburgh, Pennsylvania

Text DEGrad to 281-769-8954 to receive a link to register and get more information about Direct Energy. You can also follow us on Twitter @DECollege for stories from our campus recruiters, interns and graduates.
Career Services’ On-Campus Interviewing (OCI) program is part of Nittany Lion Career Network. All students have been automatically given OCI rights. You simply need to log into NLCN and begin searching for jobs, no additional request/account is necessary to view OCI jobs. OCI offers students the opportunity to interview for entry-level full-time positions with a variety of employers from business, industry and government. On-campus interviewing is a pre-select system. Employers select candidates from among the students who request interviews with them by submitting a resume through an online system.

Is On-Campus Interviewing for Me?
Most positions offered are in business, industry, or government and are for students with technical or business backgrounds and interests. Students with backgrounds and interests in other areas should not rule out on-campus interviewing, but should be advised that OCI may need to be combined with other job search strategies.

If you are seeking a career in the arts, social services, education, politics, communications, health care, or a similar field, a self-directed job search is a must. Even if you are seeking employment in business and technical fields you should consider on-campus interviewing as only one method of seeking employment. Students in all fields should learn to conduct a full-scale job search (see the article on Searching for a Job or Internship for more information on page 37).

When Should I Participate in On-Campus Interviewing?
Because employers prefer to interview candidates who are within a few months of graduation, the following times are suggested to participate in interviews through the on-campus interviewing system.
- December Graduates: participate in the on-campus interviewing system the spring and fall semester before graduation.
- May and August Graduates: participate in the on-campus interviewing system the fall and spring semester before graduation.

Policies for Participation
1. Use of the System
   When an account is established in your name, it is for your use only. Sharing your account or submitting resumes for other candidates is strictly forbidden and will result in dismissal from the system.

2. Personal and Academic Profile
   You MUST complete your personal and academic profile. Without this information, you will not be able to apply for jobs, and you will not be notified of interview invitations or information sessions, nor be included in resume searches conducted by employers. Falsifying information on your personal or academic profile will result in dismissal from the system.

3. Deadlines
   Deadlines are strictly adhered to in the OCI system. No resumes will be accepted after the posted deadline. Application deadlines are listed on the job postings and are generally 20 days prior to the interview date.

4. Cancellations
   When you submit a request for an interview, you are committed to schedule an interview if the employer selects you. If extenuating circumstances force you to cancel your commitment, you MUST decline your interview through Nittany Lion Career Network by the deadline listed on the job posting. Do NOT cancel your interview directly with the employer as the message often does not get to the recruiter arriving on campus.

5. No-Shows
   Students cancelling interviews after the online deadline and/or those students who do not show up for scheduled interviews are considered no-shows. No-shows will immediately be blocked from requesting or signing up for interviews. The first time you miss or cancel an interview, you must send a letter of explanation to the employer. This letter and a stamped envelope must be provided to Career Services. We will mail it with our cover letter and reactivate your interviewing privileges. Please check with Career Services for the contact information of the recruiter with whom you were scheduled to meet. A second missed interview or late cancellation will result in your on-campus interviewing privileges being withdrawn permanently.
6. Information Sessions
Many employers schedule sessions, usually the night before their interviews, to present information about their company and opportunities. Attendance at the company information sessions for all students invited to interviews is expected. Employers consider these events to be a part of the interview process. Students who want to learn more about opportunities may also attend information sessions, when allowed by employers. Check the Nittany Lion Career Network Events Menu for upcoming information sessions.

Students attending information sessions should wear business casual attire, unless otherwise noted by the employer.

Events Menu for upcoming information sessions.

7. The Day of the OCI Interview

- Arrive 10 or 15 minutes ahead of your scheduled interview time.
- Report to the Interview Center located on the second floor of the Bank of America Career Services Center. Use your student ID card at the card swipe kiosk to check-in, and identify your interviewer’s room number.
- Have a seat in the waiting area nearest your interview room to wait for the employer to call you.
- If you have any questions or problems after you arrive, please see the staff member at the Interview Center reception desk.

8. Missing a Site Interview
When you accept an invitation for a site interview you are making a commitment to that company. If you are no longer interested in an opportunity or cannot make an interview, it is professional courtesy to contact the employer and let them know of your situation. Simply not attending a scheduled interview will ensure that you will not be considered for a position with that company in the future. Your actions can also jeopardize Penn State’s relationship with the company, making interviews difficult for future students.

Career Services expects that students using our Nittany Lion Career Network services maintain professional behavior. Because our expectations are as such, we will abide by the no show policy, as outlined in policy number 5 (to view the policies visit studentaffairs.psu.edu/career/students/OCIpolicies.shtml).

9. Job Offers
You are expected to notify employers who offer you a position of an acceptance or non-acceptance of an offer in a timely manner. Accept an offer of employment in good faith, withdraw from interviewing after accepting an offer, and discontinue pursuit of a position with other employers. Please notify Career Services once you have accepted a full-time offer, and at that time your on-campus interviewing rights will be removed from Nittany Lion Career Network. Candidates who accept a full-time position and then renege will result in the immediate removal of your interview privileges within Career Services’ Nittany Lion Career Network system.

PLEASE NOTE: Situations involving candidates who accept an internship position and then renege will be dealt with on a case-by-case basis.

On-Campus Interviewing for Non-Technical Majors

It gets discouraging to look at on-campus interviewing notices and see requests for engineers, engineers, and more engineers! Sometimes it feels like no one wants the graduate of a non-technical major. Following is some information to help you determine if on-campus interviewing is right for you.

If you are in a non-technical or non-business college such as Liberal Arts, Health & Human Development, Communications, or Arts & Architecture, it’s important to know that many employers in business and industry are open to recruiting students from all majors.

First of all, we encourage you to review the OCI postings to determine whether there are opportunities that align with your goals. While many on-campus recruiters are looking for graduates with technical backgrounds, some are looking for non-technical graduates as well.

Secondly, nearly 1,000 employers come to Penn State each year, so plan ahead. Research the companies that are coming to campus and review their available positions. Don’t miss out on an interview because of a misperception of the opportunities. But remember, you should think of on-campus interviewing as only one step in your job search process. Please see the article on Searching for a Job or Internship (see page 37) to explore other strategies.

Finally, rarely do representatives from the communications industry, the arts, politics, and other non-business and industry fields participate in on-campus interviewing. Also, national employment trends suggest that a relatively small percentage of all college graduates are hired through on-campus interviewing. In light of this, Career Services provides numerous services intended to assist you in the job search such as: clarification of employment goals, identifying potential employers, and developing the appropriate tools and strategies for contacting employers. There are also for-credit courses dealing with professional development and the job search process. Talk to your adviser about these courses, or consider attending one of the many workshops that Career Services offers.

Review the Job Search Methods chart on page 38 to determine which methods would work best for your personal goals.
Making the Most of Career Fairs

Throughout the fall and spring semesters, several career fairs will be sponsored by various colleges, campuses, and Career Services. At these career fairs, you can come in contact with many employers in a few short hours. You can speak with the organization’s representatives about career opportunities and present your qualifications for positions you may be seeking.

Employers will be looking for candidates who are professional, articulate, career-directed, and prepared. Although many employers attend career fairs to promote their organization and opportunities, most use career fairs as a pre-recruiting screening tool. Therefore, you should present yourself to them as a prime candidate.

You are encouraged to use career fairs as part of the career exploration and development process. Talk with employers to learn about careers in various industries and get advice on increasing your marketability within your field. It is a valuable opportunity to start and/or enhance your job search network. If you are a first-year student, consider volunteering at the fairs to get an inside look of how things work before you have to start the internship/job search process yourself! Sign up on the career fair web page.

To make the most of career fairs, we recommend that you:

1. Prepare your resume and have several copies available to bring with you that day. Attend resume workshops, use this guide or the Career Services website for assistance in preparing your resume. Don’t forget to have it reviewed by a Career Services professional!

2. You will only have a few minutes to present yourself as a candidate; positive first impressions are vital. Dress appropriately. Suits are usually expected, but visit the fair webpage to find out what dress is suggested for different events.

3. Go online and research the organizations attending the fair. Identify the organizations with which you are interested in speaking and narrow your list down to your top ten. Be ready to articulately state why you are interested in each particular organization. Need help? Use the references on page 60!

4. Introduce yourself to the representative in a positive and confident manner; offer a firm handshake. Include your name, your major, and the year you are graduating in the conversation.

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

6. Tell him/her what your interests are, such as:
   - discussing a particular career or job with that organization,
   - discussing something of interest you learned from their website,
   - learning more about what someone in a particular career does,
   - discussing internship or summer job opportunities.

7. Think of questions regarding your area(s) of interest. Take notes on what you learn. Some questions might be:
   - What are common career paths with your organization?
   - What is the training program for new hires?
   - What do you look for in a candidate?

8. Make sure you obtain the representative’s name, title, address, and phone number in order to follow up. Collect business cards and literature. Take a few moments after speaking to a recruiter to jot a few notes about the conversation on the back of their business card. Utilize these notes in your follow-up thank you email. After the career fair, you should make it a point to follow up with an additional resume and a letter or email expressing your interest in the company and in what they have to offer.

Sample 30-second intro:
My name is __________. I will be graduating in May with a degree in __________, and am seeking full-time positions focused on _____________. I am interested in working with ____________ because ________________.
OR
My name is __________. I am a sophomore majoring in __________ and I am seeking a summer internship. I am interested in interning with __________ because ________________

For information on all career fairs, visit careerfairs.psu.edu
The interview is one of the most important steps in the job search process, and thorough preparation is essential. To interview effectively you need to know what you have to offer, what the employer is like, and the kind of position you want. Being able to answer questions with relevant details and in a conversational manner is very important.

First Impressions
It is always important to make a good impression on the interviewer.

- Arrive at least 10 minutes early
- Look polished: Dress professionally, avoid perfume or cologne, and wear only simple jewelry
- Give a firm handshake, make good eye contact, and smile

The Purpose of an Interview
- For the interviewer to determine a match between you and the organization or school
- For you to sell your qualifications and skills
- To determine if the organization or graduate school is what you want
- To secure a job offer

The 3 criteria employers are looking for in candidates
1) Can you do the job? (skills)
2) Will you do the job? (interest and motivation)
3) Are you a good fit with the organization, interpersonal skills, decision making, or all of these, sometimes in the same interview.

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

Behavioral Interview
Based on the premise that the best way to predict future behavior is to examine past behavior, behavioral interviewing is now widespread among recruiters. The technique involves asking a series of questions designed to get the candidate to talk about how he or she handled certain situations in the past. Interviewers feel that they can make more accurate hiring decisions by focusing on an applicant’s past actions and behaviors, rather than subjective impressions of a candidate’s self-proclaimed qualities.

Here’s how it goes
Typically, the interviewer will have determined several behavioral characteristics that would be most important for on-the-job success and will base questions on the characteristics identified. You will be asked to share situations in which you may or may not have exhibited these behaviors. You won’t be able to theorize or generalize about events, rather, you will be asked to provide details. The interview will be a more structured process that will concentrate on areas identified by the interviewer, rather than on areas that you may feel are important.

Follow-up questions will test for consistency and determine if you exhibited the desired behavior in that situation: Can you give me an example? What did you do? What did you say? What were you thinking? How did you feel? What was your role? What was the result? You will notice an absence of such inquiries as, “Tell me about your strengths and weaknesses.”

One of the supposed benefits of this technique for employers is that candidates cannot prepare for these questions in advance. However, you can help yourself by anticipating the types of questions you might receive and dredging your memory for examples of past behavior. You may be able to guess some of the questions by analyzing the job requirements beforehand.

Mock Interviews
Career Services’ in-house studio offers videotaped, in-person, mock interview training to students who want to practice their skills and receive feedback on their performance. To schedule a mock interview, speak to the staff assistant in the lobby of the Bank of America Career Services Center.

InterviewStream allows for independent self-review and critiquing of interview skills at any hour. You can access this resource online at: psu.interviewstream.com

Case Interview Questions
Another common interview format, especially for consulting firms, is the case interview. It is also probably one of the most difficult and feared formats around. In it, you’ll be asked to analyze a hypothetical business problem and come up with solutions on the spot. Case interview questions are designed to test your ability to think analytically under stress, with incomplete information. Every case interview problem presented is trying to judge all or some of the following:

- Your ability to identify key concepts, process thoughts in an orderly manner, and separate important facts from irrelevant facts.
- Your insight and knowledge of relevant issues in a business problem scenario. Some examples: competitive threats, barriers to entry, competi-

How to Prepare for Behavioral Interview Questions:

- Think of recent situations that demonstrate some of the most commonly sought after behaviors, especially leadership, teamwork, initiative, planning, and customer service.
- Prepare short descriptions of each situation; remember STAR:
  - S—Describe the situation.
  - T—What task(s) did you identify that had to be completed?
  - A—What Action did you take?
  - R—What was the Result of your action?
- Be honest. Don’t exaggerate or omit any part of the story.
- Be specific. Don’t generalize about several events; give a detailed account of one event.
How Can I Best Prepare for Interviews?
Know yourself, first. Know what kind of job you want and what makes you feel qualified. Think about what information you want to include in your responses. Don’t go in cold and expect to do well, but don’t memorize, either.

Research the employer. First get the basics, including the company’s size, location(s), product(s), and service(s). Then look for details relevant to the position you seek: job description, training, advancement paths, etc. You may need to look several places to get this information, including:

1. The company’s information session, if they are held on campus. You can find a list of information sessions under the “Events” tab in Nittany Lion Career Network.
2. The Career Information Center in the Bank of America Career Services Center or online at studentaffairs.psu.edu/career/cic.
3. Company websites, many of which can be found from links in Nittany Lion Career Network.
4. The Business Library online at www.libraries.psu.edu/business.html. You can link to Hoover’s Online, Factiva, Standard and Poor’s Net Advantage, and more.
5. Contacting the local chamber of commerce or the company’s public relations or personnel department.
6. Talking with someone in the company or agency in the type of position of interest to you.
7. Search online news sites to review any recent articles regarding the company.

Use Career Services
Take advantage of the variety of free services:

1. Workshops on interview skills are presented throughout the semester. Check the Career Services website for dates and times (studentaffairs.psu.edu/career).
2. Mock interviews: You can participate in a videotaped, simulated interview which is replayed to gain feedback from a trained interviewer. To make an appointment, see the lobby of the Bank of America Career Services Center anytime between 8:00 a.m. and 5:00 p.m. on weekdays. InterviewStream allows for independent self-review and critiquing of interviewing skills at any hour. You can access this resource online at psu.interviewstream.com.
3. Meet with a Career Counselor to discuss your fears, experiences, and questions.

What is the Best Approach to Answering Questions?
Recruiters are surprisingly accurate in sensing canned answers. Questions and responses don’t give interesting or reliable information about you. When you answer, remember these guidelines:
1. There is no single right answer. It’s often how you answer that is more important than the exact content.
2. Be honest. Don’t pretend, for example, that you were sure about your major from the very start if, in fact, you weren’t. The details about how you chose your major may be much more interesting and communicate some very positive things about how you make decisions.
3. Don’t look for ulterior motives. Some questions are asked purely out of curiosity or to help you relax. Recruiters are not going to conclude that you lack sufficient interest in the field if your favorite course was not related to your major. A genuine answer is almost always more interesting.
4. Give details and examples. General responses become boring and don’t help the recruiter get to know you. You need to be specific. Details illustrate your points and makes answers more vivid and memorable. Therefore, when discussing one of your strengths, give an example or two illustrating that strong point. When mentioning the course you liked most, give some details to illustrate what you liked and why. Remember to use the STAR method (see page 54).
5. Stay focused and don’t ramble. Details that are relevant but don’t start telling long stories that include unnecessary details. Some candidates make the mistake of repeating themselves when they haven’t thought of how to wrap up the answer. Respond directly and succinctly.
6. Keep the position in mind. What details can you give that are relevant to the type of job you are interested in? When you think of some, try to remember to include them. For example, if you worked at a summer camp and are now interested in the company’s size, location(s), product(s), and service(s). Then look for details relevant to the position you seek: job description, training, advancement paths, etc. You may need to look several places to get this information, including:

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6. Keep the position in mind. What details can you give that are relevant to the type of job you are interested in? When you think of some, try to remember to include them. For example, if you worked at a summer camp and are now looking for a sales position, you can mention how you were successful at persuading the participants to enjoy your programs.

How Can I Best Respond to a Question About Salary?
Fortunately, it is seldom asked during the initial interview. When asked, you need to answer carefully. It is usually best to give a salary range and to have an idea what the range is for your field. Salary information is available online and through the Career Information Center. Learn more on pages 7 and 63!

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

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

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

Questions to Ask Employers
Can you describe a typical first year assignment?
1. What are the most challenging aspects of the job?
2. How would you describe your organization’s culture?
3. Why do you enjoy working for your organization?
4. What training will I receive?
5. What opportunities for professional growth does the organization offer?
6. How will I be evaluated and promoted?
7. What are the characteristics of a successful person at your company?
8. What is the organization’s plans for future growth?
9. What is a typical career path at your organization?
10. What are the biggest challenges facing the organization or department?
11. What is the management style of the organization? Of the department?
12. What are the goals of the department? Of the organization?
13. How much decision-making authority is given to new employees?
14. In what ways is a career with your company better than one with your competitors?

Sample Questions
Tell me about yourself.
1. Keep your answer to one or two minutes, don’t ramble.
2. Give a short version of your resume, including general goals, skills and background.
3. Why are you interested in our organization?
4. What interests you about this job?
5. Project an informed interest: know products, size, income, reputation, people, history, etc.
6. Talk about their needs and how you can make a contribution to the company goals.
7. What areas of your job have excited you the most? How have you explored them beyond your coursework?
8. Describe your most rewarding academic experience.
9. What is your GPA? How do you feel about it?
10. Does it reflect your abilities?
11. Since attending college, what is the toughest decision that you have had to make?
12. What previous work experience has been the most valuable to you and why?
13. What are your strengths? Your weaknesses?
14. What accomplishments are you most proud of?
15. How do you handle pressure?
16. If I asked the people who know you well to describe you, what three words would they use?
17. What are your long-term career goals? How do you plan to achieve those goals?
18. What things are most important to you in a job?
19. What type of work environment appeals to you most?
20. In what ways do you think you can contribute to our organization?
21. Why are you the best candidate for this position?

Sample Behavioral Interview Questions
• Give me an example of a time at work when you had to deal with unreasonable expectations.
• How have you handled a situation in which the information presented to you was conflicting or there was no clear right or wrong answer?
• Tell me about a time when an unexpected event interrupted your work plans. How did you handle the situation? What was the outcome?
• How have you handled the challenge of developing your skills in a situation where feedback and/or coaching was delayed or limited?
• Give me an example of a time when you were asked to do something you had never done before.
• Give me an example of a situation in which you were especially skillful in making a decision quickly.
• Tell me about a time when your ability to reward and encourage others created positive motivation.
• Give me an example of a time when you actively identified a way to resolve a problem you defined and evaluated several alternative solutions to identify a way to resolve a problem you encountered.

http://studentaffairs.psu.edu/career/
• Tell me about the most important time in your work history when you successfully prioritized your goals and objectives.
• Tell me about how you used realistic schedules and timetables to generate a plan leading to a specific goal.
• Creativity often means stepping back from regimented ways of thinking. When have you been able to break out of a structured mind set and intuitively play with concepts and ideas?
• Tell me about a time when you felt it necessary to compromise your own immediate interests in order to be flexible and tolerant of another person’s needs.
• Give me an example of a time when your timing, political awareness, and knowledge of how groups work enhanced your ability to generate a change.
• Tell me about a time when your understanding of issues associated with a problem provided you with a foundation for generating a good solution.
• Tell me about a time when your political awareness and knowledge of how groups work enhanced your ability to generate a change.
• Tell me about a time when your understanding of issues associated with a problem provided you with a foundation for generating a good solution.
• Give me an example of a success you have had in the use of delegation.
• Describe a complex problem you faced at school or at work that required you to carefully analyze the situation, information, or other details.

Points to Remember

1. The recruiter saw something in your resume that was impressive. Go into your interview remembering that this person already likes what they saw.
2. The interview is a two-way conversation. Try to relax and enjoy the opportunity.
3. Be specific, not vague. You’ll be much more interesting.
4. Think about your answers ahead of time. Don’t memorize, but have a focus and don’t ramble.
5. Be prepared to describe why you are interested in that employer and give specific characteristics about the kind of position that you want.
6. Tell yourself, if you don’t state what your strengths, skills, and accomplishments are, the recruiter will be unable to see you as a good candidate.
7. Genuine self-confidence and confidence in your ability to perform well at the job are your best assets in any interview. This attitude of confidence is one of the best indicators to the employer that you are the person needed for the position.
8. Don’t forget to assess the company to see if you would like to work for them.

Sample Case Interview Questions

• You are consulting for a major personal care products manufacturer that mainly produces and distributes products such as soaps, shampoos, conditioners, etc. Every year their profits are shrinking. What could be the cause of this?
• You are in marketing with one of the largest and fastest growing supermarket chains in the country. This chain is considering opening its own bank branches in its supermarket locations. What is your advice?
• Your client is a small regional bank in the U.S. They are considering closing branch locations, and diverting their resources to telephone and Internet banking facilities. Should they implement this strategy? What are some of the basic areas they need to research before this strategy is recommended?
The Site Interview: What to Expect

The site visit or interview is the make or break point for job offers. If you are offered an interview at the employer’s facility, you can consider yourself in a strong position. But don’t think that an offer is a sure thing. Rather, think of this phase of the interview process as the way for both you and the employer to conduct a more in-depth assessment of each other.

An employer is offering you the opportunity to convince all of the principal players that you are the right candidate. After a site interview you can make a more informed decision about the position, the people, the environment, long-term career opportunities, and the community.

- Learn as much as you can about the company by reading the company’s literature, looking at their web page, and reviewing industry and business publications. You can also talk to employees who are Penn State alumni through LionLink (see page 41) to learn more about the company.
- If you receive an offer for a site interview, respond promptly and professionally. If you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interested in that company, decline politely. Never go on a site interview for practice. Don’t accept an offer for a site interview if you are not interest
- If you attend a lunch or dinner meeting, remember to remain professional. Although the atmosphere may seem more relaxed, the employer is still evaluating you. Abide by the following: Do not order alcohol. Do not chew with your mouth open. Do not swear.
- You should be prepared to discuss salary, understanding what the going rates are for people in your field and how certain geographic areas affect salaries. For more information on salaries, talk to a Career Counselor or review the resources in the Career Information Center (see page 8).
- Often the final meeting of the day is with your contact person or employment manager. During this session they often offer answers to any final questions you may have, explain follow-up procedures, and discuss reimbursement of your expenses. Make sure all of your questions are answered.
- Most companies only offer site interviews to candidates they are seriously considering, so you may find yourself with an offer at the end of the day or very soon afterwards. Do not feel compelled to accept an offer on-site. You should take time to consider the offer in terms of your needs and in comparison to other offers you may have.
- After your interview, you should manage expenses according to the company’s policies.
- Send out thank-you letter(s) to the person(s) whom you have additional questions.
- If you decide that the job and the employer are right for you, don’t feel shy about telling the employer that you are eager to join their team. But, never be afraid to decline an offer if it is not right for you. Remember that long-term career satisfaction is the goal of the whole process.

Missing a Site Interview

When you accept an invitation for a site interview you are making a commitment to that company. Employers have reported students not showing up for site interviews, after extensive arrangements have been made. This is not acceptable behavior.

If you are no longer interested in an opportunity or cannot make an interview, it is professional courtesy to contact the employer and let them know of your situation. Employers generally understand when situations change. But, simply not attending a scheduled interview will ensure that you will not be considered for a position with that company in the future. Your actions can also jeopardize Penn State’s relationship with the company, making interviews difficult for future students.

Career Services expects that students using our Nittany Lion Career Network services maintain professional behavior. In fact, when you utilize the Nittany Lion Career Network system, you must agree to maintain professional conduct throughout the recruiting process. Because our expectations are such, we will abide by the no-show policy, outlined in number 5 of the OCI Policies for Participation (see page 49).
Dress for Success

Making an impressive first impression gives you a powerful edge when interviewing for an internship, co-op, or full-time position. During interviews, employers will be evaluating your skills and abilities, but remember the old adage, “You never get a second chance to make a first impression.” The following guidelines can help you dress for success.

Men

- Present a clean-shaven face or neatly trimmed facial hair
- A tailored suit is preferred
- Wear a dark, conservative suit with a white, long-sleeved, pressed dress shirt (blue or gray suits are acceptable in a less conservative environment)
- A sport coat or collared button-down shirt and dress pants or khakis may be appropriate for internship and co-op interviews
- A tie should be silk, coordinate with your suit, and neatly knotted (avoid flashy patterns)
- Wear polished dress shoes with dark dress socks
- Hair should be combed, clean, and neat

Women

- Wear natural-looking makeup, avoiding bright colors, sparkles, or glitter
- Wear a dark conservative skirt suit or pant suit
- Skirts should be no more than two inches above the knee. Avoid thigh-high or ankle-length
- Wear a blouse with a tailored collar or jewel neckline
- Avoid large scarves that are distracting
- Wear polished, dress pumps with 2-3 inch heels
- Hosiery should be sheer or blend with the suit color
- Keep jewelry to a minimum
- Hair should be combed, clean, and neat with long hair pulled away from the face

Resources for Researching Salary

- A Comprehensive Site for Researching Salary Information
  salary.com
- NACE Salary Calculator
  www.jobsearchintelligence.com/NACE
- Wage, Earnings, and Benefit Data from the U.S. Department of Labor/Bureau of Labor Statistics
  www.bls.gov/oes
- Company Salaries, Reviews, and Inside Connections for Thousands of Companies
  www.glassdoor.com
- Penn State Post-Graduation Data
  studentaffairs.psu.edu/career/postgrad.shtml

Check out the Career Services Pinterest page at pinterest.com/psucareer for examples of appropriate professional and business casual attire.

Job Offers and Negotiation

Evaluating the Entire Job Offer: It’s Not Just About Money

There are many things to consider when making a decision about a job offer. While financial compensation is certainly important, it’s also important to weigh in other factors such as reputation of the organization, the quality of their training program, possibilities for promotion, and satisfaction of the employees.

Following is a list of important factors to consider in order to examine the whole offer:

- The Type of Work
  Your assignment should be challenging, satisfying, and a good match with your skills and interests. You should know what your responsibilities will be as you begin your job.

- Training/Continuing Education
  Life-long learning is essential for long-term career success. Explore whether you will be offered continuing education or training to keep you current in your field. Company courses, professional seminars, and tuition reimbursement for university course work are ways in which the company can contribute to your growth and development.

- Salary
  Research the average salaries for positions of comparable type and level. Refer to the “Resources for Researching Salary” section below. Factor in the geographic location and its cost of living differences. Also factor in your level of experience and skill sets compared to those represented in the various salary surveys you’re using.

- Benefits
  You will also want to be sure what the benefits package includes, for example: insurance coverage, retirement plan, health care plan, paid vacation and sick leave, income supplements (such as profit sharing), relocation assistance, etc.

- Company Culture
  Company culture, or values which underlie the work environment, is also a key to your decision. The company’s culture should match your own values so you feel no conflict of interest.

Supervisor and Colleagues

Is your supervisor-to-be interested in your professional growth? Your supervisor can be especially critical as you learn your job and the company’s way of doing things, and he or she can greatly impact your ability to move ahead. Are you compatible with your colleagues? You will want to choose a job that involves people with whom you feel comfortable.

Opportunity for Growth

Will you have the opportunity to grow professionally? A position that will serve as a springboard offers greater challenges over time, additional responsibilities, and a variety of activities in which you can become involved.
Negotiating Job Offers

Strategies and Tips
Students often find that the competitive nature of negotiating job offers is one of the most stressful and unpleasant parts of the job search process. To help you approach the negotiation process more positively, we have provided you with a few useful strategies and tips.

Adopt a Win/Win Mindset
The ultimate goal is to achieve an outcome that is pleasing to both you and your employer. The goal of your potential employer is to gain a valuable new employee who will add value to their organization at a reasonable cost. Your goal is to gain employment with a desirable company where you can add value and be fairly compensated for your talents and efforts. It is our belief that if you approach your negotiation with the attitude that you also want your employer to get something out of the interaction, and that it’s not an issue of “I win if they lose” (or vice versa), then you are in the right frame of mind for moving forward.

Negotiation Is Not a Bad Word
Life is about compromise and negotiation. You do it unconsciously every time you bargain with your friends about whether to go out for pizza or burgers, go to the pool, or to the pool hall. In most cases, employers expect some degree of negotiation. It’s the manner in which you negotiate that can make the difference between a positive and negative negotiation experience. As with any interaction, be respectful, understand that you may have to give a little to get a little (remember win/win), and always express appreciation that you have received an offer.

Timing Is Key
The time for negotiation occurs at the point that you have been extended an offer of employment, no sooner. This may seem like common knowledge, but people still make the mistake of talking money and benefits too soon in the process. Prior to an offer, the focus should be on explaining how you can add value to their organization and on obtaining information about the specifics of the actual job and the organization. The company should get the impression that your primary focus is on your investment in their organization. The money will follow.

Do Your Research
You stand a better chance of having a successful salary negotiation if you present a well-reasoned argument that is backed up by data, such as average salary, adjustments due to geography, and your level of education, background, and skills. For example, according to Salary.com, you would need a salary of $78,000 to secure the same lifestyle in Washington, D.C., as $48,000 would in Pittsburgh, PA.

Practice, Practice
The art of negotiation, like so many aspects of communication and interpersonal effectiveness, requires practice and experience to be really good at it. In the same way that you might prepare for a job interview, we urge you to put similar effort into your negotiation preparation. Career Counselors can help you with preparing a negotiation strategy, answer your specific negotiation questions, as well as help you role play a mock negotiation scenario.

Rank the following in order to help you compare job offers. Repeat this exercise for each job offer you are considering and compare the totals.

<table>
<thead>
<tr>
<th>Factors to consider</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Work</td>
<td>How Important It Is to You</td>
<td>Job Offer 1</td>
<td>Multiply Column 1 by Column 2</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>not at all</td>
<td>1 doesn’t meet this need</td>
<td>2 meets this need</td>
</tr>
<tr>
<td>Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
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<tr>
<td>Company Culture</td>
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<tr>
<td>Supervision</td>
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<td></td>
</tr>
<tr>
<td>Opportunity for Growth</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>TOTAL (add column 3)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Understanding the Ethics of Offers

Remember that you’re representing Penn State!
You may receive several offers during your job search. You aren’t required to accept the first job offer that comes along and can continue to interview and consider all of your job offers until you have accepted a job. But once you have accepted a job offer, verbally or in writing, you are bound by ethical standards and values, and remember that you are representing Penn State to the outside world of employers.

Once you accept a job, you should:
• Withdraw from the recruiting process. You have made a commitment when you accept an offer. The employer stops interviewing and holds the position for you. Accepting an offer as a precautionary measure, hoping that something better will come along, is not only misleading to the employer, but also limits the opportunities for other students who are genuinely interested in that employer. Also, you may change your mind and want to work for that company someday.
• Let all employers who are actively considering you know that you are no longer available and that they should consider other candidates.
• Notify Career Services via an email at interviewing@psu.edu so that we will not refer your resume to any other employers. Cancel all pending interviews.
• If you face extreme circumstances that force you to renege on an acceptance (i.e., critically ill parent, marriage), you should notify your employer immediately and withdraw the acceptance. If you have accepted a signing bonus, you should return it.

Employers are also bound by ethical standards. They should:
• Provide accurate information about their organization, positions, career advancement opportunities, and benefits, as well as timely information on your status in the hiring process and any hiring decisions.
• Not exert undue pressure. Employers are expected to provide candidates with a reasonable amount of time to make a decision about an offer as well as a reasonable process for making a decision.
• Offer fair and equitable assistance, including, but not limited to, financial assistance and outplacement services, if, because of changing conditions (i.e., downsizing or withdrawn contracts), an employer must revoke a job offer that you have accepted.

If you have questions about any aspect of the job search process, including evaluating offers and ethical standards, talk with a Drop-In Counselor in the Bank of America Career Services Center, available 8:30 a.m. to 4:30 p.m. on weekdays. On Tuesdays during the fall and spring semesters, drop-in between 5:00 p.m. and 7:00 p.m. outside of the Free- man Auditorium in the HUB-Robeson Center.
Applying to Graduate or Professional School

Graduate education appeals to students who seek to extend their knowledge or research in a specialized area, as well as to students who seek to access careers that require education beyond the bachelor’s level. Individuals pursue graduate education to support a desired career change, or to attain a greater level of leadership and responsibility, based upon one’s experience and education. Depending on your career goals and readiness, you may choose to go directly to graduate school or work for a few years and then attend graduate school on a full or part-time basis. The following information will help you plan, prepare for, and move through the process of applying to graduate programs of all types.

Identify Your Rationale for Pursuing Further Education:
• Access to a career goal requires further education
• Extend knowledge or research of a particular area of study
• Pursue a new career direction or goal

Obtain Information About Schools and Programs:
• Admission requirements and deadlines
• Costs
• Sources of financial aid and how students pay for graduate education
• Faculty research and teaching interests
• Curriculum and degree requirements
• Opportunities for experiential learning

Ways to research graduate programs:
• Graduate and Professional School Week careerfares.psu.edu/gpweek
• Individual graduate program websites
• Faculty contacts and networks, beginning with faculty here at Penn State
• Professional and educational associations
• Accreditation agencies
• General graduate school websites Petersons.com, gradschools.com, gradprofiles.com, graduate-school.phds.org

Admissions Criteria
The specific criteria and their relative weights vary, depending on the academic discipline, particular educational institution, and number of applicants. Faculty contacts and program websites can provide specific information about grade point average and admission test score criteria. Certain programs may have very high grade point average or test score cutoff points, while other programs prioritize work experience and evidence of success in relevant courses. Do not assume that you can never get into a discipline. Remember that admission requirements differ from one graduate program to another.

You generally do not need to have a graduate degree in the same or a closely allied field. However, graduate programs may have prerequisite coursework. At some universities you can complete these courses as a non-degree graduate student seeking to become qualified for a program.

If the programs you first investigate have admissions criteria that you cannot meet, look for related programs directly by your reference providers, one and sometimes two references be on the faculty or staff of a university or college, preferably in the same department where you have observed you in field-related classes or work settings. Most graduate programs require that two or three recommendation letters be sent. These letters are frequently submitted to programs directly by your reference providers, often electronically.

Schools prefer and sometimes require that at least one and sometimes two references be on the faculty or staff of a university or college, preferably in the same department where you have currently studied and/or in the same field in which you are applying to do your graduate study. If you have worked in a job related to the field, a workplace supervisor may provide an excellent reference.

When choosing a reference, an important considera- tion is how well and in what depth the individual will describe you in the letter. If a doctoral teaching assistant knows your work more thoroughly than a full professor, for example, s/he may write a better, stronger reference.

Application Essay / Personal Statement
Most schools will require that you write an essay or statement on your background and interests as they relate to your field of study. These are often used as an opportunity to see beyond the “numbers” in the admissions criteria. Many schools will also ask you to provide short answer essays to specific questions within your field to assess interest and understanding of the field you are entering. These essays are one measure of your ability to write, to build arguments, and to think critically. They also assess your enthusiasm for the field of study, creativity, maturity, and uniqueness.

For most personal statements or letters of intent, schools will expect you to be clear about your career

When approaching people for references, keep the following in mind:
• Offer enough time: Three to five weeks in advance of a deadline is often recommended.
• Share a resume and any additional information that will help the referee to understand the context of your goals and experience. Be willing to meet to discuss your motivation to go to graduate school, your related experience, and how your interaction with the reference has contributed to your potential to succeed in graduate school. Share a list of the programs you are pursuing with information about deadlines and how the reference will be delivered to the program.
• Remember to ask the referee if he or she is willing to be a reference. If there is hesitation or a refusal to write a reference, know that this individual may be encouraging you to seek someone else who could write more positively or comprehensively on your behalf.
• Don’t be afraid to check with each referee one or more times prior to the deadline to see if the reference has been sent. Many people with good intentions get busy and forget the deadline.
goals and your reasons for applying to that institution. In your essays, you want to demonstrate that you have specific career goals (i.e., to become a lawyer) and understand how that particular program will assist you in achieving your career goals. It can be helpful to incorporate into your essay specific research being conducted by faculty members or particular classes you are interested in from that institution.

Have someone review your essay for content, grammar, and spelling. Often the best people to critique your essay are people who understand your field and have some awareness of your background and current work, (i.e., your references). Take your time developing your essay(s); they are often the most crucial part of your application.

Financial Aid

Three kinds of financial aid are available:

1. Work programs, such as graduate assistantships and college work study programs;
2. Monetary awards, including grants, fellowships and scholarships; and
3. Loans, usually administered through banks, the government, or the educational institution.

Because every graduate school has its own application process and system of awarding aid, you must obtain that information directly from each of the institutions to which you are applying. You can check with both the financial aid office and the graduate academic department.

Graduate assistantships often pay tuition and a stipend for living expenses. Most are administered by academic departments and involve either 10 or 20 hours of work per week. Teaching assistantships involve assisting a professor with grading, office hours, and recitation sections or being responsible for the entire teaching of one or more courses. Research assistantships provide the opportunity to participate in ongoing research and can evolve into conducting your own research project for a thesis.

Loans and college work study programs are awarded on the basis of financial need. To determine need, many graduate schools require that the applicant submit the FAFSA, the Free Application for Federal Student Aid, which is administered by the U.S. Department of Education. To obtain the most up-to-date information on these options, talk with a graduate financial aid officer or visit www.fafsa.ed.gov. For additional information on financial aid, check out FinAid: The Financial Aid Information Page (www.finaid.org) or the Department of Education’s Student Guide (www.ed.gov/finaid.html).

A note about application deadlines:

When schools list priority deadlines for applications, those dates are often used for consideration of scholarships, graduate assistantships, and fellowships. It is in your best interest to send in your materials by this date if you need or want financial assistance throughout your program. Additionally, it is in your best interest to send in your application materials as early as possible. For rolling deadlines, students are accepted on a continuous basis and when the acceptance slots are full, the program will not accept any new applications. Submitting your application materials as early as possible will demonstrate a true interest in the program and will increase your chances of acceptance.

Application Action Plan

Fall and Spring of your Junior year

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

Summer between Junior and Senior year

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

Fall of your Senior year

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

Spring of your Senior year

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

Programs of study I am considering:

Institutions I am considering:

Letters of recommendation to request:
All of the services and resources described in the Career Guide are available to undergraduate and graduate students. The articles that follow are specific to the needs of graduate students and will help you to prepare for and explore career options.
The doctoral-level degree at all. Entering an advanced their chosen field—or they may choose not to pursue

The intended purpose of the master’s degree is to
tween the master’s and doctoral-level degrees can be

Understanding Master’s vs. Doctoral Degrees

The Master’s Degree: A Closer Look

The final half of the doctoral program is usually

Emphasis of the Program

Funding Resources

Determining Your Readiness

What is the emphasis of the doctoral program you are

You may begin determining the pros and cons of seeking

Current Commitments

What commitments are currently impacting your decision to seek a doctorate? It is important to con-

Commitments to family and other close associates can also be highly influencing factors to consider

You should consider the following questions when deciding whether or not to pursue your doctorate:

You are probably not ready to seek a doctoral degree solely as an extension of previous education

As a graduate student, the demands of your program

Researching the out-of-class experience of academic life can create a more collegial graduate

You should consider the following questions when deciding whether or not to pursue your doctorate:

You may begin determining the pros and cons of seeking a doctoral degree by ask-

Why should I pursue a doctorate?

What specific program(s) would I consider?

How long will it take to complete the program?

Am I able to pay for this, and what re-

What institution(s) would I want to attend?

Can I find a mentor to help me as I navigate through a doctoral program?
field or program who can help you to navigate the challenges that may arise as you enter into or progress through your chosen degree program. Finding an individual whose research interests and personality are compatible with yours may take time, but it is certainly possible. You may begin by reviewing faculty biographies on the department’s website, or you may choose to meet with a few individuals on a campus visit to help determine who may be willing to work with you in this capacity.

If you have questions about any aspect of the job search process, including evaluating offers and ethical standards, talk with a Drop-In Counselor in the Bank of America Career Services Center, available 8:30 a.m. to 4:30 p.m. on weekdays. On Tuesdays during the fall and spring semesters, drop-in between 5:00 p.m. and 7:00 p.m. outside of the Freeman Auditorium in the HUB-Robeson Center.

Career Counselors will work with you to devise an action plan for exploring and applying to doctoral programs, discussing the pros and cons of seeking doctoral-level education as it relates to your own individualized career goals. Drop-In Counselors are available between 8:30 a.m. and 4:30 p.m. weekdays in the Bank of America Career Services Center. During the fall and spring semesters, drop-in from 5:00 p.m. to 7:00 p.m. on Tuesdays outside of the Freeman Auditorium in the HUB-Robeson Center.

Curriculum Vitae

Because your resume or curriculum vita (CV) is usually the first and sometimes the only thing an employer will see about you, it is often the most critical item in determining whether or not you will obtain an interview. These essential elements of the job search serve as an advertisement of your skills, knowledge, and relevant experience.

What Is the Difference between a Resume and a Curriculum Vita?

Begin your vita preparation by brainstorming. List everything that you can imagine could be included—both your educational and professional history—being careful not to overlook anything. Then ask yourself what you actually did in each of those activities. Your answers to what you actually did are the sets of skills that you have to offer to an employer. Once you feel you have covered everything, you will decide what to include and what to exclude.

Read through the tips below and then look at the template suggestions in this section for guidance on placement of sections. Then, start with a blank document on the computer. Do not use a resume template. Resume templates are often inflexible and do not use formats that are conducive to presenting your information in a logical way. They are especially inappropriate for curriculum vitae.

If you are uncertain whether to use a resume or vita, ask yourself “Am I sending this document to other Ph.D.s? Is my Ph.D. required for this position? Is my scholarship relevant for this position?” If the answers to those questions are yes, you are probably going to use a vita. As a general rule of thumb, unless a vita is requested, you should send a resume.

Tips for preparing a resume can be found on page 19.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Resume</th>
<th>Curriculum Vita</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlines your personal, educational and work related experiences</td>
<td>Comprehensive summary of your educational and professional experience, including publications, presentations, professional activities, honors, and additional information</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Length</th>
<th>Resume</th>
<th>Curriculum Vita</th>
</tr>
</thead>
<tbody>
<tr>
<td>One- or two-page document</td>
<td>Generally three or more pages in length, depending on your qualifications and level of experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Focus</th>
<th>Resume</th>
<th>Curriculum Vita</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengths and qualifications for a particular position</td>
<td>Comprehensive biographical statement</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective Statement Included?</th>
<th>Resume</th>
<th>Curriculum Vita</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Faculty, research, clinical, or scientific positions</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Resume</th>
<th>Curriculum Vita</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business, non-profit, other non-academic positions</td>
<td>Faculty, research, clinical, or scientific positions</td>
<td></td>
</tr>
</tbody>
</table>
There are two basic formats to choose from:

**Chronological Format**

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

**Functional Format**

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

With either format, you should present yourself clearly, succinctly, and confidently.

**Consistency**

If you are inconsistent, the reader may think you are careless or confused. Be consistent in the following ways:

- Don’t mix styles in any category. If you put your job title first, followed by the employer name, list all job entries the same way. Likewise, state the name of the senior project author or director for all activities, not just a few. Leave no doubt about any entry.
- Do not use double entries. This means do not list a citation or activity more than once. Some people think these multiple listings of essentially the same activity strengthen their resume or vita. Actually, they weaken it because they create the appearance of loading up and repeating the same information to impress the reader. It usually does the opposite!
- Keep all tabs, margins, typetstyles and sizes (except your name, which can be larger) and bullets consistent. Visual impact is affected by these minor details and inconsistency can detract from a positive initial impact.

Best Format or Style?

Ideally your vita should emphasize your strong points while expressing your uniqueness and individuality.

**SUMMARY STATEMENT/OBJECTIVE (Optional)**

Discover key strengths

**EDUCATION/DEGREES AWARDED**

The Pennsylvania State University

Ph.D. Degree Concentration, Date

Dissertation

Institution, City, State

M.A. Degree Major, Date

Thesis

Institution, City, State

B.A./B.S. Degree Major, Date

**POSTDOCTORAL TRAINING (if applicable)**

Field of Research, Place, Title

Date

**PROFESSIONAL/TEACHING EXPERIENCE**

**TITLE**

Place, City, State

Description of responsibilities, leadership roles

**PUBLICATIONS**

Use standard format

**PAPERS PRESENTED**

Use standard bibliographic format for your field, minus the author portion (if co-authoring, supply your co-author’s (s) name/s in parentheses).

**GRANTS AND AWARDS**

**PROFESSIONAL AFFILIATIONS**

**SKILLS**

Languages

Computer

**LICENSES/CERTIFICATION (if applicable)**

Type of License or Certification

Date

**REFERENCES**

**Headings/Contact Information**

Your name is your heading (do not put “Curriculum Vita” as a heading). It should be bold and in larger print than the rest of the document.

Contact information includes your permanent and campus office address, your permanent and office telephone numbers with area codes (remember to use a professional message on your voice mail), your email address, and your web address, if you have one. Remember to check your email often. A vita should not include: sex, age, height, weight, marital status, dependents, race, ethnic background, religion or photographs.

**Education**

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

**Experience**

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

List your job title or position, the name of the organization for whom you worked, the dates of employment, the job title, and an active, descriptive summary of job duties. Give details of your accomplishments and responsibilities rather than a general list of duties. Numbers, such as volume, percentages, and/or dollar amounts, make strong statements and can enhance credibility.

Consolidate information when possible; avoid repetition and excessive details in describing experiences. Make the format easy to scan by using bulleted statements, not paragraphs, and start each with a strong action word. Use the Action Word List on page 30 for ideas.

**Activities**

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

**Honors/Awards**

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

**Skills**

You may want to consider a special skills section to highlight skills you have on specific computer hardware or software, foreign languages, or machinery required for performance on the job. You could also include certifications in this category.

**References**

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

**Drop-In Counselors**

Drop-in Counselors are available between 8:30 a.m. and 4:30 p.m. on weekdays in the Bank of America Career Services Center. During the fall and spring semesters drop-in from 5:00 p.m. to 7:00 p.m. on Tuesdays outside of the Freeman Auditorium in the HUB-Robeson Center.

Please note: You should always seek prior approval from individuals you plan to list as references and provide them with a copy of your vita.
Get Feedback from Outside Readers/Critics
A mistake on your resume or vita will leave a poor first impression with the employer. Proofread your resume or vita several times, and then have a friend or trusted professional proofread it again. Several suggestions for selecting proofreaders include:

- A professional who knows you well enough to spot any significant information you may have left out
- A professional who does not know you well and will read critically
- A hiring personnel officer you know

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

Potential items to include:

- Educational Background
- Grants Received
- Professional Service
- Research Experience
- Publications

- Theses or Dissertation
- Teaching Experience
- Presentations
- Internships
- Professional Experience
- Fellowships
- Certifications/Licensures
- Research Interests

- Honors and Awards
- Programs and Workshops
- Teaching Interests
- Professional Affiliations
- Creative Works
- Scholarly Works
- Languages

- Foreign Study
- Committees
- Administrative experience
- Works in Progress

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**Potential items**

**Alexis E. Candidate**

**Home Address**

123 5th Street

State College, PA 16801

(814) 595-3122 (phone)

**Business Address**

111 C Barrows Rd.

University Park, PA 16802

(814) 235-8935

**EDUCATIONAL BACKGROUND**

Dissertation: The portrayal of cities in 18th century French novels

Master of Arts in Comparative Literature, 20__

The Pennsylvania State University, University Park, PA

Thesis: 20th century writers and the industrial revolution

Bachelor of Science in English, 20__

Gettysburg College, Gettysburg, PA

**PROFESSIONAL EXPERIENCE**

Orientation Leader

Gettysburg College, Gettysburg, PA 20__ - 20__

Greeted new students during their arrival to Gettysburg College. Spoke to new students, family members, and community members about the educational opportunities at Gettysburg College.

Library Student Employee

Gettysburg College, Gettysburg, PA 19__ - 19__

Assisted students, faculty, and community members in accessing library materials. Re-shelved books, and updated new library additions.

**AWARDS AND HONORS**

Outstanding Graduate Student Award, American Institute of Comparative Literature, 20__

Outstanding Graduate Student Award, The Pennsylvania State University, 20__

**CERTIFICATIONS**

Class A Teaching Certificate for the state of Pennsylvania - 19__

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**Publications**

- Candidate, Alexander B. “The mission of our education.” Journal of Comparative Literature, Vol 14, no 3, October 20__, 14-19


**PRESENTATIONS**


- “Writing National Constitutions.” Paper presented at The National Comparative Literature Conference, Salt Lake City, Utah June 24-26, 20__

- “The Value of a Major in Comparative Literature.” Presentation offered at Brandeis University. The Pennsylvania State University, University Park, PA. July 15, 20__

- “Navigating Graduate School Applications.” Presentation offered in Career Services, The Pennsylvania State University, University Park, PA. October 20__, 20__

**COMMUNITY SERVICE**

America Reads Program, The Pennsylvania State University (20__, Present)

Mid-State Literacy Council, State College, PA (20__ - 20__) Study Abroad Volunteer, Gettysburg College, Gettysburg, PA (20__ - 20__)

**FOREIGN LANGUAGES**

Fluent in French and Spanish

**Professional Service**

- Participated in three ongoing research projects. Conduct extensive literature reviews, write analyses, and submit research work for publication.

- Collaborate with History, Women’s Studies, and Education Departments.

- Gained experience using Oracle Database System.

- Taught 25 students to develop, refine, and apply knowledge of literary critique to a wide array of different forms of writing.

- Greeted new students during their arrival to Gettysburg College. Spoke to new students, family members, and community members about the educational opportunities at Gettysburg College.

- Assisted students, faculty, and community members in accessing library materials. Re-shelved books, and updated new library additions.

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**Alexes B. Candidate**

**EDUCATIONAL BACKGROUND**

Dissertation: The portrayal of cities in 18th century French novels

Master of Arts in Comparative Literature, 20__

The Pennsylvania State University, University Park, PA

Thesis: 20th century writers and the industrial revolution

Bachelor of Science in English, 20__

Gettysburg College, Gettysburg, PA

**PROFESSIONAL EXPERIENCE**

Research Assistant, The Department of Comparative Literature

The Pennsylvania State University 20__ - Present

- Participated in three ongoing research projects. Conduct extensive literature reviews, write analyses, and submit research work for publication.

- Collaborate with History, Women’s Studies, and Education Departments.

- Gained experience using Oracle Database System.

- Taught 25 students to develop, refine, and apply knowledge of literary critique to a wide array of different forms of writing.

- Greeted new students during their arrival to Gettysburg College. Spoke to new students, family members, and community members about the educational opportunities at Gettysburg College.

- Assisted students, faculty, and community members in accessing library materials. Re-shelved books, and updated new library additions.
Finding a Teaching Position in Academe

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

Application Materials

Your application will typically consist of your curriculum vita (CV), a cover letter, and reference letters. Candidates under serious consideration may also be asked for writing samples, lesson plans, student evaluations, or even teaching videos. You do not send these materials initially unless your discipline has specific expectations for you to do so.

Curriculum Vita

One of the most critical components of your application packet is your curriculum vita (CV). It is often the piece most readers read first when assessing applications. Your training and experience must favorably impress readers. Therefore it is imperative that your CV be an accurate, clear, and concise, yet, comprehensive representation of your qualifications and interests. Give serious consideration to the format as well as the content, as you want to enable the reader to find this critical information quickly and easily.

Credentials/Dossier

Another supporting component of your search is the credential file, also known as a dossier. The dossier generally includes letters of recommendation, and transcript(s), but it may also include a writing sample, certificates of achievement, or any other relevant, supporting materials.

Career Services can help you organize your credentials through the eCredentials service, accessed via Nittany Lion Career Network (learn more on page 40).

Letters of Recommendation

Consider those who are most familiar with your academic background, work experiences, and career interests as the best choices for writers of letters of recommendation. They may be faculty and/or administrators at your current institution or other educators from past positions. Be sure to extend your pool of letter writers beyond your committee members. Select those who can write about you in the most specific terms. For example, it would be better to have a junior faculty member write specifics as opposed to a senior faculty member who doesn’t know you well and would write more generally. Letters that are most informative and helpful are those who know different aspects of your work and who are willing to support your candidacy enthusiastically and knowledgeably.

It is to your advantage to spend some time discussing your specific career interests and goals with these individuals prior to their writing your letters. This will enable them to address your qualifications more specifically as they relate to the types of positions for which you will be applying.

Cover Letters

The letter to accompany your curriculum vita should not merely summarize your vita; it should synthesize it, expand upon it, and explain connections, as well as talk about the skills and insights you gained from your experiences. Essentially search committees are looking to see why you are interested in that opportunity, and what you can bring to the opportunity beyond all the other applicants with similar experiences. A word of caution, though: a letter that is longer than two pages tends to be considered long-winded. Most committees prefer one-page letters.

Follow-Through

The importance of adequate follow-through cannot be overstated. Some schools have a system where they will send you a checklist of the materials received so you can check on the status of what is missing. If they do not, it is appropriate and recommended that you call the institution to check on the receipt of your application materials. It is also appropriate to ask about the time frame, if not already provided.

Select Job Posting Sites for Academic Job Openings:

- The Chronicle of Higher Education - chroniclevitae.com
- Higher Education Recruitment Consortium - www.njeppadeherc.org
- Academic 360 - www.academic360.com
- Academic Employment Network - www.academemploy.com
- Academic Jobs Today - www.academicjobstoday.com
- Academic Keys - academickyes.com
- Higher Ed Jobs - www.higheredjobs.com
- University Council for Educational Administration - www.ucea.org
- PhDs.org - www.phds.org
- National Postdoctoral Association - www.nationalpostdoc.org
Questions that search committee members most often report having in mind as they peruse vitae:

- Does the candidate have the Ph.D. in hand? If not, how close are they?
- What is their area of specialization?
- How will this candidate’s research interests enrich my own research or lessen the teaching load of faculty in this institution?
- Does this candidate have a fair chance of producing tenurable work so we don’t have to go through the search process again soon?
- Has this person taught students like ours before, either under supervision or, better yet, as the sole instructor or creator of the course?
- How can this candidate lessen my own workload?
- Do I know of anyone they have worked with? Have they had good mentoring? What kinds of people are willing to support this applicant’s work record?

Career Services is a department within Student Affairs. U.Ed. STA 17-01

This publication is available in alternative media upon request. Penn State encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact your campus career office in advance of your participation or visit.

The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University’s educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action, Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Email: kfl2@psu.edu; Tel 814-863-0471.