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*TEMPLE UNIVERSITY CAREER GUIDE*

**CAREER CENTER**  
220 Mitten Hall • 1913 N. Broad Street  
Philadelphia, PA 19122  
careercenter.temple.edu  
Monday - Friday 8:30 am - 5:00 pm
Welcome! The Career Center is the central resource that builds collaborative relationships among the Temple community, and empowers undergraduate and graduate students and alumni through comprehensive career development services, driving successful careers. We provide students with the tools and guidance required for them to explore their career options, build their professional brand, gain experience, and make their path in the professional world.

THE CAREER CENTER’S SERVICES INCLUDE:

- Guidelines, strategies, and expert advice to create a solid resume or CV, cover letter, LinkedIn profile or personal statement for graduate school.
- Mock interviews with Career Coaches or through InterviewStream to perfect your interviewing skills.
- Job and internship fairs, networking and professional development events, and industry-specific Career Talks, which allow students to connect with employers and industry experts and optimize their job, internship or graduate school search.
- Professional Development Corner to enhance your LinkedIn profile, resume, CV, and business cards.

Learn more about the Career Coaches and other members of our team at careercenter.temple.edu/about/staff.

TEMPLE UNIVERSITY CAREER NETWORK

In addition to the University Career Center, all students have access to career services specific to their fields of study. The network includes career professionals with 9 schools and colleges, Ambler and Japan campuses, as well as Alumni Career Services for alumni who graduated more than 5 years ago. For a full list of the schools and colleges offering these services, see page 42 and visit careercenter.temple.edu/about/careernetwork

THE ONLINE CAREER CENTER INCLUDES:

- Handshake, Temple’s online portal for internships and job searches. Here students can search and apply to over 1,500 active job and internship opportunities every week, and receive targeted information about events, organizations, and job or internship opportunities throughout the year.
- An active presence on social media and frequent newsletters to keep students informed of trends, job and internship opportunities, and career advice from a world of sources.
- Additional online career resources InterviewStream, CandidCareer, JobScan, or GoinGlobal help students and alumni develop their skills and explore an exciting and diverse array of career paths locally and globally.

Learn more about the Online Career Center and each resource at careercenter.temple.edu/resources

Visit careercenter.temple.edu today to take advantage of our online career resources:

CandidCareer.com careershift GoinGlobal What Can I Do With This Major? Jobscan
InterviewStream Ferguson’s Career Guidance Center Focus2 vault TDI NETWORK

The versatile PhD
Own Your Future Checklist

Where are you headed? Obviously, towards a degree. But your degree is just the beginning of the journey. At Temple University Career Center, we’ll help you navigate the process of discovering your career, learning new skills, packaging your abilities, and building your network. To accomplish such an important goal, we’ve created four essential steps that will help you no matter where or when you begin, and ultimately own your future. Refer to the Temple University Career Guide and the checklist below to guide you through every aspect of the career development process.

EXPLORE YOUR OPTIONS

- Use assessment tools, including the Strong Interest Inventory and Focus 2, to gain an understanding of career paths and graduate school options based on your interests, skills, and values.
- Meet with a career coach who will interpret career assessments.
- Explore career paths with the virtual resource, What Can I Do With This Major?
- Discover employers who are recruiting Temple students and explore internship opportunities in Handshake at temple.joinhandshake.com or your school or college’s job board.
- Complete your Career Interests Profile in Handshake to learn more about specific career opportunities and events.
- Learn about career paths where graduate school may be necessary and begin to explore steps to advanced degrees.
- Find opportunities that align with your academic and future professional goals with Office of Scholar Development and Fellowships Advising.

BUILD YOUR BRAND

- Meet with a Career Coach at the Career Center or Career Advisor at the Professional Development Center at your school or college.
- Develop your resume and other professional materials, such as a CV, personal website or portfolio. Modify these materials as you progress through your college career by adding courses, internships, projects, and volunteer and leadership experiences.
- Write a cover letter for each internship and/or job application.
- Visit the University Career Center’s Professional Development Corner for your LinkedIn headshot. With your LinkedIn photo and critiqued resume, build your LinkedIn profile.
- Learn how to interview one of two ways: 1) Schedule a Preparing to Interview appointment with a career coach, 2) use InterviewStream, an online resource.
- Build your professional wardrobe, which includes an interview suit, casual business attire, dress shoes, and a padfolio.
- Attend professional development events for career advice and to network with alumni and employers. Look for these events at the Career Center, the Professional Development Center at your school or college, campus department or student organization.

GAIN EXPERIENCE

- Access Handshake or your school or college’s job board to search for internships and jobs, including professional, part-time or on-campus opportunities, and learn about career fairs, networking and graduate school events to attend.
- Be an active volunteer, member or leader of a club or organization on campus or in your community.
- Learn about study abroad options and internship abroad opportunities by visiting the office of Education Abroad and Overseas Campuses and by using GoinGlobal on the Career Center’s website.
- Conduct an informational interview with someone who works in your field or area of interest.
- Seek out opportunities to gain research experience working with a faculty member.

MAKE YOUR PATH

- Search for full-time jobs, fellowships and postgraduate internships on Handshake or your school or college’s online job board.
- Decide if graduate school is appropriate for your career goals and explore graduate school options.
- Explore fellowships and post-graduate scholarships.
- Share your future plans with us by completing our brief First Destination Survey.
- Senior year, join the Owl Network to meet alumni mentors within your industry of interest.
- Stay connected to Temple University! The Career Center offers career resources and advice for alumni.
Assess Yourself

**Interests**

1) Make a list of the activities you are most enthusiastic about, the ones you most enjoy and find interesting:
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

2) In your past work and volunteer experiences, which tasks did you enjoy the most?
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

3) Is there anything you are truly passionate about?
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

4) Are there career paths to pursue where those passions can (at least in part) be realized?
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

**Skills**

5) Make a list of the talents you possess, the things you do best:
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

6) Now identify the talents or skills you have not yet demonstrated but feel could be developed with the right opportunity:
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

7) Identify the person who knows you best:
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

8) If that person were asked to identify your main skills or talents, that is, what you do best, what would he or she say:
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

9) List the accomplishments in your life that you are most proud of, and identify skills you demonstrated:
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

10) Which of these talents and accomplishments best relate to your field of interest?
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

**Values**

11) What do you think might motivate you to work?
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

12) What might be important to you in a career?
_______________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________
BUILD YOUR BRAND

Meet with a Career Coach at the Career Center or Career Advisor at the Professional Development Center at your school or college.

Develop your resume and other professional materials, such as a CV, personal website or portfolio. Modify these materials as you progress through your college career by adding courses, internships, projects, and volunteer and leadership experiences.

Write a cover letter for each internship and/or job application.

Visit the University Career Center’s Professional Development Corner for your LinkedIn headshot. With your LinkedIn photo and critiqued resume, build your LinkedIn profile.

Learn how to interview one of two ways: 1) Schedule a mock interview with a Career Coach, 2) use InterviewStream, an online resource.

Build your professional wardrobe, which includes an interview suit, casual business attire, dress shoes, and a padfolio.

Attend professional development events for career advice and to network with alumni and employers. Look for these events at the Career Center, the Professional Development Center at your school or college, campus department or student organization.
RESUMES
A resume is a brief summary of your qualifications, education, and experiences relevant to your job search objective. The purpose of a resume is to obtain an interview. Employers will spend less than 30 seconds reviewing your resume; therefore, the information must be conveyed in a clear, well-organized style. The sections of a resume are listed below.

### Your Name
Web page and/or LinkedIn address (if applicable)
Email address • Phone number
Address

### Education
This section should include:
- Name of the degree-granting institutions; List most recent first.
- Degree received and major
- Graduation date or projected graduation date
- Overseas academic experience

Optional:
- Any minors, specialization or focus areas
- Courses relevant to the position for which you are applying
- Honors and GPA (if they are a strong selling point). GPA based on a 4.0 scale.
- Senior research/projects/honors thesis title and brief description
- Freshmen can include high school

### Experience
List most recent experience first. You should include:
- Title of the position
- Name of the organization and location (city and state)
- Dates, including month and year
- Descriptions of responsibilities beginning with active verbs (avoid phrases such as “duties included” and “responsible for”)
- Verifiable and measurable responsibilities
- Paid jobs, internships, volunteer community service, academic/extracurricular projects involving teamwork or leadership, special academic research or honors projects
- You may choose to divide your experience into two or more sections. Possible section headers might include Research Experience, Teaching Experience, Leadership Experience or Volunteer Experience

### Additional Information
This section could include computer skills, languages, volunteer work, sports, and interests. If one of these areas is relevant to the job, however, you may choose to put it in the “Experience” section. You may also choose to use more specific section headers such as:
- Skills
- Activities
- Interests
- Honors and Awards

### Why and How Freshmen Can Build on Your Experiences in a Resume
Change is a constant of your first year in college, and your resume is no exception. While you might already have an existing resume, here are some tips to consider to transition it to reflect your new status as a Temple student:

- **Should it stay or go?** Review your resume to identify your three most valuable activities, and focus on those. Those should be prominently featured near the top of your resume. Keeping your resume to one page shows employers that you know how to prioritize and organize the most important information about you.

- **Temple first:** Don’t forget to list Temple University first in an Education section, as that is your current educational focus. If you don’t have a major to list yet, that is OK. Meet with a Career Coach to help you determine the right language.

- **Get connected:** You may be joining one or several groups here at Temple, which has many benefits for your success in college. Even if you’re new to the group, you can list it on your resume and provide any detail on future projects that you’re involved with.

- **Skills are your best friend:** You would be surprised how valuable your lifeguarding, waiting tables, and retail experiences can be. Meet with a Career Coach to help identify and understand your skills in a meaningful way.

### Transfer Students:
Set up an appointment with a Career Coach to determine an individualized action plan.
Active Verbs for Your Resume

THE FOLLOWING LISTS are divided into categories to facilitate your ability to identify some great, active verbs to make your resume stand out. Begin each of your bullet points with an active verb. Keep the tenses consistent using past verbs for past experiences and present verbs for the current ones.

Working With PEOPLE:
- Communication
  - Address
  - Clarify
  - Collaborate
  - Communicate
  - Compose
  - Correspond
  - Demonstrate
  - Document
  - Edit
  - Entertain
  - Exhibit
  - Explain
  - Express
  - Illustrate
  - Interpret
  - Interview
  - Investigate
  - Lecture
  - Perform
  - Plan
  - Present
  - Promote
  - Proofread
  - Read
  - Relate
  - Relay
  - Report
  - Review
  - Revise
  - Speak
  - Summarize
  - Survey
  - Translate
  - Transcribe
  - Write

Teaching/Advising:
- Advise
- Correct
- Counsel
- Demonstrate
- Display
- Encourage
- Enlist
- Ensure
- Grade
- Guide
- Influence
- Instruct
- Introduce
- Lecture
- Mentor
- Program
- Provide
- Rate

Public Relations
- Advertise
- Advocate
- Attend
- Coordinate
- Convince
- Dispense
- Disseminate
- Distribute
- Fundraise
- Influence
- Lobby
- Persuade
- Poster
- Publicize
- Publish
- Recruit
- Screen
- Sell
- Service
- Target

Interpersonal Relations
- Acclimate
- Accommodate
- Adapt
- Answer
- Anticipate
- Assure
- Bargain
- Care
- Coach
- Collaborate
- Confer
- Confront
- Consult
- Converse
- Critique
- Develop
- Encourage
- Familiarize
- Form
- Foster
- Fulfill
- Implement
- Inform
- Interact
- Intervene
- Join
- Listen
- Litigate
- Mediate
- Model
- Motivate
- Negotiate
- Participate
- Provide
- Recommend
- Reconcile
- Rehabilitate
- Represent
- Resolve
- Share
- Suggest
- Treat

Administrative/Management
- Accelerate
- Accomplish
- Achieve
- Act
- Administer
- Allocate
- Approve
- Assign
- Assess
- Attend
- Benchmark
- Chair
- Command
- Compromise
- Consolidate
- Control
- Delegate
- Direct
- Enforce
- Entrust
- Expedite
- Govern
- Head
- Hire
- Improve
- Initiate
- Institute
- Judge
- Lead
- Maintain
- Manage
- Moderate
- Monitor
- Minister
- Officer
- Order
- Overseer
- Prescreen
- President
- Prioritize
- Produce
- Prohibit
- Refer
- Regulate
- Run
- Start
- Streamline
- Strengthen
- Supervise
- Write

Working With DATA:
- Research/Analysis
  - Acquire
  - Analyze
  - Classify
  - Collect
  - Compile
  - Conduct
  - Data
  - Deliver
  - Detect
  - Determine
  - Discover
  - Dissect
  - Evaluate
  - Explore
  - Examine
  - Formulate
  - Gather
  - Identify
  - Inspect
  - Investigate
  - Locate
  - Name
  - Obtain
  - Pinpoint
  - Prepare
  - Prioritize
  - Research
  - Specify
  - Survey
  - Test
  - Trace
  - Track
  - Verify

Numbers/Finance
- Abstract
- Account
- Add
- Appraise
- Audit
- Budget
- Calculate
- Collect
- Compute
- Decrease
- Determine
- Divide
- Enter (data)
- Estimate
- File
- Finance
- Formulate
- Increase
- Insure
- Inventory
- Invest
- Market
- Maximize
- Minimize
- Multiply
- Process
- Project
- Purchase
- Record
- Reduce
- Solve
- Quantify
- Organization
  - Appraise
  - Apply
  - Arrange
  - Balance
  - Catalog
  - Categorize
  - Connect
  - Coordinate
  - Define
  - Edit
  - Establish
  - Facilitate
  - File
  - Group
  - Issue
  - Modify
  - Orchestra
  - Organize
  - Overhaul
  - Place
  - Prepare
  - Program
  - Qualify
  - Reorganize
  - Rewrite
  - Schedule
  - Set
  - Sort

Working With IDEAS:
- Development
  - Adjust
  - Compose
  - Develop
  - Devise
  - Guide
  - Implement
  - Innovate
  - Invent
  - Make

Creating/Generating
- Activate
- Complete
- Conserve
- Contract
- Create
- Discover
- Draft
- Draw
- Engineer
- Execute
- Expand
- Generate
- Inaugurate
- Launch
- Modify
- Mold
- Reconstruct
- Synthesize
- Transform
- Unite

Universal
- Act
- Apply
- Anticipate
- Change
- Check
- Contribute
- Cover
- Decide
- Define
- Diagnose
- Effect
- Eliminate
- Emphasize
- Establish
- Facilitate
- Forecast
- Found
- Give
- Navigate
- Offer
- Perform
- Propose
- Refer
- Referee
- Register
- Reinforce
- Resolve
- Respond
- Retrieve
- Save
- Select
- Serve
- Set
- Simplify
- Study
- Take
- Travel
- Use
- Win

Do Not Use
- Aid
- Assist
- Deal
- Enhance
- Gain
- Handle
- Help
- Learn
- Receive
- Seek Out
- Set Up
- Tolerate
- Understand

Adapted with permission from Letters & Science and Human Ecology Career Services, University of Wisconsin-Madison.
Focus on Skills, Not Tasks

Use accomplishment statements:

SKILLS (Action Verb) + WHAT YOU DID (Responsibilities) + RESULTS/OUTCOME (How/Why)

TYPES OF SKILLS:
- **Knowledge Based (Hard Skills):** specific to job function, tend to be technical and specialized
- **Personal Traits/Attitudes (Soft Skills):** Traits that contribute to performing work, rooted in temperament – Often includes Transferable Skills: actions to perform tasks, transferable to different functions and industries

**Knowledge Based (Hard Skills):**
- Industry specific computer software and application knowledge
- Design—graphic, web
- Data analysis
- Sales, negotiation
- Marketing, search engine optimization (SEO), social media, content
- Mathematics, finance, manufacturing, logistics

**Personal Traits/Attitudes (Soft Skills):**
- Problem solving
- Communication (verbal/written)
- Teamwork
- Leadership
- Organization
- Flexible/Adaptable

DEVELOP YOUR RESUME BY TURNING THOSE SKILLS INTO BULLET POINTS.
Using the list on page 7 consider the following to develop bullet points for the experiences on your resume and in your cover letter.

CONSIDER: What did you do? What were your responsibilities?
Take time to list your responsibilities within each of your job experiences before creating your bullet points. Consider how they may or may not relate to the position you are applying for. Did you work with people? Data? Products/services? Were you creative? Design something? Create? Innovate? Lead? Manage? (Use the active verbs to find your skills).

GIVE YOURSELF CREDIT: Explain your accomplishments.
Remember, be specific, tell them why/how you accomplished the key responsibilities in your positions. Consider the details employers want to hear and demonstrate the results and outcomes!

Using your job experience the formula “Skills + what you did + Results/Outcomes” to create your own bullets.

1. **Weak Bullet Point**
   - “Worked with social media platforms.”

2. **Improved Bullet Point**
   - “Created LinkedIn, Twitter, and Flickr accounts to increase participation.”

3. **Best Bullet Point**
   - “Created LinkedIn, Twitter, and Flickr accounts to increase alumni engagement. Organic growth of 300 LinkedIn connections and 30% increase in engagement with $0 budget.”
What are keywords?
Keywords are nouns, phrases, industry “buzzwords”, or acronyms used within a particular field, job description, or list of employer requirements. The keywords in a resume give important information about the job seeker to the recruiter, or whoever is reviewing your resume. Some examples of keywords are: technical expertise, management skills, education and training, and/or work history. Employers use resume screening software to identify skilled and qualified candidates. If your resume includes job-specific keywords it is more likely to be selected.

What are job descriptions?
They are broad, general statements of a specific job an employer is trying to fill. When developing the application materials for a specific position, you want to focus on how you fit the job description. The job description will include duties and responsibilities—look for the “keywords” in these sections and make sure that they are included in your cover letter and or resume. This is how you will be “matched” to the job description. Make sure you relate how your skills, knowledge and experiences fit the description.

Do not worry if you do not have everything listed in the description—most students do not. Job descriptions are typically hiring guidelines not mandatory requirements. Address how you will develop the skills that they are seeking.

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

How should I use keywords and job descriptions in my resume?
Weave keywords, responsibilities and qualifications into the bullet points in your resume. For example, you could describe your communication skills in one of your statements, “Managed communication with internal and external clients throughout marketing project.” Also, look for ways to make lists of your keywords under logical headings. For example, you could put all of your computer applications under a “Computer Skills” heading.

Take a moment to look at which keywords are emphasized in the job description below and how those keywords are placed in Sam’s Resume.

Client Services and Operations Controller

Responsibilities:

- Work with all [team sponsors] and their [media/marketing] departments for advertising specifications on [strict deadlines]
- Manage and implement all in-arena sponsor signage
- Execute and oversee all game day giveaways
- Organize and distribute sponsor tickets and merchandise
- Help to execute any sponsorship and client events
- Manage and track all client-specific [social media] posts
- Manage contracts when sold
- Oversee promotional game day pieces
- Any other tasks needed to execute contracted sponsorship elements
- Hours will vary depending on the schedule that week

Qualifications:

- Excellent [communication skills], both written and oral
- Manage [partnership and client relationships]
- Detail-oriented and organized
- High level of [self-motivation] and [initiative]; desire to be successful
- Professional phone presence
- Bachelor’s degree in sports management or related field
In Your Resume and Cover Letters

A Cover letters should be tailored to each position application.

B Identify the purpose of your letter, how you learned about the position and why you are interested in the specific position and company.

C Mention of the degree that corresponds to the job description.

D Emphasize communication and relationships to mirror the keywords in the job description.

E Highlight your relevant skills, experiences and qualifications.

F Summarize why you are the best person for the position and ALWAYS thank them for taking time to consider you for the role.

Sam Wilson
Philadelphia, PA

June 1, 20XX
RE: Client Services and Operations Coordinator

Dear Mr. Towl,

I am writing to apply for the Client Services and Operations Coordinator position with the Philadelphia Soul; I discovered the position through a posting on Temple University’s student job portal, Handshake.

I received my Bachelor of Science degree in Sport and Recreation Management in May of this year. My internship experiences have honed my skills in effectively communicating and fostering lasting relationships. I have coordinated regularly with marketing departments generating in-game advertising specifications, managed inventory and logistics, and assisted with client engagement via social media. Researching potential partners has helped me better understand the development of solid sponsor relationships and the forces driving brand needs.

Additionally, I have operational experience with Aramark at Citizens Bank Park, where I had the opportunity to manage employees directly and ensure concessions ran efficiently. I am versed in managing a varying schedule based around games and events.

The Client Services and Operations Coordinator opportunity strongly aligns to my desire to work in a unique, competitive environment; on that I can truly make an impact and help further organizational goals. I look forward to the opportunity to discuss how my qualifications may be in line with your needs for this role.

Thank you for your consideration,

Sincerely,

Sam Wilson
How to Use Job Descriptions and Keywords in Your Resume

Sam Wilson
sam.wilson@abc.edu
Philadelphia, PA
215.204.0000

EDUCATION
Temple University
School of Sport, Tourism and Hospitality Management
Bachelor of Science, Sport and Recreation Management

EXPERIENCE
Corporate Partnership Intern
Philadelphia Union
Philadelphia, PA
March 2016 – Present
• Work with team partners to help accomplish partner goals at sponsor branded events, game days
• Conducted research on potential partners and sponsorship opportunities for the Union
• Develop partnership recaps for the respective branded events
• Manage and track all client-specific social media posts

Operations Supervisor
Aramark, Citizens Bank Park
Philadelphia, PA
February 2015 – Present
• Supervise opening and closing procedures of concession stands
• Manage up to 60 employees, 20 concession stands and $2.5 million annually
• Analyze and resolve any problems with associates and guests
• Oversee concession inventory and supplies through events

Special Events & Sponsorship Intern
Special Olympics
Philadelphia, PA
May 2014 – July 2014
• Assisted with Philadelphia’s Special Olympics events through research and onsite tasks
• Supported events by identifying, contacting and securing potential partners
• Executed administrative tasks required to meet current or upcoming marketing and event goals

50/50 Raffle Seller
Philadelphia Flyers
Philadelphia, PA
October 2015 – March 2016
• Monitored all cash sales for night games and assisted in activating fundraising initiatives

Event Assistant
Beyond Sports United
Newark, NJ
July 2015
• Navigated attendees to event breakout sessions and discussion panels
• Provided customer service to inquiring guests

Game Day Assistant
Philadelphia Union
Philadelphia, PA
November 2015
• Coordinated event parking and facilitated tailgate setup and take down

PROFESSIONAL AFFILIATIONS & LEADERSHIP
President, Sport Marketing Association of Temple University
Member, Rho Phi Lambda Professional Honorary Society

NOTES
A Include your GPA when required. Typically only include a 3.0 or better.
B List your relevant experiences in chronological order, beginning with most recent to least recent.
C Use bullet points—NO paragraphs.
D Identify and quantify your accomplishments, go beyond your job description.
E Cater your resume for the industry.
F Formatting should be consistent throughout the entire resume. No abbreviations, no contractions.
Across Temple University, there is a wealth of knowledge about what helps a resume get noticed by employers. This knowledge is focused, based on experiences with employers, and designed to help you. Beyond industry specific advice, it’s critical that any resume includes:

- Tangible evidence of results that you’ve achieved in your experiences
- Clear evidence of how you’ve used skills that are important to employers, such as written and verbal communication skills, leadership, and teamwork.
- Descriptive, meaningful text without additional filler

Finally, remember that the goal of a resume is to spark a reader’s interest to talk to you further. It’s not going to get you hired, but a strong resume will ideally spark opportunities for you to continue in the application process.

Each of these QR codes will lead you to an industry/college specific resume sample on the Career Center’s website.

Boyer College of Music and Dance Resume Sample

College of Liberal Arts General Non Profit Resume Sample

College of Liberal Arts Psychology Resume Sample

College of Science and Technology Science Non Senior Resume

College of Science and Technology Science Senior Resume

College of Science and Technology Tech Non Senior Resume

College of Education and Human Development Resume Sample

College of Engineering Resume Sample
Resume Samples

College of Science and Technology
Tech Senior Resume

Federal Resume Sample

Fox School of Business Resume Sample

Lew Klein College of Media and Communication
Advertising Resume Sample

Lew Klein College of Media and Communication
Media Resume Sample

Lew Klein College of Media and Communication
Media Production Resume Sample

School of Social Work
Resume Sample

School of Sport, Tourism, and Hospitality Management
Sports Management Resume Sample

School of Theater, Film, and Media Arts Resume Sample

Tyler School of Art and Architecture Fine Arts Resume Sample

International Student Resume Sample

Student Athlete Resume Sample
Once You Are Satisfied With Your Resume:

First, congratulations! This is an important accomplishment, and one that you’ll repeat throughout your time as a student. When you are satisfied with your resume, there are several other things you can do with it beyond applying to an opportunity. A partial list includes:

- In several areas at Temple, there are requirements or strong suggestions for you to have an approved resume to participate in certain recruiting and professional development activities. For more information, consult the contact information for the Career Network representative in your college or school on page ____
- You can use this resume to complete or update your Handshake profile. Your Handshake profile is different from your LinkedIn profile, and is a critical aspect of how employers can learn about you during virtual recruiting events.
- You can use this resume to complete or update your LinkedIn profile. Since so many recruitment and networking opportunities remain virtual, having a broadly available, updated presence online is critical to building effective connections. While the content on your LinkedIn profile does not have to exactly match your resume, it can be a helpful guide.

Besides Using These Resume Samples, What Else Can I Do?

If you are ready to learn more about how your resume is perceived by employers, we encourage you to use one of our Online Resources, JobScan.

JobScan is a resource that the Career Center subscribes to, and it compares your resume with any job description you choose and identifies changes you can make to maximize your chances of being selected by recruiters and Applicant Tracking Systems.

When you create your account with your Temple email address, you will automatically be upgraded to a free premium account. Get started at https://careercenter.temple.edu/resources.

JobScan also hosts an informative blog full of tips and guides for understanding how employers and Applicant Tracking Systems perceive your resume. Learn more at https://www.jobscan.co/blog/.
LinkedIn

Why You Need to Optimize Both Your LinkedIn Profile and Your Resume

LinkedIn Profiles
- Think of your LinkedIn profile as a representation of your professional personality.
- Your LinkedIn profile should read like a ‘narrative’ about your professional persona, in which the reader will gain deeper insights about you as they continue to read your profile.
- Your audience is anyone who would be interested in learning about you.
- Your profile can serve as a supplement, but not a replacement, for a resume.

Resume
- Think of your resume as the initial marketing material to attract a hiring manager.
- Your resume provides the ‘top hits’ of your professional background that quickly illustrate the value proposition you have provided in past professional experiences.
- Your audience is a hiring manager who would be interested in filling a specific job.
- Your resume will serve as an input to your LinkedIn profile.

Content from “Rock Your Profile LinkedIn Learning Course”, 2021

What Else Can I Do with LinkedIn Besides Having a Profile?
- Use it to network with Temple University Alumni through a variety of channels
- Find and apply for jobs
- Use it to research professional contacts before meetings
- Use it to prepare responses to interview questions
- Conduct salary research
- Stay aware of news and developments that may impact you or your industry.
- Download their relevant apps to stay connected on the go

How Can I Ensure My Profile Can Be Found?
- Have a clear, professional photo of you uploaded on your profile.
- Complete the Headline and About Sections, and enter details on at least three experiences
- Ensure that you have correctly entered Temple University on your profile by choosing the overall Temple University school page from the drop-down list. This connects you to the broadest possible audience of other alumni and students.

TIPS

PHOTO—Dress like you would to a job interview.
HEADLINE—Be focused, where you are now and what you aspire for. It can be helpful to choose an industry and a skill.
ABOUT ME—Describe what motivates you, what you are skilled at, how you can bring value and what’s next. This is an introduction—what will make them read more?!
ORGANIZATIONS—Have you joined any clubs on or off campus? Be sure to describe what you did with each organization.
VOLUNTEER EXPERIENCE—Admissions officers and employers often see volunteer work and community engagement as extremely valuable experiences.
HONORS & AWARDS—If you earned awards on or off campus, let the professional world know!

Photos can be taken at the Career Center by scheduling an appointment in Handshake!
LinkedIn

TIPS

PHOTO—Dress like you would to a job interview.

HEADLINE—Be focused, where you are now and what you aspire for. It can be helpful to choose an industry and a skill.

SUMMARY—Describe what motivates you, what you are skilled at, how you can bring value and what’s next. LESS is MORE, this is just an introduction!

ORGANIZATIONS—Have you joined any clubs on or off campus? Be sure to describe what you did with each organization.

VOLUNTEER EXPERIENCE—Admissions officers and employers often see volunteer work and community engagement as extremely valuable experiences.

HONORS & AWARDS—If you earned awards on or off campus, let the professional world know!

Photos can be taken at the Career Center by scheduling an appointment in Handshake!
How to Communicate in a Job Search

Cover Letter:

The cover letter introduces you to the employer, explains your purpose for writing and highlights a few key experiences or skills demonstrating your value to the company. This letter should be tailored to each position you are applying for—it is NOT one size fits all. Cover letters are not meant to repeat exactly what’s been stated in the resume.

Traditionally, a cover letter accompanies your resume. However, with application requirements changing, and more and more communication with the employer taking place via email, the body of the email can also be used as a “non-traditional” cover letter. Be sure to pay attention to required documents and directions for applying to a specific position.

The cover letter will: (See sample letter on page 11)

- State your career interests and highlight your strengths in relation to the position and organization
- Demonstrate your writing skills, professionalism and courtesy
- Reveal your personality and enthusiasm for the positions, the organization and the industry

Cover Email:

Today, in certain industries, many positions do not require a cover letter—recruiters may not have the time to review them. But when you are sending your resume to someone via email you should include a brief note as to why you are a perfect candidate for the position. Again, this should be brief and well constructed—follow all English grammar rules of capitalization and punctuation, and have no spelling errors. Most important, have a professional tone—do not be too casual! These are a few concise paragraphs that should include:

- The position you are applying for and how you found out about the position
- Keywords from the job description that may not be in your resume
- Give an example of how your experiences match the opportunity and why you’re excited to work for that particular organization
- Thank them for their consideration

Informational Interview Request:

Many students utilize informational interviews to connect with potential employers and explore jobs and industries in preparation for internship and job search—this request is typically made via email or through LinkedIn.

The goal of this communication is to arrange a meeting, phone call or even Skype call to learn more about the professional, their work and/or the company. It is NOT a job interview, and the objective is NOT to find openings.

Elements to include in the request: (See sample letter on page 29)

- State how you chose this individual
- Emphasize that you are looking for information, not a job
- Ask for a convenient time to have a 20-30 minute appointment
- Be ready to ask questions on the spot if the person says it is a good time for him/her and that s/he won’t be readily available otherwise

Follow-Up Communication:

Follow-up is essential in the job-seeking process. The job applicant may follow up after submitting an application when they have not heard from the employer for a period of time after submission, to set up an interview slot to meet, and post-interview with a thank-you note. (See sample letters on page 29)

Application Follow-Up:

Sending your resume into the job search ether—and hearing nothing—can be disheartening. But, you don’t have to sit nervously waiting for a response. If you’ve applied for a job and haven’t heard from the hiring manager in a week or two, go ahead and follow up:

- State that you have recently applied
- Inquire about their timeline in making a decision for an interview, but keep in mind they are very busy as well—Do not be demanding!
- Very briefly state your interest in the position/company and HOW your skills/abilities align with the position

Thank-you Notes:

Thank interviewers for taking the time to meet for informational interviews or job interview. This can be via email, but candidates can really stand out with a handwritten note as well on a thank-you card or letterhead.

- Reiterate your interest for the industry, position, and company
- Recall aspects of the interview that stood out, were enlightening, or helpful
- Be sure to connect your note back to your skills/abilities and how you may be a good fit for the position

Go to the Cherry & White Directory at directory . and create an alias for your TuMail email address for professional communications. For example, if your email is currently update will allow you to have firstname.lastname@ instead.
POST JOB INTERVIEW THANK-YOU NOTE
Re: Thank you

Hello [interviewer name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I am very excited about the opportunity to join [company name] and help [bring in new clients / develop world-class content / anything else awesome you would be doing] with your team.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if I can provide additional information.

Best regards,
[Your name]

APPLICATION FOLLOW-UP
Subject: Following up on (position title) application

Hello [hiring manager name],

I hope all is well. I know you are extremely busy, but I recently applied to the [position title] position, and wanted to follow up to ensure you received my application and check in regarding the decision timeline. I am excited about the opportunity to join [company name] and help [include elements of the position you will do] with your team.

Please let me know if it would be helpful for me to provide any additional information as you move on to the next stage in the hiring process.

I look forward to hearing from you,
[Your name]
GAIN EXPERIENCE

Access Handshake or your school or college’s job board to search for internships and jobs, including professional, part-time or on-campus opportunities, and learn about career fairs, networking and graduate school events to attend. Be an active volunteer, member or leader of a club or organization on campus or in your community. Learn about study abroad options and internship abroad opportunities by visiting the office of Education Abroad and Overseas Campuses and by using GoinGlobal on the Career Center’s website. Conduct an informational interview with someone who works in your field or area of interest. Seek out opportunities to gain research experience working with a faculty member.

How to Search for a Job or Internship

<table>
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<tr>
<th>Know Your Value</th>
<th>Build an Action Plan</th>
<th>Know Where to Look</th>
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<tbody>
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<td>2</td>
<td>3</td>
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<tr>
<td>• Be prepared to communicate what skills, value, and experience you bring to an employer.</td>
<td>• Your search needs to be strategic. Begin researching organizations several months prior to graduation.</td>
<td>• Your job search strategy has to be multifaceted. Use everything at your disposal, including websites, search engines, and University resources such as Handshake.</td>
</tr>
<tr>
<td>• Ensure you have examples of previous experiences prepared as talking points.</td>
<td>• Be aware of employment trends in your sector of interest. Are there rising organizations that are set to go on a hiring spree, or are open positions at a premium? Knowing the pulse of a given sector can guide your search strategy, allowing you to manage your time and resources.</td>
<td>• Networking is key as the number of opportunities found via simply communicating face-to-face has risen significantly over the past several years. Attend as many events as you can and go beyond your comfort zone.</td>
</tr>
<tr>
<td>• Remember, the interview process is a two way street. This mindset may make the entire experience a bit easier to handle, as you do possess some control over the outcome.</td>
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Maintain a Clean Online Presence

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<td>• Your resume will only get you in the door, and then the employer begins researching you as a potential candidate.</td>
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<td>• Ensure your social media outlets are professional looking. If there is content that an employer may deem as questionable, it may adversely affect your odds of receiving a call for an interview.</td>
</tr>
<tr>
<td>• Prior to submitting your materials, ensure you understand the organization’s mission and culture. You want to feel confident that your ethics and personality mesh with a potential employer. If there is a disconnect it means the employer is likely not a good fit.</td>
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<tr>
<td>• Use resources such as Glassdoor.com to gain a handle on potential salaries and company culture.</td>
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Use Social Media as a Tool

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<td>• More and more employers are posting openings on outlets such as Twitter and LinkedIn, so do your research and follow companies and organizations that you have an interest in working for.</td>
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<tr>
<td>• Build your network strategically on LinkedIn and build up your profile as much as you can. Many employers use LinkedIn as a recruitment tool and if your profile appears in their search you want to ensure it speaks fully to your experience, strengths, and value.</td>
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Research is Key

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<tr>
<td>• Be open to possibilities outside of your particular degree field, and focus on developing valuable skills even if your first position is not necessarily your “dream job”.</td>
</tr>
<tr>
<td>• Broaden your search to a variety of geographic locations, part-time or contract work, and starting salary options.</td>
</tr>
<tr>
<td>• Prior to submitting your materials, ensure you understand the organization’s mission and culture. You want to feel confident that your ethics and personality mesh with a potential employer. If there is a disconnect it means the employer is likely not a good fit.</td>
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Be Open Minded

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Maintain a Presence

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<tr>
<td>• Periodically keep contact with the employer and individuals in your network.</td>
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<tr>
<td>• More and more employers are posting openings on outlets such as Twitter and LinkedIn, so do your research and follow companies and organizations that you have an interest in working for.</td>
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Ask for Assistance

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<tr>
<td>• Use all of the resources available to you. Talk to your advisor, professors, peers, and Temple staff about potential opportunities and possible tips if you encounter a setback.</td>
</tr>
<tr>
<td>• Informational interviews can be extremely useful for obtaining information about a specific field of interest or an employer, but they also are a great opportunity to speak with a professional about how they landed their position. Perhaps they have tips to share that you had not thought of previously.</td>
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Be Patient and Positive

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<tr>
<td>• You should expect the entire process search, interview(s), and offer to hire to take approximately six months. You must maintain a positive approach throughout.</td>
</tr>
<tr>
<td>• Be flexible in your search process. Do not rely on any single method to help you find opportunities, rotate strategies, and be creative when you encounter obstacles in your search.</td>
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Adapted with permission from Purdue University’s 2013-2014 Career Guide.
Students With Disabilities

At Temple University, the Career Center and Disability Resources and Services (DRS) collaborate to provide additional career information and resources relevant to students with disabilities. The Career Center offers information on disclosure in work settings, seeking job accommodations, and relevant job and internship resources. DRS also directs students to programs, opportunities, and support services on and off campus for student professional development.

Learn more about DRS at disabilityresources.temple.edu/

LGBTQIA+ Students

If and when you disclose your sexual orientation during the job search process is completely up to you. There are a number of organizations and resources that can help you develop an action plan, including Temple University’s Career Center and Office of Institutional Diversity, Equity, Advocacy and Leadership (IDEAL). The Office of IDEAL is extremely knowledgeable on the many aspects of the LGBTQIA+ community. It is important to identify occupations and companies that align with your values. Please visit diversity.temple.edu to learn more.

Diversity-friendly resources are available on the Career Center website to assist you in navigating your career path as a LGBTQIA+ person. Please visit careercenter.temple.edu/resources/lgbtq to learn more.

The Human Rights Campaign (www.hrc.org) has information on corporate policies and extensive resources on navigating the workplace as a member of the LGBTQIA+ community. Check out its Corporate Equality Index for a list of over 300 businesses that earned the distinction of “Best Places to Work for LGBT Equality.”

Students of Color and Ethnically Diverse Populations

Careers In Color was created for Temple University’s students of color to provide resources, support and information about career development, workplace culture, events, and jobs. We are here for you and want to ensure an inclusive community for our student population. We have created a newsletter and a cohort of student organizations, staff, and faculty at Temple University. If you or your student organization would like to collaborate on any events or have suggestions for our newsletter, please contact careersincolor@temple.edu.

Click the QR Code to subscribe

First Generation Students

Here are some useful resources for you to make the most of your time at Temple:

Student Success Center at studentsuccess.temple.edu

Student Financial Services at sfs.temple.edu

Emergency Student Aid Fund at deanofstudents.temple.edu/news/student-emergency-aid-fund

Cherry Pantry (Food Pantry) at studentcenter.temple.edu/cherry-pantry

Tuttleman Counseling Services at counseling.temple.edu

Student Health Center at studenthealth.temple.edu

IDEAL at diversity.temple.edu/ideal

College Jargon – Decoded! at orientation.temple.edu/student-glossary

First Year Seminar Courses at bulletin.temple.edu/courses/unvs

Temple First at temple.campuslabs.com/engage/organization/templefirst
How to Network Successfully

The places where networking happens have changed, but the importance of building mutually beneficial relationships has not. Whether you are meeting people in person, or connecting through online events, keep these tips in mind to get started.

4 Simple Steps to Successful Networking

1 Be Prepared
   - First, define what information you need and what you are trying to accomplish by networking. Remember, your purpose in networking is to get to know people who can provide information regarding careers and leads.
   - Second, know yourself—your education, experience and skills. Practice a concise, one-minute presentation of yourself so that people will know the kinds of areas in which you are interested.
   - Last, if you are networking in an online event, ensure that you are in a quiet space and that you have a strong internet connection. Mute your other notifications and silence your phone.

2 Be Professional
   - Ask your networking prospects for advice—not for a job. Your networking meetings should be a source of career information, advice and contacts. Focus on asking for one thing at a time. Your contacts expect you to represent yourself with your best foot forward. Be sure that you have done basic research on your contact, their organization, or the event host.

3 Be Focused on Quality Not Quantity
   - It’s better to have a few meaningful conversations than 50 hasty introductions. Networking online can be challenging for a variety of reasons. Establish realistic expectations and realize they may differ from in person events.
   - If you are at a reception, be sure to wear a nametag and collect or exchange business cards so you can later contact the people you meet.

4 Be Proactive and Patient
   - Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you. Send a thank-you email.
   - Ask if you can follow up the conversation with a phone call, or even better, with a more in-depth meeting in the near future. Stay politely persistent with your leads and build momentum.
One of the easiest and most effective ways to meet people in a professional field in which you are interested is to conduct informational interviews. Informational interviewing is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals.

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

What motivates professionals to grant informational interviews?
The reasons are varied. Generally, most people enjoy sharing information about themselves and their jobs and, particularly, love giving advice. Some may simply believe in encouraging newcomers to their profession and others may be scouting prospects for anticipated vacancies. It is common for professionals to exchange favors and information, so don’t hesitate to call upon people.

How do you set up informational interviews?
One possible approach is to send a letter requesting a brief informational interview (clearly indicating the purpose of the meeting, and communicating the fact that there is no job expectation). Follow this up with a phone call to schedule an appointment. Or, initiate contact by making cold calls and set up an appointment. The best way to obtain an informational interview is by being referred from one professional to another, a process which becomes easier as your network expands.

How do you prepare for informational interviews?
Prepare for your informational interviews just as you would for an actual job interview: polish your presentation and listening skills, and conduct preliminary research on the organization. You should outline an agenda that includes well-thought-out questions.

Begin your interview with questions that demonstrate your genuine interest in the other person such as, “Describe a typical day in your department.” Then proceed with more general questions such as, “What are the employment prospects in this field?” or “Are you active in any professional organizations in our field and which would you recommend?” If appropriate, venture into a series of questions which place the employer in the advice-giving role, such as, “What should the most important consideration be in my first job?” The whole idea is for you to shine, to make an impression and to get referrals to other professionals.

Always remember to send a thank-you letter to every person who grants you time and to every individual who refers you to someone.
Talk About Yourself in 30-60 Seconds

An elevator speech is like a verbal business card. It tells potential employers, or people who might connect you to potential employers, who you are and what you do. The best elevator speech will tell a potential employer why YOU would be someone they should want to get to know/interview/or consider for a position. In other words, what makes you special and how will you help THEM?

Coming up with a pitch in advance helps you speak clearly and confidently when you might be nervous. It may seem silly to practice this in advance, but it has many benefits, namely increased confidence and smoother delivery. You will be able to approach new contacts decisively, and authentically tell your story.

This type of speech can be used in a wide variety of situations. Some of those include career fairs, recruiting events, career talks with alumni, and even at social gatherings. Your speech should be concise and quick. You should be able to make it in 60 seconds or less. Leave the person wanting to know more!

Step 1: Introduction
Hello, my name is ______________________________ and I’m a ________ (class year) ________________________________ (major).

Step 2: Why you?
1. What are your key strengths? _____________________________________________________________________________________________________
2. What adjectives come to mind to describe you? _________________________________________________________________________________
3. What is it you are trying to ‘sell’ or let others know about you? __________________________________________________________________
4. Why are you interested in the company or industry the person represents? __________________________________________________
5. What leadership qualities do you have? Have you been involved in campus groups? What accomplishments in those groups did you have? ______________________________________________________________________
6. What special skills or experience do you offer (think internships or PT jobs)? __________________________________________________
7. What problems can you solve? ___________________________________________________________________________________________________
8. What are the main contributions you might be able to make? ___________________________________________________________________

Now take the answers to these questions, and come up with the “meat” of your pitch. Don’t be afraid to throw out stuff that doesn’t seem important: remember this should be a 60 second pitch! All of these answers are not meant to fit into one pitch.

Step 3: What are you looking for?
I am seeking ___________________________________ with ______________________________ (what kind of company? Do you know someone I can help with my skills?/Are you someone who can use my skills? (In other words, what should the listener do as a result of hearing this?) ____________________________.

Practice examples for different situations: career fair, meeting someone for the first time at an event, informational interview request, something tailored more specifically to the arts, etc.

Examples:
Career Fair
Hello, my name is Laura, and I’m a junior psychology major. I have substantial background in working with special needs children, and I wanted to learn about your camp counselor internship.

Why this works: You are approaching the employer in a clear and confident manner, while highlighting relevant information about yourself. After this type of introduction, you can expect the employer to either start sharing more information on their opportunities, or say something like “That’s great to hear! Can you tell me more about those experiences? Do you have a resume?”

Meeting Someone at an Event
Hello, my name is Russell, and I’m a senior studio art major. Your talk this evening was very interesting, and really relevant to my goal of developing my leadership skills through an internship. Would I be able to contact you to set up a time for an informational interview to discuss your experiences further? Can I get your email or phone number to follow up with you at your convenience?

Why this works: You connect your interests with what’s going on around you, but you don’t get overly specific. You clearly articulate a goal, and provide an opportunity for the listener to take action.
How to Prepare for a Career Fair

Practice Your Pitch
You do not want the first time you approach someone regarding an internship or job to be your first time networking. Practice makes perfect! Below are some tips for you to utilize as you practice introducing yourself and interacting with employers.

Approach
• Smile.
• Maintain eye contact.
• Offer a solid handshake—The web of your hand should meet the web of the employer’s hand to ensure a solid handshake.
• If in a virtual setting, make sure you are in a quiet place with a professional background.
• If in-person, prior to approaching an employer, be sure that you do not smell of smoke and that you have taken steps to ensure that your breath is fresh.

Introduction
• Complete the worksheet on page 34 of this Guide to develop your introduction.

Preparation
You want to make the best first impression possible to employers and demonstrate you have a genuine interest in their organization or company. To do this, you want to dress professionally and know about their organization, prior to approaching them.

Research
• Research the industry, understand trends and identify the positions you are interested in.
• Familiarize yourself with employers attending the fair by visiting Handshake. Many will have links to their websites and a list of open positions.
  • Read any news related articles on the company.
  • Bring 20 copies of your resume (the Career Center offers free resume paper).

Following Up With Employers
You should follow up with employers within 24 hours to thank them for their time.
• Ask for a business card.
• Send a thank-you note via email.
• Reference an aspect of your conversation—Tip: write down what you speak about with a recruiter on the back of his/her business card.
• Based on your conversation, state what makes you qualified for the position/organization.

Employer Quotes
“Be engaging with the employer, shake hands firmly while maintaining eye contact, and have your 30-second spot/elevator pitch prepared.”
- Stacy McClelland, Enterprise Holdings

“The best thing you can do to stand out at a fair is to research the company you are speaking to, know what job opportunity you are interested in, and be prepared to provide specific examples about why you are a good fit for that job.”
- Emily Dougherty, Vanguard

Professional Dress
It is important to dress appropriately for any event in which you will interact with possible future employers. We suggest you identify what type of event you will be attending, whether it is a career fair, an interview, or a networking event, and dress to match the culture and environment of the employer(s) you will meet. A general guideline of what to wear includes:
• Clothes should be solid, dark, or neutral colors (light colors can be worn underneath) and in good condition
• Closed-toe heel (1”-2”) or dress shoes that are clean
• Suit jacket and pants/skirt should be matching colors
• Hair should be well groomed
• Nails and makeup should be neutral in style and color
• Minimal jewelry and mild perfume/cologne
• Piercing and tattoo visibility should align with company culture or standards
Career Fairs
Career Fairs are held each semester for both university-wide employers as well as industry-specific events to target a niche audience within the schools/colleges. These events are the best way to maximize your exposure to a large number of employers and to expand your knowledge of career possibilities. These could take place as virtual career fairs, or in person events.

Networking Events
Take every opportunity to connect face to face with employers and alumni geared toward specific student groups and diverse populations. Past events include: Careers in Color, Student-Athlete Networking Night, National Service Forum, and LGBTQIA Networking Night.

Professional Development Workshops
Events to help you navigate the challenges of finding the career you want. Events can also include partnerships with some of our key employers to engage highly motivated students. Visit our event listings on Handshake to register for upcoming workshops!

Program Requests
The University Career Center is happy and willing to come and give presentations and invite employers to your student group, Greek organization, etc., on a variety of topics related to job searching, professional development, and career tips. You can complete a program request form on the Career Center website and one of our Career Coaches will be in touch with you.
Are You Interview Ready?

Purpose of an Interview
Employers will be assessing how your skills and experiences fit into their company and their mission. You want to sell yourself to an employer by sharing your skills, abilities, and experiences. Preparing for an interview will help you be more successful by building your confidence and relaxing you to feel calm and collected.

Interview Preparation Tips

BEFORE THE INTERVIEW
• Assess and know your skills, interests, and values as well as your reason for your career choice.
• Conduct research on the organization prior to your interview including:
  - Key players, skills and experience valued by the company, current news and recent events, and employer initiatives
• Practice answering common interview questions to build confidence during the interview.
• Prepare three or four questions for the end of your interview regarding the organization and/or position to learn more.
• Plan appropriate professional attire for the organization’s setting (more information on page 35).

DURING THE INTERVIEW
• First impressions are important. Be sure to arrive early (roughly 15-20 minutes) and never be late.
• Greet the interviewer(s) with confidence and a firm handshake.
• Maintain good eye contact throughout the conversation and smile.
• Sit straight but relaxed in the chair and keep hands in neutral position.
• Stay focused when answering questions and provide honest answers.
• Make small talk and answer in complete sentences. For example, if asked “How was your travel here?”, reply with “It was not too bad. I took the train. Do you ride the train to get here? Is it pretty reliable?”

AFTER THE INTERVIEW
• Send a thank-you note to the interviewer(s) by highlighting information that was shared in the interview and reiterating your interest in the company.
• See sample Post Job Interview Thank-You Note on page 29.

FREQUENTLY ASKED QUESTIONS
• What if I don’t have an answer to their question?
  - Acknowledge this and discuss what you would do to educate yourself on the topic or in a given situation.
• My experiences aren’t directly related to the position I’m interviewing for, can/should I talk about it?
  - Yes! Employers recognize that you are gaining experiences so think about examples from all of your current experiences that relate to skills you will need in this position.
• What should I avoid in an interview?
  - Poor personal appearance
  - Not being prepared or able to answer their questions
  - Lack of enthusiasm
  - Strong interest in salary
  - Evasive answering
  - Negative responses regarding experiences
  - Poorly defined career goals
  - Few/poor questions about the job

PHONE AND VIRTUAL INTERVIEWS
• Prepare for a phone or virtual interview as you would for an in-person interview.
• Choose a location free from distraction. You want a quiet space with room to spread out material that may be helpful during the interview, such as talking points and resume.
• Check your phone and internet connection before the interview.
• Dress the part and smile! Even though the employer can’t see you over the phone, dressing in professional attire may help you feel more confident and prepared. Additionally, when you smile, it comes across.
Questions Asked by Employers

Personal
• Tell me about yourself.
• What are your hobbies?
• Why did you choose to interview with our organization?
• Describe your ideal job.
• What can you offer us?
• What do you consider to be your greatest strengths?
• Can you name some weaknesses?
• Define success. Failure.
• Have you ever had any failures? What did you learn from them?
• Of which three accomplishments are you most proud?

Education
• Why did you choose your major?
• Why did you choose to attend your college or university?
• In which campus activities did you participate?
• Which classes in your major did you like the best? Least? Why?
• Do your grades accurately reflect your ability? Why or why not?
• Were you financially responsible for any portion of your college education?

Experience
• What job-related skills have you developed?
• Give an example of a situation in which you provided a solution to an employer.
• How do you think a former supervisor would describe your work and attitude?
• Give an example of a time in which you worked under deadline pressure.
• What did you enjoy most about your last employment? Least?

Career Goals
• What other types of positions are you considering?
• How do you feel about travel?
• How do you feel about the possibility of relocating?
• What kind of boss do you prefer?
• Are you able to work on several assignments at once?
• What are your professional aspirations? In two years? In five years?

Questions to Ask Employers

• Please describe the duties of the job for me.
• What kinds of assignments might I expect in the first six months on the job?
• Does your company encourage further education?
• What are your growth projections for next year?
• What do you like best about your job/company?
• Has there been much turnover in this job area?
• Will I have the opportunity to work on special projects?
• Is there a lot of team/project work?
• Where does this position fit into the organizational structure?
• What is the next course of action? When should I expect to hear from you or should I contact you?
• What qualities/skills are you looking for in the candidate who fills this position?
• DO NOT bring up salary or benefits in the initial interview.

STAR Method for Behavioral Questions

**Situation**
What was the circumstance?

**Task**
What did you need to achieve?

**Action**
What, why, and how did you do it?

**Result**
What was the outcome?

**EXAMPLE:**

*Employer:* Walk us through a project you worked on in school or at work.

*Candidate:* At my internship, I worked with a team of six people to present on Global Offering & the Challenges of Visa Sponsorship for International Students at Company X. We discussed the meaning of this to Company X and divided the roles into teams. My role was to communicate with and interview four employers to gain knowledge on similar practices in their organizations which I did by emailing and scheduling face to face and phone interviews. My team and I presented our proposal with all of our information and Company X loved it. Through this project, I was able to build my professional network for my future career.

TIP: Employers look for these skills: communication, critical thinking/problem solving, teamwork/collaboration, leadership, and career management.

Resources

InterviewStream
https://templeucc.interviewstream.com
• Record yourself answering practice interview questions from employers. Review your answers and grade yourself or schedule an appointment for feedback from a Career Coach through Handshake.

Interview Practice at the Career Center
• Schedule a 30-minute Preparing to Interview appointment through Handshake for an opportunity to develop confidence in your personal brand and receive constructive feedback on how you might improve for the real experience.
Negotiating an Offer

Getting Started on Negotiating

Negotiating a job offer is a complex and highly personal process. It is a process that even if you do everything perfectly, you still may not achieve your desired result. No matter the result, the Career Center wants to empower you with the tools and strategy you need to negotiate as professionally as possible.

If you have any questions on this process, you can schedule a Career Coaching Appointment with the Career Center, or the member of the Career Network that serves your school or college.

You May Be Wondering About

What is "total compensation"? It includes items like:
• Health benefits
• Paid time off
• Tuition reimbursement
• Retirement fund contributions
• Ability to work remotely
  
  Be sure you understand the total package being offered.

Did you get TWO offers?
• Great! Be professional but candid with the employers to maintain a good standing.
• Ask for concrete deadlines or explain a specific date you plan to decide and ask if that date works for the employer.
• Do NOT try to play one offer off the other to increase your salary.

Did you get a better offer after you have accepted another one?
• While we strongly encourage you to stop job seeking once you have accepted an offer, sometimes this occurs.
• Be honest and upfront and communicate to the employer as soon as possible.
• It’s best to call your contact or send a professional email. Do NOT text or message to decline the offer in order to maintain a good relationship.

Key Steps of Negotiating—from the AAUW Work Smart Online Course

1. Know Your Value: reflect upon your resume, your experience, and the opportunity that you are considering. How can you best highlight your accomplishments, skills, and results, relative to the opportunity?
2. Know Your Salary: Research comparable job titles in the geographic area. Gather information on salary ranges, and your own budget. Analyze your research to determine a target salary, a target salary range, and a walk away point.
3. Know Your Strategy: How will you actually engage in the negotiation conversation? How will you prepare to deflect requests for your salary history? How will you persuasively respond to rejections?
4. Know Who Can Help: Now that you have researched, set target salary ranges, and developed a strategy, you need to practice it! A career coaching appointment at the Career Center, or even practicing with a friend or roommate can be vital to your success!

Resources

The Career Center encourages you to explore our subscription resources to learn more about how to do this research, practice the negotiation conversation, and get advice from those who have been there.

Find these resources at careercenter.temple.edu/resources.

• Candid Career-Salary Negotiation Channel
• GoingGlobal Country and City Profiles
• AAUW Work Smart Online

The Career Center also offers the AAUW Work Smart Curriculum to groups and classes at the University. Visit careercenter.temple.edu/about/program to request us to present to your group!
Graduate School Application Checklist

One Year Before Application Deadline
- Research program options and requirements using graduate programs guides, university websites and other resources.
- Identify your goals to decide whether or not graduate school is right for you.
- Research financial options: Consider government agencies, philanthropic organizations, the schools you apply to, and professional organizations and honor societies as potential sources of funding, and campus fellowships and assistantships.
- Write a draft of your personal statement.
- Register for required standardized exams.
- Meet with faculty members in your department to discuss your personal statement, program options and potential funding sources.
- Determine the schools to which you will apply.
- Get organized. Create a file for each school and retain all related application information in your records.
- Prepare for standardized exams.
- Fall of Your Last Year
  - Take standardized exams and request that your scores be sent to the appropriate schools.
  - Complete your personal statement, and have it reviewed at the Writing Center.
  - Request letters of recommendation from faculty, provide a copy of your personal statement and resume to each professor.
  - Order transcripts from all post-secondary institutions and request official copies be sent to the schools where you have applied.
  - Complete application forms.
  - Submit application materials well in advance of the application deadline. Pay close attention to the instructions. All documents may not be submitted in the same method.
  - Give your recommenders the appropriate information needed to send letters to each school if a hard copy is required.
  - Remind your recommenders of when your letters of recommendation must be received.
  - Winter of Your Last Year
  - Make copies of all application materials for your records.
  - Verify that all of your application materials have been received by the program(s) to which you have applied.
  - Schedule campus visits to locations in which you are interested.
  - Prepare questions for each school to gain more information about their academic programs.
  - Conduct informational interviews with students in the programs to which you have applied to gather their perspective.
  - Spring of Your Last Year
  - Send thank-you notes and an update of your search status to those who wrote recommendation letters on your behalf.

Written by Dana Werner, Director of Recruitment Services, The Graduate School, Purdue University. Adapted with permission from Purdue University’s 2013-2014 Career Planning Handbook.
5 Strong Tips:
Things to Think About Before You Start Writing

1. **Answer Questions Fully**
   - Address the specific questions asked.

2. **Follow an Outline**
   - Include an introduction, detailed supporting paragraphs, concrete examples of skills, and a conclusion.

3. **Pay Attention to Grammar**
   - Use the active rather than passive voice.

4. **Research, Research, Research**
   - Incorporate the program’s mission and key qualities into your statement.

5. **Seek Out Reviewers**
   - Have your document reviewed by others: Career Center, Writing Center, Faculty
   - Carefully proofread your work.

Now That You Are Starting to Write

- Consider including relevant stories or examples from your experience.
- Follow any instructions the school or program gives you about writing the personal statement.
- Demonstrate how your interests, skills, and past experience match the program’s opportunities and specializations.
- Never embellish or exaggerate, and be wary of statements that feel awkward or inconsistent with who you are as a person.
- Address apparent gaps or weaknesses by emphasizing that it is now a problem of the past.
- Show perseverance and progress.
- Look up as much information as you can about the program.
Letters of Recommendation

What’s the Magic Number?
Each situation will dictate the appropriate number of references that will be required. The average would be three to five. Generally, references are people whom you have known professionally; they should not be family or friends. When selecting people as references, choose people who know you well and have the most to say pertaining to the purpose of the letter. One person may be very appropriate for a reference for employment, while another would be best for use in admission to graduate or professional school or a scholarship application.

Encourage your reference to use strong, descriptive words that provide the evidence of your interpersonal skills—initiative, leadership, flexibility, conflict resolution, decision-making, judgment, oral and written communication skills, and grasp of your field of study. Education Majors are encouraged to request a letter from the cooperating teacher, supervising teacher, professor(s) in your major, and a current or former employer.

Maintain Professional Courtesy
Give your reference writers ample time to complete their references and provide detailed instructions and materials to submit their reference. Follow up with your letter writers and let them know the status of your plans and search. They will want to know how you are doing and whether there is anything else they may do to increase your candidacy. You never know when you will need their assistance again, and it is good manners to keep those who care about you informed of your progress. Finally, many times when two or more candidates are considered equally qualified, a strong reference can play an important role in determining who is selected for the position.

Maintaining a good list of references is part of any professional’s success. Continue to nurture valuable relationships with people who will want to do whatever they can to aid in your success. Your personal success is based on surrounding yourself with positive people who all believe in you. No one makes it alone; we all need a little help from our friends.

Selecting People to Serve as References
Select individuals whom you feel are knowledgeable of your skills, work ethic, talents and future capacity. The selection of your references is critical, as a reference that is ill-informed could sabotage all the great work you have done in a matter of minutes. Choose people who have known you for a minimum of six months. The longer they have known you the better, but they must have had regular contact with you to observe your growth and development. A reference from someone who may have known you several years ago but you have not spoken to in a year or more is not in a position to critique your skills.

If you must choose between several people, select those who know you the best but who also hold a higher rank in their profession. A department head is a better candidate than a graduate assistant or an instructor. Do not choose people who are not committed to you or who are not very familiar with your background.

Try to Meet Face to Face
Never assume someone will want the responsibility to serve as your reference. Make an appointment to discuss your career goals and purpose of the reference. A personal meeting is always best because you can observe your potential reference’s body language to see how interested he or she is in assisting you. A slow response to a question or a neutral facial expression may be this person’s way of trying to show you that he/she doesn’t feel comfortable serving as your reference. Trust your instincts. If you don’t feel that you want to pursue this person as a reference you are not required to inform them of your decision. At any rate, always thank the person and end the meeting on a positive note.

Help Them Help You
You must assist your reference-givers so they can do the best job possible. Provide them with a copy of your current resume, transcript, job descriptions for the type of employment you desire or other detailed information related to the purpose of the letter. Provide a one-page summary of any achievements or skills exhibited with the person who will be writing the letter. They may not remember everything you did under their supervision or time spent with you. Finally, provide them with a statement of future goals outlining what you want to accomplish in the next few years.

An employer will interview you and then contact your references to determine consistency in your answers. You should not inflate what you are able to do or what you may have completed in work or school assignments. A reference is looked upon as someone who can confirm your skill and ability level. Any inconsistencies between what you said in your interview and a reference’s response could eliminate you from further consideration. The key is to keep your references informed of what you are going to be discussing with employers so there is a clear understanding of what is valued by the employer.

Written by Roseanne R. Bensley, Career Services, New Mexico State University.
Temple University Career Network Information

In addition to the Career Center, students may access career services specific to their field of study. The following schools and colleges offer these services. Alumni who graduated 5 years or later can connect with Temple University Alumni Career Services. Visit careercenter.temple.edu/about/careernetwork for the most up-to-date information on these offices.

Temple University Alumni Career Services
100 Sullivan Hall, Suite 100
1330 Polett Walk
Philadelphia, PA 19122
215-204-7521
alumni.temple.edu

College of Education Career and Student Development & Special Events
Ritter Hall 240
1301 Cecil B More Avenue
Philadelphia, PA 19122
education.jobs@temple.edu
215-204-8017
sites.temple.edu/career

College of Engineering Office of Undergraduate Studies
3rd Floor, College of Engineering
1947 North 12th St
Philadelphia PA 19122
215-204-2537
engineering.temple.edu/students/internships-careers

College of Liberal Arts Joyce K. Salzberg Center for Professional Development
Gladfelter Hall, Suite 120
1115 West Polett Walk
Philadelphia, PA 19122
215-204-4736
liberalarts.temple.edu/students/professional-development

College of Public Health
Bell Building (Tech Center), 3rd Floor
1101 W. Montgomery Ave
Philadelphia, PA 19122
cph.temple.edu/community-clinics/
clinical-practice-and-field-education

College of Science and Technology
Office of Student Professional Development and Undergraduate Research Program
111 Tuttleman Learning Center, Room 122
1809 North 13th Street
Philadelphia, PA 19122
215-204-3624
cstprofdev@temple.edu
https://cst.temple.edu/academics/cstprofdev

Fox Center for Student Professional Development
134 Alter Hall
1801 Liacouras Walk
Philadelphia, PA 19122
215.204.2371
foxcspd@temple.edu
fox.temple.edu/institutes-centers/
center-for-student-professional-development/

Klein College of Media and Communication Career Services
Annenberg Hall, Room 7
2020 North 13th St
Philadelphia PA 19122
215-204-6501
luanncahn@temple.edu
klein.temple.edu/student-life/preparing-career/career-services

School of Sport, Tourism and Hospitality Management
Center for Student Professional Development
1810 North 13th Street
Speakman Hall – Suite 108
Philadelphia, PA 19122
sthmcspd@temple.edu
215-204-8145
sthm.temple.edu/current-students/
center-for-student-professional-development/

Tyler School of Art Student Life
Tyler Building, Room 110B
Philadelphia, PA 19122
https://tyler.temple.edu/career-resources

Temple University Ambler
Office of Academic Advising and Student Success
580 Meetinghouse Road
West Hall Room 109
Ambler, PA 19002
Phone: 267-468-8200
ambleradvising@temple.edu
ambler.temple.edu/campus-resources/advising-and-student-success.

Temple University Japan
Career Development Office
#107
1-14-29 Taishido, Setagaya-ku,
Tokyo, Japan 154-0004
Tel: 03-5441-9873
career@tuj.temple.edu
https://www.tuj.ac.jp/career-support/index.html
OWN YOUR FUTURE.

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