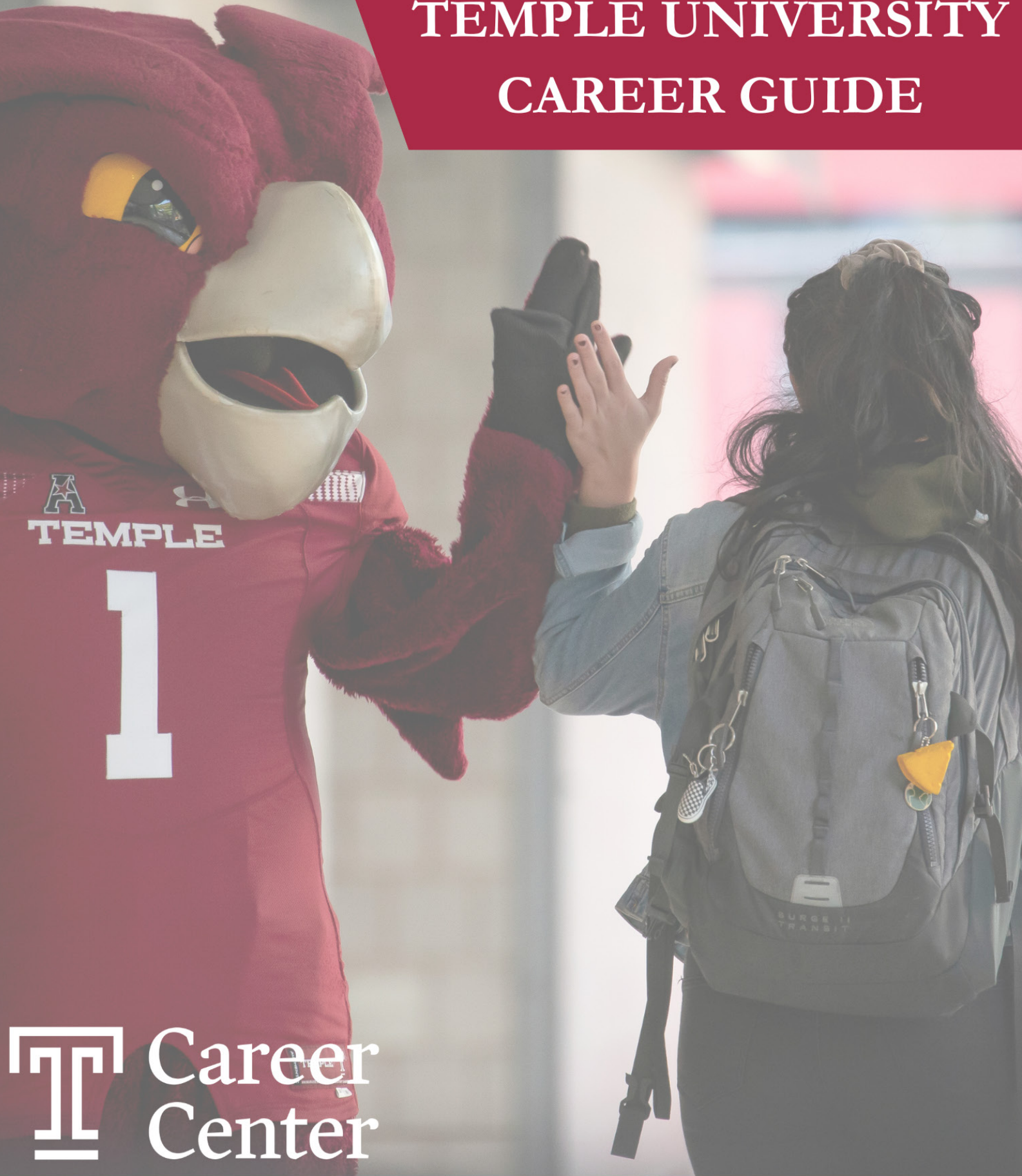


# TEMPLE UNIVERSITY CAREER GUIDE



 Career  
Center

TEMPLE UNIVERSITY CAREER CENTER  
**Career Guide Table of Contents**

**CAREER CENTER OVERVIEW**

Explore, Grow, and Fly with TU Career Center.....1  
 Explore, Grow, and Fly Checklist ..... 2  
 What Else Can the Career Center Help Me With?..... 3

**EXPLORE**

Assess Yourself..... 4  
 How to Create a Winning Resume..... 5  
 Action Verbs for your Resume..... 6  
 Focus on Skills, Not Tasks..... 7  
 Using Job Descriptions and Keywords..... 8  
 .... in Your Cover Letters..... 9  
 .... and Your Resume..... 10  
 Resume Samples..... 11  
 LinkedIn..... 12

**GROW**

How to Communicate in a Job Search..... 14  
 How to Search for a Job or Internship..... 16  
 Job Search Tips for Diverse Populations..... 17  
 How to Network Successfully..... 18  
 Informational Interviews..... 19  
 How to Talk About Yourself in 30-60 Seconds..... 20

**FLY**

How to Prepare for a Career Fair ..... 21  
 Are You Interview Ready? ..... 22  
 Common Interview Questions and Resources..... 23  
 Negotiating an Offer..... 24  
 Graduate School Application Checklist ..... 25  
 Getting Started with Personal Statements ..... 26  
 Letter of Recommendation ..... 27  
 Temple University Career Network ..... 28



Visit [careercenter.temple.edu](http://careercenter.temple.edu) today to take advantage of our 24/7 online career resources:



# Explore, Grow, and Fly with the Temple University Career Center

Welcome! The Career Center is a central resource focused on facilitating meaningful opportunities for our diverse student population to establish lifelong, self-directed professional development. We provide students with the tools and guidance required to explore career options, build a professional brand, gain experience, and make their path in the professional world.

## Career Center's Services Include:

- Individual appointments to discuss all topics related to career development including how to create a solid resume, CV, cover letter, and LinkedIn profile, exploring majors and career paths, writing a personal statement for graduate school, preparing for interviews, communication with employers, salary negotiation, and more.
- Job and internship fairs, networking and professional development events.
- Events and workshops for students to learn about preparing for internships, how to job search, interview preparation, effective use of LinkedIn and other online resources, and how to stand out in the job market.
- Free professional headshots for use on LinkedIn and other career resources.
- On-campus interviews and quiet interview space reservable for virtual interviews.

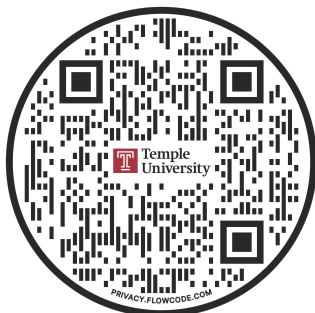
## Temple University Career Network

In addition to the University Career Center, students have access to career services specific to their college or school. The network includes career professionals within nine schools and colleges, Ambler and Japan campuses, as well as Alumni Career Services. For a full list of the schools and colleges offering these services, see page 28 and visit [careercenter.temple.edu/about/careernetwork](http://careercenter.temple.edu/about/careernetwork)

## The Career Center's 24/7 Resources Include:

- Handshake, Temple's online portal for students and alumni to search thousands of jobs and internships, register for career fairs and networking events, set up appointments with career development professionals, and more.
- An active presence on social media by the Career Center and frequent newsletters to keep students informed of trends, job and internship opportunities, and career advice from a world of sources.
- Online career resources Big Interview, Focus2, JobScan, GoInGlobal, and What Can I Do With a Major? to help students and alumni develop their skills, explore diverse career paths locally and globally, and gain insight into their strengths and interests.

Learn more about the Career Coaches and members of our team here:



Career Center Social Media

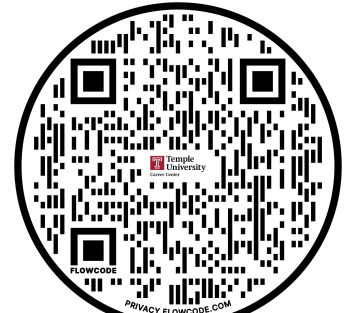


@TempleCareers



@TUCareersinColor

Learn more about the Career Center's 24/7 Resources here:



# Explore, Grow, and Fly Checklist

Your degree is just the beginning of your 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 three essential steps that will help you no matter where or when you begin. Refer to the Temple University Career Guide and the lists below to guide you through every aspect of the career development process.

## EXPLORE

- Meet with a Career Coach at the Career Center or Career Advisor in your school or college for an introduction.
- 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](http://temple.joinhandshake.com) or your school or college's job board.
- Complete your Career Interests Profile in Handshake to get specific career opportunities and events.
- Learn about career paths where graduate school may be necessary and explore steps to advanced degrees.
- Find opportunities that align with your academic and future professional goals with the Office of Scholar Development and Fellowships Advising.
- 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, volunteer opportunities, and leadership roles.
- Visit the University Career Center for your LinkedIn headshot. With your LinkedIn photo and critiqued resume, build a profile you can add to throughout your time at Temple.
- Understand how to write a customized cover letter for each internship and/or job application so you are ready when you begin applying.
- Learn about interviewing by scheduling an appointment with a Career Coach or by using Big Interview, a 24/7 resource.
- Start to build your career wardrobe, which includes an interview suit, casual business attire, dress shoes, a bag, and a padfolio.

## GROW

- 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.
- Attend professional development events for career advice and to network with alumni and employers. Look for these events on Handshake, at the Career Center, the Professional Development Center at your school or college, campus department, or student organization.
- 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.

## FLY

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

# What Else Can the Career Center Help Me With?

## LinkedIn Headshots

Schedule an appointment on Handshake at [temple.joinhandshake.com](https://temple.joinhandshake.com) for a free LinkedIn headshot at the Career Center. It is recommended you wear business or business casual attire for your photo. Your final photo will be available to you immediately to use on LinkedIn or other career-related sites.

Did you know LinkedIn profiles with a photo receive 21x more views? We have professional lighting, seating, and a full-length mirror to help you look your best!



**GET YOUR HEADSHOT DONE TODAY!**

Schedule a **FREE Headshot for LinkedIn!** appointment today!

**@TEMPLECAREERS**

Temple University

Career Center

## Private Interview Rooms

Do you need a quiet space for a phone or virtual interview? Reserve a career nest in the Career Center at 220 Mitten Hall! Interview rooms are available in 2-hour blocks and can be reserved via Handshake.

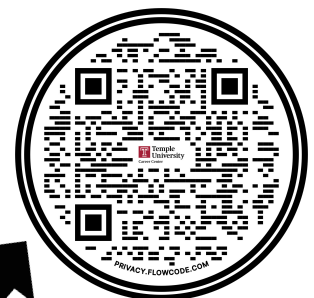
## Padfolios

Padfolios are available for purchase at the Career Center for \$15.

## Program Requests

The Career Center is ready to present to you and your peers! Request a program today for your class, staff, residents, student organization, and more!

Topics Include: Get To Know the Career Center, Job Searching 101, Crush Your Interview, Resume 101, How to Engage with Employers & Alumni, and more! For more information and to request a program, scan the QR code!



# Assess Yourself

## Schedule an Appointment!

Your journey to understanding your strengths, interests, and potential career paths has just begun. To truly uncover the insights and navigate your way towards a fulfilling career, we highly recommend scheduling an appointment with one of our **Career Coaches**. These experts will help you determine if a career assessment is a good option for exploration, interpret your assessment outcomes in a meaningful way, and offer personalized guidance tailored to your unique profile. A one-on-one session with a Career Coach will allow you to delve deeper into the intricacies of your personality, discuss your aspirations, and explore the diverse opportunities that align with your preferences. Don't miss out on this valuable opportunity to make the most of your assessment results. Schedule an appointment today and embark on a journey of self-discovery and strategic career planning!

Appointments can be scheduled via handshake at [temple.joinhandshake.com](https://temple.joinhandshake.com) or by following the QR code on the bottom right of this page.

## Focus2



FOCUS 2 combines self-assessment, career and major exploration, decision-making and planning in a single product. Your assessment results are matched to career options and majors/programs. FOCUS 2 guides you through a career and education decision-making model to help select a major, and make informed career decisions. For more information and to complete FOCUS 2 follow the link:

[careercenter.temple.edu/students/explore/assess-your-interests](https://careercenter.temple.edu/students/explore/assess-your-interests).



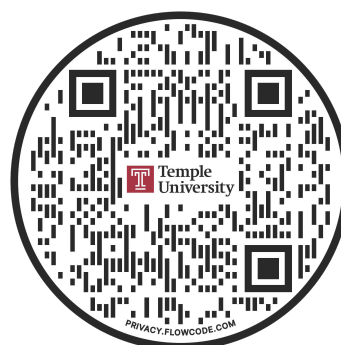
## The Strong Interest Inventory

The Strong Interest Inventory is a widely recognized and respected tool designed to assist individuals in exploring and understanding their career interests and preferences. Developed based on the principles of psychology and vocational counseling, the Strong Interest Inventory is widely used by career counselors, educators, and individuals seeking greater insight into their potential career paths.



## The Myers-Briggs Type Indicator

The Myers-Briggs Type Indicator (MBTI) is a widely used assessment tool that aims to provide insights into an individual's personality traits and preferences. The MBTI is based on the theories of Swiss psychiatrist Carl Jung and seeks to categorize individuals into distinct personality types. The assessment is designed to help individuals gain a deeper understanding of themselves, their interactions with others, and their preferred ways of thinking and behaving.



**Schedule an appointment with a Career Coach to talk about your career exploration!**



# How to Create a Winning Resume

## 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 (if applicable)  
Email address • Phone number  
Address

### Education

This section should include:

- Name of the degree-granting institution(s); 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

### 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
- Paid jobs, internships, volunteer community service, academic/extracurricular projects involving teamwork or leadership, special academic research or honors projects
- Descriptions of responsibilities beginning with active verbs
- Verifiable and measurable responsibilities
- 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
- Honors and Awards

### Why and How First Year Students Can Build on 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:

- 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.
- 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. High school activities will come off as you add Temple experiences.
- Keep it to one page. This shows employers that you know how to prioritize and organize the most important information about you.
- Get connected: You may be joining groups here at Temple, which can have 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 details 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.

**Pro-tip:** Your resume will change as you do! Keep an up-to-date listing of your activities, part-time work, internships, research projects, awards, and other accomplishments to easily update your resume when you need to.

# Active Verbs for Your Resume

The following lists 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

Steer  
Suggest  
Support  
Teach  
Test  
Train  
Tutor

### 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  
Attain  
Benchmark  
Chair  
Commend  
Compromise  
Consolidate  
Control  
Delegate  
Direct  
Enforce  
Entrust  
Expedite  
Govern  
Head  
Hire  
Improvise  
Initiate  
Institute  
Judge  
Lead  
Maintain  
Manage  
Moderate  
Monitor  
Officiate  
Order  
Oversee  
Prescreen  
Preside  
Prioritize  
Produce  
Prohibit  
Refer

Regulate  
Run  
Start  
Streamline  
Strengthen  
Supervise

### Working With DATA:

#### Research/ Analysis

Acquire  
Analyze  
Classify  
Collate  
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  
Orchestrate  
Organize  
Overhaul  
Place  
Prepare  
Program  
Qualify  
Reorganize  
Rewrite  
Schedule  
Set  
Sort

### Working With THINGS:

#### Development

Assemble  
Build  
Customize  
Design

Enlarge  
Format  
Improve  
Install  
Fix  
Function  
Manufacture  
Navigate  
Operate  
Propose  
Refinish  
Renovate  
Repair  
Restore  
Update  
Upgrade

#### Creating/ Generating

Construct  
Landscape  
Produce  
Shape  
Utilize

### 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

### Weak Verbs

#### Do Not Use

Aid  
Assist  
Deal  
Enhance  
Gain  
Handle  
Help  
Learn  
Receive  
Seek Out  
Set Up  
Tolerate  
Understand



# Focus on Skills, Not Tasks

## ACTION VERB + WHAT YOU DID + SKILLS USED + RESULT = A STRONG BULLET POINT

### DEVELOP YOUR RESUME BY TURNING SKILLS INTO BULLET POINTS.

Using the list of action verbs on page 6, 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).

### TYPES OF SKILLS:

- **Knowledge Based (Hard Skills):** specific to job function, tend to be technical and specialized
- **Personal Traits/Attributes (Soft Skills):** Traits that can 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/Attributes (Soft Skills)

- Problem Solving
- Communication (verbal/written)
- Teamwork
- Leadership
- Organization
- Flexible/Adaptable

### 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!

## HOW TO CREATE STRONG BULLET POINTS

1

### WEAK BULLET POINT

- Worked with social media platforms.

2

### IMPROVED BULLET POINT

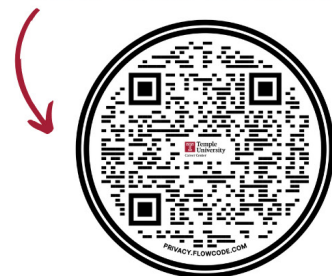
- Created LinkedIn, Facebook, and Instagram accounts to increase participation.

3

### BEST BULLET POINT

- Created LinkedIn, Twitter, and Instagram accounts to increase alumni engagement. Organic growth of 300 LinkedIn connections and 30% increase in engagement with \$0 budget.

### VIEW SAMPLE RESUMES



@templecareers

# Using Job Descriptions & Keywords...

---

## What are keywords?

Keywords are nouns, phrases, 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 person reviewing your resume. Employers may 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. 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 or industry to the next. Job postings are great for identifying important keywords and will tell you exactly what employers want. You can 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.”

Take a moment to look at the sample Cover Letter and Resume for Sam on pages 9 & 10. Keywords are emphasized in the job description below; notice how they are used in the Cover Letter & Resume.

## Philadelphia Eagles

### 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 Cover Letters

**Pro-tip:** Use consistent style and fonts on all application documents

Sam Wilson  
Philadelphia, PA

sam.wilson@abc.edu  
(215) 204-0000

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 Eagles; I found 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**; one 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**  
Sam Wilson

## NOTES

**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.

# ... and Your Resume

**Sam Wilson** sam.wilson@abc.edu  
(215) 204-0000  
Philadelphia, PA

**A**

**EDUCATION**  
Temple University, School of Sport, Tourism and Hospitality Management Philadelphia, PA  
Bachelor of Science, Sport and Recreation Management May 2023

**B**

**EXPERIENCE**

**Philadelphia Union** Philadelphia, PA  
Corporate Partnership Intern May 2022 – Present

**C**

- Work with team partners to accomplish partner goals at sponsor branded events and game days
- Develop **partnership recaps** for the respective **branded events** to communicate completed goals
- **Conducted research on potential partners and sponsorship opportunities for the Union**
- **Manage and track** all client-specific **social media posts**

**Armark, Citizens Bank Park** Philadelphia, PA  
Operations Supervisor February 2021 – Present

**D**

- **Supervise** opening and closing procedures of 20 concession stands on game and event days
- **Manage** up to 60 employees and \$2.5 million in concession sales annually
- Troubleshoot and resolve any problems with associates and guests
- **Oversee concession inventory and supplies** through events

**Special Olympics** Philadelphia, PA  
Special Events & Sponsorship Intern May 2019 – July 2019

- 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

**VOLUNTEER EXPERIENCE**

**Philadelphia Flyers** Philadelphia, PA  
50/50 Raffle Seller October 2021 – March 2022

**E**

- Monitored all cash sales for **night games** and assisted in activating fundraising initiatives

**Beyond Sports United** Newark, NJ  
Event Assistant July 2021

- Navigated attendees to event breakout sessions and discussion panels
- Provided customer service to inquiring guests

**Philadelphia Union** Philadelphia, PA  
**Game Day Assistant** November 2020

**F**

- Coordinated event parking and facilitated tailgate setup and take down

**PROFESSIONAL AFFILIATIONS & LEADERSHIP**

**President**, Sport Marketing Association of Temple University Fall 2022 - Spring 2023  
**Member**, Rho Phi Lambda Professional Honorary Society Spring 2021 - Spring 2023

## NOTES

**A** - As a current student or recent graduate, start with your Education. Typically only include your GPA if at least 3.0.

**B** - List your relevant experiences in reverse chronological order, beginning with most recent and going back.

**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, no personal pronouns.

# Resume Samples

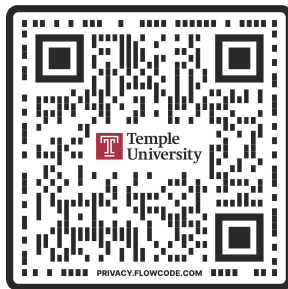
## Refining Your Resume for your Industry

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 catch 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.

This QR code will lead you to industry/college-specific resume samples on the Career Center's website.



## Jobscan

If you are ready to learn more about how your resume is perceived by employers, we encourage you to use one of our 24/7 Resources, Jobscan.

Jobscan is a resource that the Career Center subscribes to. 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 [careercenter.temple.edu/resources](https://careercenter.temple.edu/resources).

## 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 and beyond. 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:

- Make sure your resume is approved with your school or college, if applicable. You might need an approved resume to participate in certain recruiting and career development activities hosted by some of Temple's schools and colleges. For more information, consult the contact information for the Career Network representative in your college or school on page 28.
- Use your 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.
- Create or update your LinkedIn profile. Many recruitment and networking opportunities are available virtually, so 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.



### **BOOSTS YOUR CHANCES AT LANDING THAT INTERVIEW!**

Jobscan allows users to optimize their resumes by scanning job descriptions for important keywords. Matching and adding keywords to your resume can give your application a higher chance of being selected for an interview!

### **HELPS IDENTIFY CHANGES TO MAKE TO YOUR RESUME**

Just like the keyword suggestions, Jobscan gives an insight into how you could make your application stand out for each individual job! Temple students and alumni have unlimited scans available with their free premium account.

### **LINKEDIN AND COVER LETTER HELP**

Jobscan can also scan your LinkedIn profile for keywords to optimize how you showcase your skills and knowledge. Cover letter help is also available through tools and articles!

# LinkedIn

## 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.

A LinkedIn profile is a way to have an online presence related to your career path and goals. You can use LinkedIn to explore career paths and opportunities, build your network, and enhance your skills. Just like your resume, your LinkedIn profile should be updated as you gain new experience.

LinkedIn is a social network. That means the more you engage with others, the more they are likely to engage with you!

## What Can I Do with LinkedIn?

- Explore jobs in your industry and field - you can learn about career paths by viewing profiles of people with whom you share things in common
- Network with Temple University alumni using the alumni search tool
- Find and apply for jobs and internships
- Research people, like recruiters or professors, before meetings or interviews
- Follow employers to get updates when news or jobs are posted
- Look up information about organizations before interviews so you can ask informed questions
- Conduct salary research
- Stay aware of news and developments that may impact you or your industry
- Join groups based on your industry of interest
- Download their relevant apps to stay connected on the go

# Branding Your LinkedIn Profile

**Tip #1 | Make sure to add a LinkedIn Photo**

**Tip #2 | Detail Your Work Experience**

**Tip #3 | Add Accomplishments, School Projects, and Skills**

**Tip #4 | Make your headline count and get creative!**

**Tip #5 | Draft a compelling summary**



## Hooter T. Owl

Cheerful and enthusiastic, cherry-clad mascot at Temple University. Spreading Team Spirit and Unity. Captivating Crowds and Boosting Energy with Outstanding Performances.

Philadelphia, Pennsylvania, United States

### About

Hoot hoot! I'm Hooter T. Owl, your spirited companion at Temple University! With my wide eyes and friendly vibe, I'm not just a mascot – I'm the heart and soul of Temple's energy and pride.

You'll find me at the heart of the action, leading the charge at thrilling athletic events, pep rallies, and campus festivities. My excitement is contagious, and I'm here to unite students, alumni, and fans in a sea of cherry and white.

When you see me, know that I'm a symbol of Temple University's dedication to excellence, unity, and the joy of learning. Hoot with me and let's show the world what Temple pride is all about!

**How can you tell people about what you do and who you are in less than 220 characters?** Here are some ideas to get your started:

What's your current role, what do you do outside of work, and something that describes you in general.

Tie in your company mission or the goal of your role into your headline.

**Here are some questions to help you create your summary:**

- How would I describe what I do to someone completely unfamiliar with my field?
- What do I want to be professionally known for?
- What can people expect me to bring to the table?
- What do I love most about what I do?

# LinkedIn

## TIPS

**PHOTO** - Dress like you would for a job interview.

**HEADLINE** - Be focused. Where you are now? What do you aspire to? It can be helpful to choose an industry and a skill.

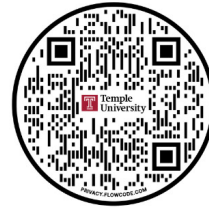
**ABOUT ME** - Describe what motivates you, what you are skilled at, how you can bring value and what's next. This is an introduction - What will make them read more?

**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, COURSEWORK, & CERTIFICATIONS** - If you earned awards on or off campus, let the professional world know! Include any relevant coursework, projects, or certifications as well!

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



Find your purpose.  
Fuel their potential.



**Teach For America**

Every young person deserves a relevant, engaging education and the power to choose their own future. Together we can make it happen.

Open to all majors.  
Part-time fellowships &  
Full-time post-grad positions open.



# How to Communicate in a Job Search

## Communicate Clearly and Concisely

Communication in the job search helps potential employers understand how you interact and provide information. Some of the common ways you will communicate with potential employers are covered here. For all of these, your communication should be brief and well-constructed. You should follow all English grammar rules of capitalization and punctuation and ensure correct spelling throughout your communication. Be sure to have an appropriate tone—do not be too casual! As some of your first interactions with a prospective employer, use your communication as a way to show your skills and allow them to get to know you.

## Cover Letter:

The cover letter introduces you to the employer 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 cover letter. Be sure to pay attention to required documents and directions for applying to a specific position.

## The cover letter will:

- 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, positions might 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. These are a few concise paragraphs that should include:

- The position you are applying for and how you find 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

## Informational Interview Request:

Informational interviews allow you 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 virtual 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:

- 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 them and that they won't be readily available otherwise

## Follow-Up Communication:

Follow-up is essential in the job-seeking process. The job applicant may follow up when they have not heard from the employer for a period of time after submission of an application or following an interview. Sending your resume into the job search ether, and hearing nothing, can be disheartening. Sometimes employers may take longer than anticipated after interviews to contact candidates with a hiring decision. If you've applied for a job or interviewed for a role and have not heard back in a few business days, follow up! Be sure to courteously:

- State that you have recently applied or interviewed
- Inquire about their timeline for interviews or hiring decisions, but keep in mind they are very busy as well—do not be demanding!
- Very briefly restate 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 in 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



# Sample Communications

## SETTING UP AN INTERVIEW

Subject: Scheduling (position title) interview

Dear [hiring manager name],

Thank you for offering me an interview for [position title]. I am very excited to move forward in the process, to learn more about [company name], and discuss my interest further. I am available during the dates and time blocks listed below. If these do not work, I can provide additional options to work better for your team.

Monday, June 1 between 1am-4pm  
Wednesday, June 3 between 9am-12noon  
Friday, June 5 between 11am-3pm

Please let me know if you require any additional information and any details I should be aware of in this next phase.

I look forward to hearing from you.

Thank you,  
[Your name]

## APPLICATION FOLLOW-UP

Subject: Following up on (position title) application

Hello [hiring manager name],

I recently applied to the [position title] position. I 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.

Thank you,  
[Your name]

## INFORMATIONAL INTERVIEW THANK-YOU NOTE

Re: Thank you

Dear Ms. Smith:

I enjoyed speaking with you today regarding my interest in working in a non-profit organization. I greatly appreciate you taking time out of your busy schedule to share with me your insight and knowledge of the industry.

Your reflections on your experience in working in the field of sustainable development brought to life everything I have been reading about careers in the public sector. It was also gratifying to learn that working in a nonprofit is one of the best ways to develop a broad range of skills that prepare one for any number of subsequent career paths.

I will certainly follow up with the two contacts you gave me and I will keep you informed of my progress as my search proceeds. Thank you again for sharing your time with me. Our conversation was both informative and encouraging.

Best regards,  
[Your name]

## 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. 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]

# How to Search for a Job or Internship

## Know Your Value

- 1** • Be prepared to communicate what skills, value, and experience you bring to an employer.
- Ensure you have examples of previous experiences prepared as talking points.
- 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.

## Build an Action Plan

- 2** • Your search needs to be strategic. Begin researching organizations several months prior to graduation utilizing Handshake at [app.joinhandshake.com](http://app.joinhandshake.com).
- 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 industry trends can guide your search strategy, allowing you to manage your time and resources.

## Know Where to Look

- 3** • Your job search strategy has to be multifaceted. Use everything at your disposal, including websites, search engines, and University resources such as Handshake.
- Networking is key. Positions posted online only represent a fraction of the openings available at any given time. Attend as many events as you can and go beyond your comfort zone.

## Maintain a Clean Online Presence

- 4** • Your resume will only get you in the door, and then the employer begins researching you as a potential candidate
- 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.

## Use Handshake and LinkedIn as a Tool

- 5** • More and more employers are posting openings on outlets such as Handshake and LinkedIn, so do your research and follow companies and organizations that you have an interest in working for.
- Build your network strategically on Handshake and LinkedIn and build up your profile as much as you can. Many employers use these platforms 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.

## Research is Key

- 6** • 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.
- Use resources such as [Glassdoor.com](http://Glassdoor.com) to gain a handle on potential salaries and company culture.

## Be Open Minded

- 7** • 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."
- Broaden your search to a variety of geographic locations, part-time or contract work, and starting salary options.

## Follow Up

- 8** • Periodically keep contact with the employer and individuals in your network.
- Contact employers 1 1/2 -2 weeks after submitting your resume to see if they received your application materials, ask any questions about the position and reiterate your interest.
- Send thank-you notes within a day of working with your contacts.

## Use Your Network/Tools/Resources

- 9** • 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.
- 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.

## Be Patient and Positive

- 10** • You should expect the entire process search, inter-view(s), and offer to hire to take approximately six months. You must maintain a positive approach throughout.
- 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.

Adapted with permission from Purdue University's 2013-2014 Career Guide.

# Job Search Tips for Diverse Populations

## 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](http://disabilityresources.temple.edu).

## LGBTQIA+ Students

If and when you disclose your sexual orientation, presentation, and/or gender identity 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](http://diversity.temple.edu) to learn more.

Diversity-friendly resources are available on the Career Center website to assist you in navigating your career path. Please visit [careercenter.temple.edu/resources/lgbtq](http://careercenter.temple.edu/resources/lgbtq) to learn more.

The Human Rights Campaign ([www.hrc.org](http://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."

## International Students

To find information on visa status and work authorization, go to the International Student and Scholars Services office or visit [iss.temple.edu](http://iss.temple.edu).

Familiarize yourself with U.S. immigration laws including regulations and restrictions. For information on working in the U.S., please visit [studyinthestates.dhs.gov/working-in-the-united-states](http://studyinthestates.dhs.gov/working-in-the-united-states).

Expand on communication and other skills including adaptability, independence and confidence. Come to the Career Center early on and take advantage of the workshops and networking events.

Check out GoInGlobal for an extensive list of job and internship opportunities around the world at [careercenter.temple.edu/resources](http://careercenter.temple.edu/resources).

## 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 focused on resources for your career development now and when you graduate from Temple.

If you or your student organization would like to collaborate on any events or have suggestions for our newsletter, please contact [careersincolor@temple.edu](mailto:careersincolor@temple.edu).



Scan the QR Code to subscribe

## First-Generation Students

We are committed to assisting our first-generation students navigate their career exploration and development. The Career Center has a variety of resources that you will find helpful located in this guide including appointments, events, career fairs, and more!

For additional resources, see below:

- Temple First: [temple.campuslabs.com/engage/organization/templefirst](http://temple.campuslabs.com/engage/organization/templefirst)
- Handshake: [temple.joinhandshake.com](http://temple.joinhandshake.com)
- University Studies for undeclared students: [undergradstudies.temple.edu/arc/universitystudies](http://undergradstudies.temple.edu/arc/universitystudies)
- Student Success Center: [studentsuccess.temple.edu/](http://studentsuccess.temple.edu/)
- Next Steps AmeriCorps: [phennd.org/grant/next-steps-ameri-corps-program/](http://phennd.org/grant/next-steps-ameri-corps-program/)

## Student Veterans

Temple University welcomes over 1,500 student veterans and military dependents to the university community. Student veterans, service members, and alumni sometimes encounter unique challenges throughout the career development and job search processes and in the workplace.

Check out [careercenter.temple.edu/identity-and-affinity/student-veterans](http://careercenter.temple.edu/identity-and-affinity/student-veterans) to:

- Identify organizations that align with your professional goals
- Review a sample checklist of steps to take in advancing professional development
- Explore resources to help you navigate obstacles that may arise along your journey

Also, check out [veterans.temple.edu](http://veterans.temple.edu) for more resources through the Military & Veteran Services Center

# How to Network Successfully

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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

1

- 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.
- Be sure that you have done basic research on your contact, their organization, or the event host.

### 2 Be Professional

2

- 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.

3

### 3 Be Focused on Quality - Not Quantity

- It's better to have a few meaningful conversations than 50 hasty introductions.
- 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.
- Have a means of following up whether it be by receiving a business card, LinkedIn profile, etc.

### 4 Be Proactive and Patient

4

- 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.

# Informational Interviews

**ONE OF THE** easiest and most effective ways to meet people in a professional field that you are interested in is to conduct informational interviews.

Informational interviewing is a networking approach that 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. Use the informational interview as a way to gain information and make connections, which can turn into opportunities later on.

## How do you set up informational interviews?

Most often, sending an email or LinkedIn message to request a brief informational interview works best. Be sure to clearly indicate the purpose of the meeting and that there is no job expectation. The best way to obtain an informational interview is by being referred from one professional to another, a process that 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. It is up to you to drive the conversation as the person who requested the informational meeting.

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 that 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 make an impression, gain firsthand information, and get referrals to other professionals.

Always remember to send a thank-you email to every person who grants you time and to every individual who refers you to someone. Refer to page 15 for examples.

## Only here is my work in the Smithsonian.

Lockheed Martin was a top choice for me as an ambitious engineer because I wanted to make a difference on the frontier of technology. I was recently at the Smithsonian National Air and Space Museum as part of an engineering leadership program and hanging from that sky-high ceiling was a drone missile system that my team had developed. When we win here, we make history.



**Breon**  
Mechanical  
Engineering Manager

Learn More.



[lockheedmartinjobs.com/college-students](https://lockheedmartinjobs.com/college-students)

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# 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.

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) student.

## 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 company?) \_\_\_\_\_ (Do you know someone I can help with my skills?/Are you someone who can use my skills?)

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 this 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.
- If comfortable, offer a solid handshake.
- If in a virtual setting, make sure you are in a quiet place with a professional background.

### Introduction

- Complete the worksheet on the previous page 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 research 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 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. Be aware that not all representatives will give their contact information. In some cases, you may be provided with a general email or instructions on how to apply for openings.
- Send a thank-you note via email if you have contact information. You can also connect with the representative on LinkedIn and send a thank you note if you do not have their email but do have their name.
- Reference an aspect of your conversation—Tip: write down what you speak about with a recruiter on the back of his/her business card or in your notes right after the conversation.
- Based on your conversation, state what makes you qualified for the position/ organization.

## Employer Advice

"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



## Refresh Your Look with The Wardrobe

Temple University has a partnership with The Wardrobe to offer students discounted second-hand and free professional attire:

- Personal Shopping Experience
- Suits, Shirts, Pants, and More
- Designer finds
- Shine in your next interview, Career Fair, or first day at work!

For more information, scan the QR code below!



# 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 attire for the organization's setting.
- If the interview is in person, make sure to look up how to best get there ahead of time. If it is virtual, be sure to locate a quiet place you can use with a strong internet connection.

### DURING THE INTERVIEW

- First impressions are important. Be sure to arrive early (roughly 10-15 minutes) and never be late. Be sure to greet each person you meet politely.
- 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 email 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 Email 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 experience, 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 your 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.



# Common Interview Questions & Resources

**Pro-tip:** Employers often look for skills in communication, critical thinking/ problem-solving, and teamwork/ collaboration.

## Questions Asked by Employers

### Personal

- Tell me about yourself.
- Why did you apply to our organization?
- Describe your ideal job.
- What can you offer us?
- What do you consider to be your greatest strength and weakness as it relates to this role?
- Define success and/or failure.
- Have you ever had any failures? What did you learn from them?
- What do you consider your greatest accomplishment?

### 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?

### Experience and Skills

- 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

- 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?
- How would you describe the company/department culture?
- What is your management/supervision style?
- 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. Company X used our recommendations to update their practices.

## Resources

### Big Interview

- Big Interview is an online platform that offers comprehensive interview training and practice for individuals seeking to improve their interview skills. It is available 24/7 through the Career Center's website.

### Interview Practice at the Career Center

- Schedule a 30-minute *I got an Interview, now what!?* 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. Sometimes, 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

There is more to consider beyond base salary. 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.
- Think critically about which you feel is the right step at this time for you.

Did you get a better offer **after** you have accepted a job?

- 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

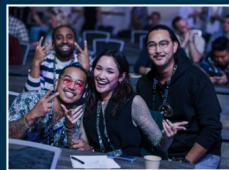
- **Know Your Value:** Reflect upon your resume, your experience, and the opportunity that you are considering. How can you best highlight your accomplishments, skills, and results, relative to the opportunity?
- **Know Your Salary:** Research comparable job titles in the geographic area. Gather information on salary ranges and your own budget. Analyze your research to determine a target salary, a target salary range, and a walk away point.
- **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?
- **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!



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Power Home Remodeling is a human-potential company that puts its *people first*. We strive to create positive change in everything we touch — from customers' homes to employees' lives to the communities they live and work in.



## OPEN POSITIONS

Scan the QR code or go directly to [workatpower.com](http://workatpower.com)

# Graduate School Application Checklist

## One Year Before Application Deadline

- Identify your goals to decide whether or not graduate school is right for you.
- Research program options and requirements using graduate program guides, university websites and other resources.
- 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, and 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.



Temple University School of Podiatric Medicine

## COMMITTED TO EXCELLENCE IN PODIATRIC MEDICAL EDUCATION

### Enjoy a health career that provides the opportunity to:

- practice in diverse environments, including private practice, multi-specialty groups, and hospitals.
- practice in numerous specialty areas, including sports medicine, surgery, orthopedics, wound care, pediatrics, and dermatology.
- earn a six-figure income while working an average of 40-50 hours per week.

### TUSPM excels not only in classroom education, but also in clinical experience:

- biomedical sciences taught by Temple University's medical school faculty.
- access to Temple University's very own healthcare system.
- access to the Clinical Simulation Center which allows TU health professional students to learn from automated mannequin patients.

### TUSPM offers a free summer and winter Internship Program.

To learn more about this program, please visit our web site. Applications for our next incoming class will be accepted through [e-aacpmas.org](http://e-aacpmas.org) beginning early August through the end of June.



For more information visit our web site, [podiatry.temple.edu](http://podiatry.temple.edu) or call 215-777-5751.  
[https://www.instagram.com/tuspm\\_templepodiatry/](https://www.instagram.com/tuspm_templepodiatry/)

# Getting Started With Personal Statements

## 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



## Thinking about applying to graduate school?

Check out our graduate school resources on Handshake!



[bit.ly/CareerCenterGraduateSchool](https://bit.ly/CareerCenterGraduateSchool)

# References and Recommendations

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## **When do I need references and recommendations?**

References and recommendations are typically provided by people who know you and your work well during the job search or graduate school application process. These people can give your potential employer or graduate program insight into your strengths, achievements, and contributions. Even though sometimes references and recommendations are used interchangeably, they can be different.

A final step in many hiring processes includes a reference check. Employers may ask for references in order to better understand your work style, confirm consistency in your answers, and offer information about your past experiences. Often a hiring manager will connect with your references via phone, email, or by completing an online form about your skills and qualifications.

Graduate or professional school applications typically require letters of recommendation as part of your application. These letters should speak to your grasp of your field of study, ability to succeed in graduate studies, and evidence of past academic accomplishments. Employers are very unlikely to ask for a formal letter of recommendation.

Generally, references are people whom you have known professionally or academically; 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 job or 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.

## **How do I ask someone to be a reference or write a recommendation?**

Select individuals whom you feel are knowledgeable of your skills, work ethic, talents and future capacity for your career and educational goals. Ideally, they will have known you for at least 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.

Once you have people in mind, ask if they are willing to discuss your career goals and purpose of the reference or recommendation you are seeking. Never assume someone will want the responsibility to serve as your reference. Be clear about what you are looking for and see if they are comfortable with serving as a reference or recommendation writer. If someone declines, be sure to thank them for considering your request and approach the next person you have identified.

## **How many do I need?**

That will depend on the employer or program you are applying to. Three to five is a common number in both cases, but ensure you follow any instructions given to you.

## **They said yes, now what?**

Give your references or recommendation writers ample time to complete any needed steps and provide detailed instructions and materials to submit their reference. For employment references, follow all instructions from the employer to provide contact information. Keep your reference informed of where you are in the interview process. Share your resume, the job description for the role, and any other information about your skills that will help your reference provide the most accurate picture of your capabilities.

For recommendation writers, complete necessary steps with each program you are applying to and follow up to let your writers know the status of your plans and search. Provide them with a copy of your current resume, transcript, or other detailed information related to the purpose of the letter. It can also help if you share key achievements and future goals to help them highlight how further studies will help you contribute to the field and further your education.

Communication is key. Once references or recommendation letters are complete, do not forget to keep people up-to-date on your progress. These people are likely excited for your next steps and will want to know the outcome of your efforts. Always be sure to thank your references and recommendation writers for taking the time to show their support of your goals.

# Temple University Career Network

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## 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](https://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](https://alumni.temple.edu)

### **College of Education & Human Development, Career and Student Development**

Ritter Hall 240  
1301 Cecil B More Avenue  
Philadelphia, PA 19122  
[education.jobs@temple.edu](mailto:education.jobs@temple.edu)  
215-204-8017

### **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](https://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](https://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/academics/fieldwork-internships-and-clinical-experiences](https://cph.temple.edu/academics/fieldwork-internships-and-clinical-experiences)

### **College of Science and Technology, Office of Student Professional Development**

111 Tuttleman Learning Center, Room 122  
1809 North 13th Street  
Philadelphia, PA 19122  
215-204-3624  
[cstprdev@temple.edu](mailto:cstprdev@temple.edu)  
[cst.temple.edu/academics/cstprofdev](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](mailto:foxcspd@temple.edu)  
[fox.temple.edu/faculty-research/institutes-centers/center-student-professional-development](https://fox.temple.edu/faculty-research/institutes-centers/center-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  
[klein.temple.edu/student-life/preparing-career/career-services](https://klein.temple.edu/student-life/preparing-career/career-services)

### **Pre-Professional Health Advising**

Mitten Hall Suite 110  
1913 N. Broad St.  
Philadelphia PA 19122  
215-204-2513  
[healthadvising@temple.edu](mailto:healthadvising@temple.edu)  
<https://undergradstudies.temple.edu/healthadvising>

### **Scholar Development & Fellowship Advising**

Tuttleman Learning Center, Suite 201  
1809 N 13th Street  
Philadelphia PA 19122  
215-204-0708  
[feladv@temple.edu](mailto:feladv@temple.edu)  
[undergradstudies.temple.edu/fellowships](https://undergradstudies.temple.edu/fellowships)

### **School of Sport, Tourism & Hospitality Management, Center for Industry Engagement (CIE)**

1810 North 13th Street  
Speakman Hall – Suite 111  
Philadelphia, PA 19122  
[sthmcspd@temple.edu](mailto:sthmcspd@temple.edu)  
215-204-8145  
[sthm.temple.edu/current-students/center-for-industry-engagement/](https://sthm.temple.edu/current-students/center-for-industry-engagement/)

### **Temple University Ambler, Office of Academic Advising and Student Success**

580 Meetinghouse Road  
West Hall Room 109  
Ambler, PA 19002  
267-468-8200  
[ambleradvising@temple.edu](mailto:ambleradvising@temple.edu)  
[ambler.temple.edu/campus-resources/advising-and-student-success](https://ambler.temple.edu/campus-resources/advising-and-student-success)

### **Temple University Japan, Career Development Office**

Room 107, 1-14-29 Taishido, Setagaya-ku  
Tokyo, Japan 154-0004  
Tel: 03-5441-9873  
[career@tuj.temple.edu](mailto:career@tuj.temple.edu)  
<https://www.tuj.ac.jp/career-support>

### **Tyler School of Art & Architecture**

Tyler Building, Room 110B  
Philadelphia, PA 19122  
[tyler.temple.edu/career-resources](https://tyler.temple.edu/career-resources)

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## Constellation by the Numbers

- **Industry Leader - we are the #1 producer of carbon-free energy**
- **Fortune 200 Company**
- **13,000+ employees and growing**
- **Generates enough clean energy to power 15 Million homes**
- **Serves 48 states and the District of Columbia**
- **32,400 MW of capacity consisting of nuclear, wind, solar, hydroelectric power and natural gas**
- **\$24.4 Billion in Revenue in 2022**



Constellation is the nation's largest producer of carbon-free energy and a leading competitive retail supplier of power and energy products and services for homes and businesses across the United States. Learn more about our three business functions to see where you can start your journey at Constellation.

### Generation

Consisting of nuclear, wind, solar, natural gas & hydro facilities & offices

#### Areas Included:

- Engineering
- Operations
- Maintenance
- Radiation Protection
  - Chemistry
- Regulatory Assurance
  - Training
  - Security

### Commercial

Supports electricity and natural gas procurement, energy management options, & renewable supply locations.

#### Areas Included:

- Analytics
- Business Development
  - Energy Trading
  - Innovation
  - Operations
- Power Marketing
  - Sustainability

### Corporate

A collection of business functions used to support both Generation & Commercial businesses.

#### Areas Included:

- Information Technology
  - Legal
  - Finance
- Regulatory Affairs
- Human Resources
- Communications
  - Marketing
  - Supply

# TEMPLE UNIVERSITY CAREER GUIDE



 Career  
Center