

Temple University Career Guide



Together, we're creating healthier communities and a cleaner planet.

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<https://jobs.constellationenergy.com>



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

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Scan to visit the
Career Center's
website!



Visit us!



**220 Mitten Hall
1913 N. Broad St.
Philadelphia, PA 19122**



215-204-7981



careercenter.temple.edu



**Monday - Friday
9 AM - 5 PM**

Explore, Grow, Fly

Welcome! The Temple University Career Center is a central resource to help you with every step of your career journey.

We provide students with the tools and guidance required to explore career options, gain experience, and make their path in the professional world. Check out this guide to see what we can do to help you soar!

The Career Center Services Include:

- Free LinkedIn Headshots
- Meet with a Career Coach
- Drop-in with a Career Peer
- Book a Career Center Presentation
- Attend Career Fairs and Events
- FREE Resume Paper or Purchase a Padfolio
- Take your virtual interview from the Career Center

Temple University Career Network

In addition to the Career Center, students and alumni may access career services specific to their field of study.

For a full list of the schools and colleges offering these services, see page 30.

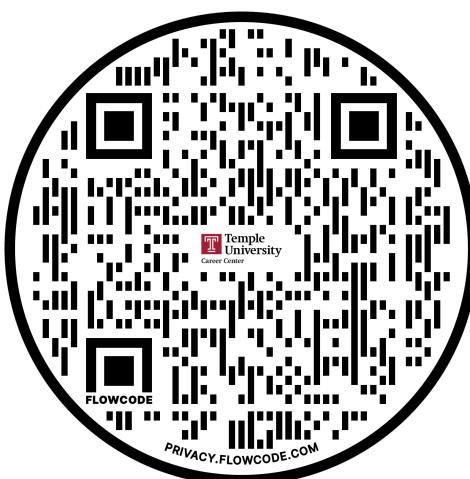
The Career Center's 24/7 Resources

Our 24/7 online resources are designed to help students explore career options, find relevant jobs and internships, and practice critical skills. 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, schedule appointments with career coaches, and more!
- **Big Interview, Focus2, JobsScan, GoinGlobal, and What Can I Do With a Major?** help students and alumni develop their skills, explore diverse career paths locally and globally, and gain insight into their strengths and interests. Scan the QR code below to see all of our 24/7 resources!



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



CAREER ACTION PLAN

We're here for every step of your journey!

Your degree is just the beginning. 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. Check out our Career Action Plan to help you find your path!

Year 1

- Check out *Handshake*
- Join a *club* or *organization*
- Take the *FOCUS 2*
- Learn about career paths with a *Career Coach*
- Consider a *part-time job*
- Begin building your *resume*

Year 2

- Meet with a Career Coach about *internships*
- Look for ways to be a *leader on campus*
- Volunteer* in the community
- Network* at career events found in Handshake

Year 3

- Connect with recruiters at *career fairs* and *events*
- Check in with a *Career Coach* about your *resume* and *practice interviewing*
- Apply to *summer internships*

Year 4

- Update your *resume* and *LinkedIn*
- Research *organizations* or *graduate programs* of interest
- Get an updated *headshot photo*
- Connect with *alumni* on LinkedIn



Berkshire Hathaway
GUARD Insurance Companies

Get Your Career Going with GUARD!

Are you a new graduate or looking to continue your education?

Berkshire Hathaway GUARD can help you achieve your goals! In addition to great employment opportunities, we provide tuition reimbursement after six months, 401(k) with company match, competitive healthcare, paid time off, and more!

Current student? We also offer internship programs that provide hands-on experience, mentorship, and a pathway to future career opportunities with us.



Equal Opportunity Employer

APPLY NOW! www.guard.com/careers/



Come see us in 220 Mitten Hall!

Free LinkedIn Headshots

Schedule an appointment on Handshake for a free LinkedIn headshot at the Career Center. It's best to wear professional or business casual attire for your photo.



Private Interview Rooms

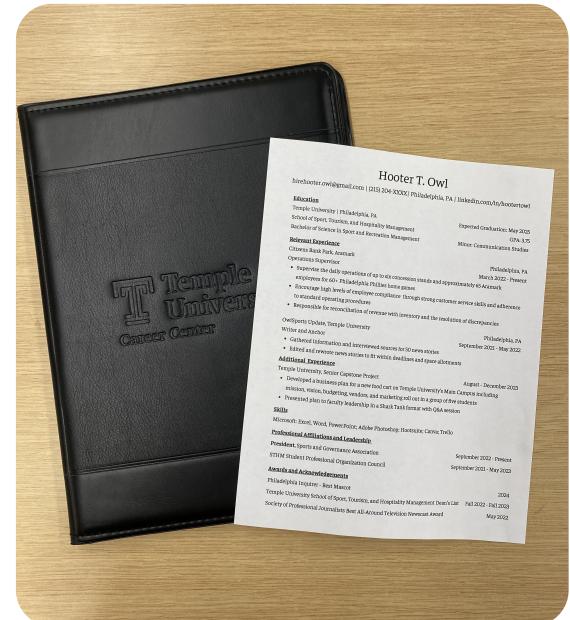
Do you need a quiet space for a phone or virtual interview? Reserve a Career Nest in the Career Center! Interview rooms are available in 2-hour blocks and can be reserved via Handshake.

Free Resume Paper

If you're attending a career fair, networking event, or have an in-person interview, you need to bring printed copies of your resume! The Career Center offers free resume paper! You can get one packet per semester, and each packet has ten pieces of paper.

Padfolios

The Career Center sells padfolios, which are slim, lightweight folders designed to hold a notepad and your resume. It's a great way to stay organized at career fairs and events.



Find Your Path

Whether you're starting your career journey or looking for a new direction, the Career Center is here to help you find your path.

Assess Your Interests

Assessments can show possible career paths. It is important to know that a career assessment is just that - an assessment - it's not a test. There are no right or wrong answers! Check out what the Career Center has to offer below!

Focus2



Focus 2 helps you identify your values, skills, and interests and helps you explore career and study options that are most compatible with them. Focus2 will match your results to occupations and connect you with majors offered at Temple to get you ready for that career.

The Strong Interest Inventory



The Strong Interest Inventory is designed to assist you with exploring and understanding your career interests and preferences. Based on the principles of psychology and vocational counseling, the Strong Interest Inventory is used by career counselors, educators, and individuals seeking greater insight into their potential career paths.

The Myers-Briggs Type Indicator



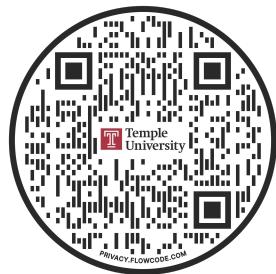
The Myers-Briggs Type Indicator (MBTI) provides insights into your personality traits and preferences. The assessment is designed to help you gain a deeper understanding of yourself, your interactions with others, and your preferred ways of thinking and behaving.



Meet with a Career Coach

Schedule an appointment with a Career Coach to help you explore potential careers, as well as understand and interpret your career assessment results.

Appointments can be scheduled via handshake at temple.joinhandshake.com or by scanning the QR code below.



Schedule an appointment with a Career Coach!

Who We Are.
Careers In Color is a professional development student organization dedicated to providing resources and career development support for Temple's students of color and ethnically diverse student populations.

What We Do.

- Specialized Events, Workshops, and Networking opportunities
- Bi-Weekly Careers In Color Newsletter
- Instagram @tucareersincolor

Why Join Us?
We connect students of color with real career opportunities, inclusive employers, and campus leaders. **To grow.** **To connect.** **To be seen.** Careers In Color gives you the tools, support, and community to move forward your way.

BEEP
Business Executives in Professional Program

Follow Us!

TUCARERSINCOLOR

Tell Me About Yourself

You know who you are, but sometimes it can be challenging to share who you are in just 30-60 seconds! Use this guide below to help get you comfortable with talking about yourself.

Step 1: Introduction

Hello, my name is _____

_____, and I'm a _____ (class year) _____ (major) student here at Temple.

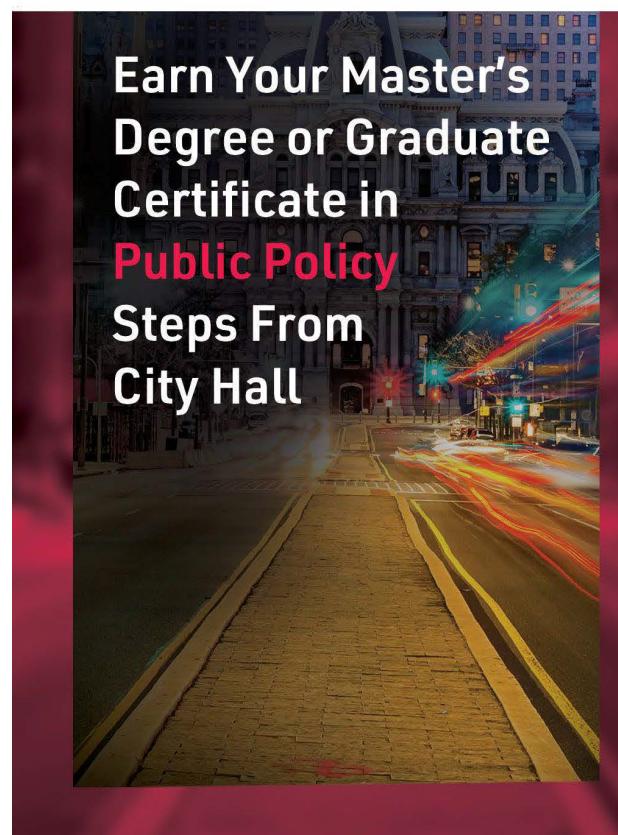
Step 2: What should they know about you?

1. Why did you decide to go to Temple?
2. Why did you pick this major?
3. What are your strengths?
4. What are three adjectives a friend would use to describe you?
5. What do you want others know about you?
6. Why are you interested in this company?
7. What leadership qualities do you have?
8. Have you been involved in campus groups?
9. What accomplishments in those groups did you have?
10. What special skills or experience do you offer (think internships or PT jobs)?
11. What problems can you solve?
12. What are the main contributions you might be able to make in this position or at this company?

Step 3: What are you looking for?

1. I'm looking to grow my network.
2. I am interested in an internship/job with your company.
3. I'd love to learn more about what you do.

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.



Build Your Resume

The goal of a resume is to convey your skills and qualifications that are relevant to prospective employers. Your resume and cover letter get you the interview, and the interview gets you the job.

Your Name

Email Address | Phone Number | Location | LinkedIn

Education

This section should include:

- As a current student, education should be the first section beneath your contact information.
- Include your projected graduation date and major or minors.
- GPA is optional.

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
- Include internships, work experience, volunteering, or academic projects and research that align with your career goals.
- Use action verbs in your descriptions and identify and quantify your accomplishments when possible.

Additional Experience

- You may choose to divide your experience into two or more sections. Possible section headers might include Research Experience, Teaching Experience, Leadership Experience, Volunteer Experience or Additional Experience
- Show off everything you have to offer! Don't restrict your resume to work that only matches your academics. Skills are gained in all types of jobs.

Skills

- Add computer/database skills like Python or JAVA; Microsoft Office: PowerPoint, Word, or Excel; Adobe Creative Cloud; or social media platforms that you may be comfortable using.
- Include lab skills, industry-specific techniques, languages spoken, or other relevant skills that can be defined and measured.
- This is not a section for interests or hobbies.

Professional Affiliations and Leadership

- Include any professional organizations you are a member of and any leadership roles within (e.g. SHRM, SWE, and PRSSA).

Awards and Acknowledgements

- Include any honors, awards, and certifications that you earned, either academically or outside of Temple.

Some Basics

Do

- Limit your resume to 1 page
- Maintain consistent font style, spacing, indentation, capitalization, and bullet style
- Quantify accomplishments wherever possible
- Use phrases that start with action verbs

Don't

- Begin phrases with "I"
- Use complete sentences
- Use meaningless words or phrases such as "seeking a challenging position"
- Include demographic information (age, race, gender) or photographs on your resume

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

Check out Hooter's resume on page 9 that he created using these tips!

Active Verbs for Your Resume

Using the following list can make your resume stand out. Begin each of your bullet points with an active verb. Keep the tenses consistent - use past tense for past experiences and present tense for the current experiences. Need more suggestions? Google or look in a thesaurus!

Working With PEOPLE:	Steer	Mediate	Regulate	Divide	Enlarge	Unite
	Suggest	Model	Run	Enter (data)	Format	Universal
Communication	Support	Motivate	Start	Estimate	Improve	Act
Address	Teach	Negotiate	Streamline	File	Install	Apply
Clarify	Train	Participate	Strengthen	Finance	Fix	Anticipate
Collaborate	Tutor	Provide	Supervise	Formulate	Function	Change
Communicate		Recommend		Increase	Manufacture	Check
Compose		Reconcile		Insure	Navigate	Contribute
Correspond		Rehabilitate		Inventory	Operate	Cover
Demonstrate		Represent		Invest	Propose	Decide
Document		Resolve		Market	Refinish	Define
Edit		Share		Maximize	Renovate	Diagnose
Entertain		Suggest		Minimize	Repair	Effect
Exhibit		Treat		Multiply	Restore	Eliminate
Explain				Process	Update	Emphasize
Express				Project	Upgrade	Establish
Illustrate				Purchase		Facilitate
Interpret				Record		Forecast
Interview				Reduce		Found
Investigate				Solve		Give
Lecture				Quantify		Navigate
Perform						Offer
Plan						Perform
Present						Propose
Promote						Refer
Proofread						Referee
Read						Register
Relate						Reinforce
Relay						Resolve
Interpersonal Relations						Development
Report						Adjust
Review						Compose
Revise						Develop
Speak						Devise
Summarize						Guide
Survey						Implement
Translate						Innovate
Transcribe						Invent
Write						Make
Teaching/ Advising						Creating/ Generating
Advise						Activate
Correct						Complete
Counsel						Conserve
Demonstrate						Contract
Display						Create
Encourage						Discover
Enlist						Draft
Ensure						Draw
Grade						Engineer
Guide						Enhance
Influence						Aid
Instruct						Assist
Introduce						Deal
Lecture						Enhance
Mentor						Gain
Program						Handle
Provide						Help
						Learn
						Receive
						Seek Out
						Set Up
						Tolerate
						Understand

Adapted with permission from Letters & Science and Human Ecology Career Services, University of Wisconsin-Madison .

Telling Your Story in Bullet Points

Each experience on your resume should highlight your skills and experiences, showing not only what you accomplished but what you are capable of. Quality bullet points should not be cut and pasted from a job description but explain how you worked in the role and what skills and abilities you acquired and honed during the process. Using strong action verbs, from the previous page, will help you create robust and valuable bullets for your resume.

Give Your Bullets Time & Attention:

Think about it, for your weekly meetings did you create agendas? Did you send email emails to keep your supervisor informed of your progress on a project? Perhaps you worked with other departments to gather data for a presentation? Maybe you met with clients to discuss their vision of a design? None of these things are likely on a job description but Tell a Story about your ability to time manage, communicate effectively, collaborate with others, and engage with clients.

Types of Skills:

Your bullets will include hard skills as well as soft, or transferable, skills that you may have acquired through clubs, part time jobs or during your academic coursework, as well as internships and work experience, to round out all of your achievements.

Knowledge Based (Hard Skills)

- Industry specific computer software and application knowledge
- Design-graphic, web
- Data Analysis
- Sales, negotiation
- Mathematics, finance, manufacturing, logistics

Personal Traits/Attributes (Soft Skills)

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

Own Your Achievements

Be specific about goals and outcomes you achieved and learned from during your experiences, good and bad. Consider how these details can help a future employer see what you are capable of!

HOW TO CREATE A STRONG BULLET POINT

Follow this style to make the best bullet points possible on your resume!



WEAK BULLET POINT

- Worked with social media platforms.



IMPROVED BULLET POINT

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



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.

Next Steps for Your Resume

When you are confident in what you have created:

- **Meet with a Career Coach.** Our Career Coaches can help you refine, edit, and update your resume!
- **Make sure your updated resume is attached to your Handshake profile.** It makes it easier for employers to communicate with you effectively once you've applied.
- **Create or update your LinkedIn profile.** Your LinkedIn profile can enhance your resume. You can add links to projects, awards, and more that may not fit on your resume.

Make it Count: Tailor Your Resume

You don't wear the same outfit to every occasion, right? You shouldn't send the same resume for every job or internship application either! Take a few minutes, it will pay off.

- Check out key skills and requirements from the job description
- Edit your bullets to align where possible with similar language
- See below for a resource that can help you do this quickly!



Jobscan

Jobscan is a great tool for tailoring your resume. Boost your interview chances by optimizing your resume against job descriptions with Jobscan.

Jobscan 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.

Use your Temple email address to access your free premium account. Get started at careercenter.temple.edu/resources.

A screenshot of the Jobscan Learning Center website. The interface is clean with a blue header. The main content area is divided into several sections: 'Resume Writing Guide' (blue box), 'Applicant Tracking Systems: Guide for Job Seekers' (blue box), 'Cover Letter Writing Guide' (green box), 'LinkedIn Profile Writing Guide' (blue box), and 'Career Change Advice' (blue box). At the bottom, there are navigation tabs for 'All', 'Resume', 'ATS', 'Cover Letter', 'LinkedIn', 'Job Interview', and 'Career Change', each accompanied by a small icon.

Cover Letters

Do I need a cover letter?

When applying to jobs and internships, your cover letter complements your resume and should connect the dots to show how your previous experiences fit the position.

A cover letter is:

- A chance to present your unique and authentic self — stand out from the crowd!
- Demonstrating the value you bring to the role
- A way to show why you are passionate about the company

A cover letter is NOT:

- A repeat of your resume
- A few lines about why you want a job
- The same for every application
 - Customize your cover letter for every job application

Be sure to pay attention to the required documents and directions for every position. In certain industries, applications may not require a cover letter. If optional, make sure you write one!

When developing your cover letter, follow these three rules:

1. Research

- Closely read the job description and research the company

2. Select

- From the job description, select two-three key responsibilities you have experience with or qualifications that you possess

3. Substantiate

- For each of the responsibilities or qualifications that you have picked, develop a specific example that represents how you have previously performed similar tasks or displayed similar qualities/skills. (This evidence can come from your previous work or academic experiences.)



**BOOK A CAREER CENTER
PRESENTATION**

Need a career expert to speak to your class or student organization?

Look no further than the Career Center! We offer programming to teach tips for resumes, best practices for LinkedIn, interview prep, and much more! You can also book a time to bring your group to the Career Center for free professional headshot photos.



Scan here to schedule!

Create a Cover Letter

Hooter wants to apply for this job at the Philadelphia Eagles.

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

Follow this basic structure!

Your Name

Email Address | Phone Number | Location | LinkedIn

The Start

- Use consistent style and fonts on all application documents
- Use the same header as your resume

Addressing the Letter

- When possible, address your cover letter to an individual – otherwise use "Hiring Manager"
- Check that your letter addresses the correct organization

Your Intro

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

The Body of the Letter

- Mention your degree and school
- Remember rules two and three from the previous page – Select and Substantiate
- Highlight your relevant skills, experiences, and qualifications

The Conclusion

- Summarize why they should hire you
- ALWAYS thank them for taking the time to consider you for the role

Check out Hooter's cover letter on page 13 that he created using these tips!

Hooter T. Owl

hirehooter.owl@gmail.com | (215) 204-XXXX| Philadelphia, PA | [linkedin.com/in/hootertowl](https://www.linkedin.com/in/hootertowl)

June 1, 20XX

RE: Client Services and Operations Coordinator

Dear Hiring Manager:

I am writing to apply for the Client Services and Operations Coordinator position with the Philadelphia Eagles that I found on Handshake. With an academic background in sports management and experience as an operations supervisor, I am a great fit for this role.

I will receive my Bachelor of Science degree in Sport and Recreation Management in May. 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 managed employees directly and ensured concessions ran efficiently. I am versed in managing a varying schedule based around games and events. I have experience fostering client relationships and providing quality customer service to team sponsors, similar to your own.

I am confident that I have the training, enthusiasm, and personal qualities to make a positive contribution to the Philadelphia Eagles organization. Thank you for your consideration, I look forward to discussing how my qualifications are in line with your needs for this role.

Sincerely,

Hooter T. Owl

LinkedIn

LinkedIn is a social network. The more you engage with others, the more they are likely to engage with you! Your LinkedIn profile should read like a narrative about your professional persona.

What should I include on my LinkedIn?

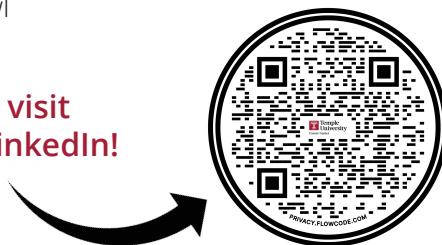
- A professional photo - This can be taken at the Career Center
- A strong headline- Tell people about what you do and who you are in less than 220 characters
- Your summary - This is a digital introduction. Use past, present, and future.
- Education
- Experience - Share what you highlight on your resume. Include any projects you have done!
- Organizations - Show what you do on campus
- Multimedia - This is the place to showcase everything that you do! Include links to projects you've completed and videos you've made.
- Awards and honors - If you've done it or won it, include it
- A custom URL - Make a custom URL. Hooter's is linkedin.com/in/hootertowl

What should I do with my LinkedIn?

It's about "who you know," right? So don't overthink it - connect with who you know! You can connect with peers, faculty, current or former coworkers, guest speakers, recruiters, professionals, and alumni.

- Explore jobs in your field and learn about career paths by viewing profiles of others in your field of interest.
- Network with Temple alumni and build your network.
- Research people, recruiters, or professors **before** meeting them for interviews.
- Stay on top of current events and updates with employers and your network.
- Share articles or personal insights regarding current topics.
- Share your thoughts and ideas by engaging in conversation.
- Learn new skills with LinkedIn Learning.
- Be vocal about your career goals and your professional development.

Scan to visit
Hooter's LinkedIn!



Hooter T. Owl  (He/Him)

Operations Supervisor at Aramark | Expert in Event Management & Food Service at Citizens Bank Park | Enhancing Guest Experiences and Operational Efficiency

United States · [Contact info](#)

 Connect

 Message

 More

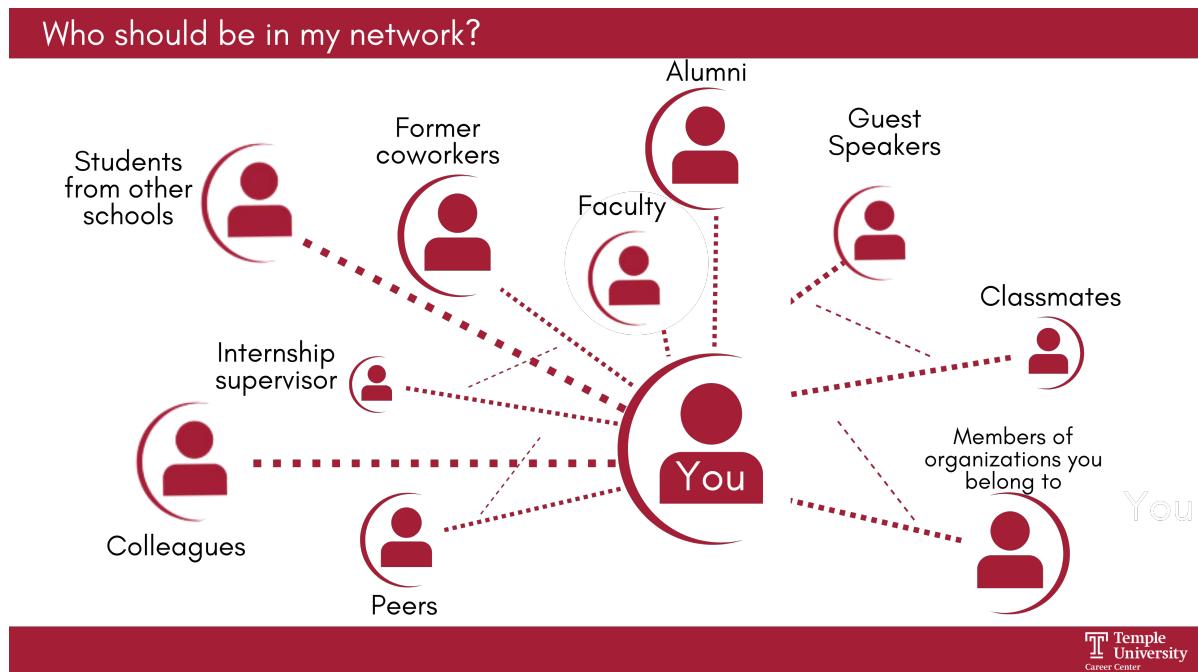


Develop Your Professional Network

What is networking? Networking is the action or process of interacting with others to exchange information and develop professional or social contacts.

Connecting with new people in-person can be exhilarating and/or exhausting depending on your personality. Regardless, you should take the opportunity to develop and build your network. You never know who might be able to help with your career goals as you help them, too.

Networking is simply a conversation! While there is a time and place for a more formal “pitch” most often you will be at an event and chatting with a variety of people from different backgrounds. Be ready to talk a bit about yourself including your university, major, career interests/goals, and an interesting fun fact.



Where can I network?

You can network anywhere! Most common: LinkedIn, at events, and informational interviews

What is a networking event?

We recently had a student ask this question, “I hear this blanket term, networking event, all the time. What exactly is a networking event?”

A very smart panelist answered, “Pretty much every social event you attend in your life.”

This was a very accurate answer as students can be networking in class, at the library, during your internship, at a musical or dance performance, a comedy club, and more. You never know who you might meet that could provide information or become a future contact. However, some of the most common places for more formalized networking can include career fairs, employer events, professional organization meetings, conferences, and alumni or work events

Helpful Hints

- Extend a firm handshake to promote a confident and positive demeanor.
- Maintain proper posture and eye contact.
- Do not forget to SMILE!
- Never speak negatively or gossip about others in conversation.
- Connect via the LinkedIn app!

USU



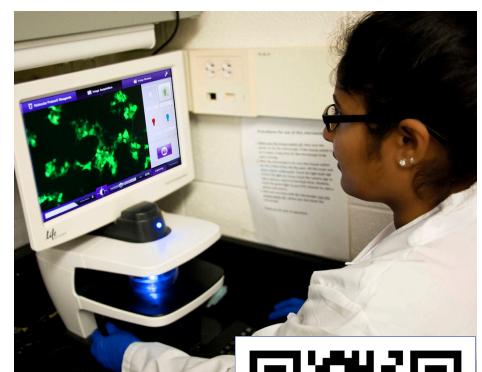
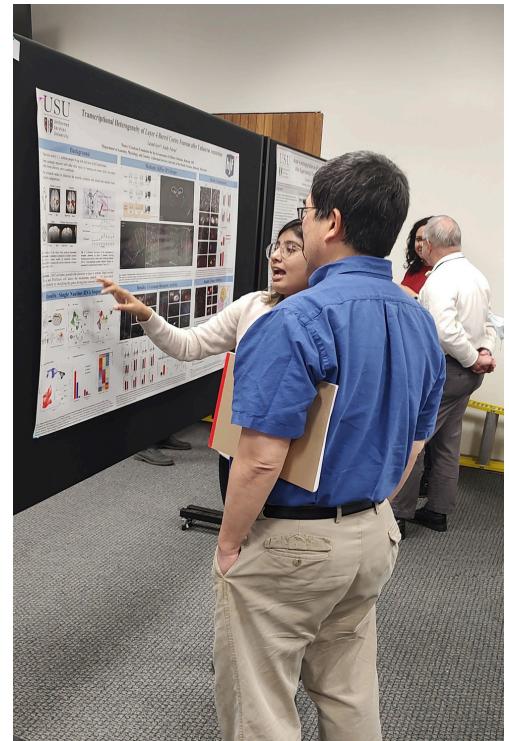
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F. Edward Hébert School of Medicine

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Ph.D. Degrees Offered in

- Emerging Infectious Diseases
- Health Professions Education
- Medical & Clinical Psychology
- Molecular and Cell Biology
- Neuroscience Public Health
-



**No Application
Fee!**

For More Information, contact:

Graduate Education Office
Uniformed Services University
4301 Jones Bridge Road
Bethesda, MD 20814-4799

301-295-3913 / 295-9474
Toll free 800-772-1747



graduateprogram@usuhs.edu



<https://medschool.usuhs.edu/academics/geo>



Informational Interviews

Informational interviews are a way for you to explore career options and expand your network. Talk to people in your network, alumni, or someone who has a job you may be interested in! You can ask them to recommend others you should speak about a career path or industry. The perfect place to do this is LinkedIn!

How do I request an informational interview?

- Say why you would like to chat. Be straightforward; tell them you are asking for information and advice.
- Include a brief introduction about yourself.
- State your interests or experiences in the person's field, organization or location.
- Always include a sentence about how and when you will contact this person again.

How do I 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. As the person who requested the informational meeting, It is up to you to drive the conversation.

What should I ask?

Begin your interview with questions that demonstrate your genuine interest in the other person such as, "Describe a typical day in your department." Then follow this up 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.

What do I do after?

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 26 for examples. And, use this as an opportunity to follow-up and continue the conversation!

Thinking About a Career in NURSING?



Start your nursing career with Villanova University's Second Degree Nursing program—designed for individuals with a non-nursing bachelor's degree.

Choose our 14- or 23-month track to fit your schedule.



Our fully accredited program offers you:

- Access to state-of-the-art Simulation and Learning Resource Center
- Clinical placements found and secured by Villanova
- Scholarship assistance options
- Expert faculty mentoring

nursing.recruitment@villanova.edu

MORE INFO



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! To learn how to create yours, see page 5.

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. See page 3 about printing your resume at the Career Center for free!

When You Meet

Be Yourself

- Share your pitch and be the best version of yourself!

Dress for Success

- Check out the next page to learn more.

Ask to Connect

- Ask to connect on LinkedIn or for their email address.

Following Up With Employers

You should follow up with employers within 24 hours to thank them for their time.

Send a thank-you note!

- Reference an aspect of your conversation.
 - Tip: Keep a list of what you talked to the recruiter about so you can refer back to your conversation.
- State what makes you qualified for the position/organization.
- See page 26 for examples!

The Wardrobe

413 N 4th St.
Philadelphia, PA 19123



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

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

Book your appointment



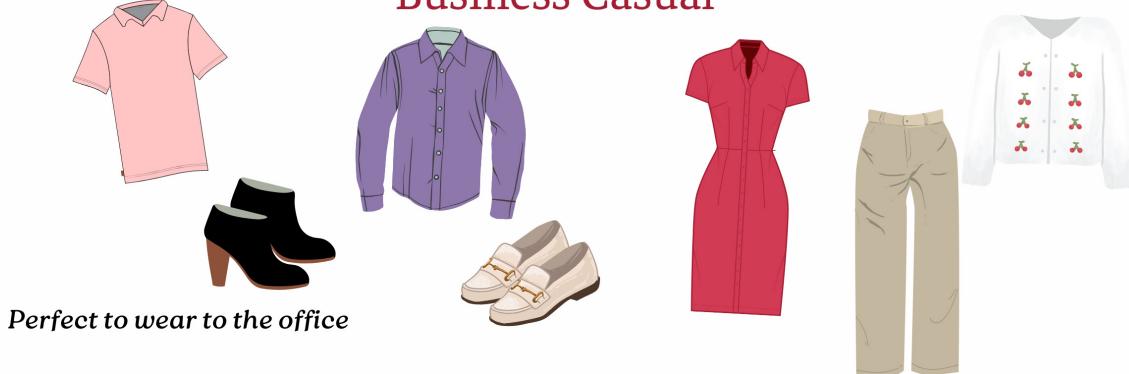
Dress for Success

First impressions count - whether it's a job interview, a networking event, or the first day at a new job or internship. You can achieve a professional appearance, stay comfortable, and showcase your personality, all while feeling and looking fantastic! Remember - clothing should have a proper fit, look polished and professional, and represent your brand.

Professional/Business Attire



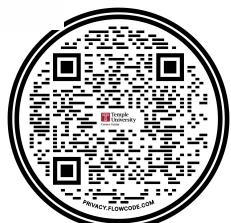
Business Casual



Casual Attire



Scan to learn more about interview and workplace attire!



10 Steps to Apply for a Job/Internship

Now that you've made your resume, cover letter, and developed your professional network, it's time to apply for internships and jobs!

Keep in mind:

It's quality over quantity. Tailor your tools and use your network to help you find an internship or job. Follow the steps below and make an appointment to meet with a Career Coach to make sure you're on the right path!

- 1** Use your network and job search tools to find a opportunity you are interest in!
- 2** Read posting for key words
- 3** Revise your resume/cover letter using keywords
- 4** Use Jobscan to optimize your resume
- 5** Use professional network/resources
- 6** Review all materials (Visit a career coach!)
- 7** Convert to a PDF – and double check that it looks ready to go!!
- 8** Hit apply
- 9** Make a list of everywhere you apply
- 10** Follow up!

Scan to see the
Career Center's Job
Search Resources!



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.

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 about how the many aspects of the LGBTQIA+ community. It is important to identify occupations and companies that align with your values. Please visit diversity.temple.edu to learn more.

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

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

International Students

To find information on visa types and work authorization, go to the International Student and Scholars Services office or visit issst.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.

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.

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 after 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.



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
- Handshake: temple.joinhandshake.com
- University Studies for undeclared students: undergradstudies.temple.edu/arc/universitystudies
- Student Success Center: studentsuccess.temple.edu/
- Next Steps AmeriCorps: phennd.org/grant/next-steps-americorps-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 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 for more resources through the Military & Veteran Services Center

Ace Your Interview

Interviews are an opportunity for a recruiter to learn more about you! Employers will assess how your skills and experiences fit into the role they are seeking to fill at their company. Your interview is a way to show why they should hire you - share your skills, abilities, and experiences. Interviewing can be a challenge and a little intimidating, but the Career Center is here to help you every step of the way.

Remember: you are interviewing the company as much as they are interviewing you. Keep an eye out for any red flags, and make sure the company aligns with your values. If you need help finding jobs that are right for you, check out our job search resources on the Career Center's website.

Before the Interview

Do Your Research

- Learn as much as possible about the position, the team you would be working on, and who is interviewing you.
- Review the company website, social media pages, and news.
- Look for alumni: Use LinkedIn to see if any Temple alumni or people in your network have ever been associated with the organization that can help you learn more about the company and position.

Know Yourself and Your Goals

- You know who you are, but sometimes it can be a challenge to describe yourself in just 30-60 seconds! Practice your pitch. Have an idea of what your goals are for the future and be ready to answer how that aligns with a future at that company.

Practice

- Schedule a mock interview or brainstorm answers to common interview questions with a Career Coach! Interview prep appointments are available in-person and virtually.
- Practice interviewing with Big Interview! With Big Interview, you can review common interview questions and answers by industry and experience level, draft your own answers to popular interview questions, record mock interviews, get AI generated feedback, and more!
- Familiarize yourself with the STAR Method. The interviewer will likely be asking behavioral based questions. See the tips on the next page!

Prepare Questions

- You may have time at the end of the interview to ask questions about the position and organization. Prepare at least three relevant, thoughtful questions beforehand. See sample questions on the next page!

Know When and Where to Interview

- In-person: Know how to get there, where to park or get dropped off - and arrive a few minutes early.
- Virtual or phone interview: Find a quiet space with no distractions, a solid connection for your computer or phone, like one of our Career Nests!

Dress for Success

- Wear appropriate attire for the organization's setting! Learn more about what to wear with our resource about interview and workplace attire! See page 19!



What to Bring

- Your resume
 - If you're interviewing in person, bring a few physical copies of your resume. The Career Center will print copies of your resume for free on resume paper!
 - Virtual Interview: Be ready to share your resume virtually
- A notebook or padfolio
 - Have something to write down questions in and bring the questions you want to ask your recruiter at the end of the interview
- A pen/pencil
- A water bottle

Ace Your Interview

During the Interview

Silence Your Devices

- Eliminate distractions. Put your phone on Do Not Disturb or Airplane mode – or turn it off!

Be Yourself

- Be enthusiastic, reiterate your interest in the role, and use STAR answers to show why they should hire you!
- Tell your story! Share what relevant experiences you have and show that you are excited to learn more about the role.

Ask When You Should Follow Up

- This will help you know expectations regarding next steps in the process!

After the Interview

Send a Thank You Note

- Send a thank you email later that day after your interview. This shows your interest in the role and continues the conversation with the recruiter! Learn how to write yours and see examples on page 26.

STAR Method

In answering these questions, the interviewer will be expecting specific examples of a situation you were in, a task you had to complete, the action you took, and the result (STAR). Use your experience to answer questions.

Tell me about a time you had to work with a group and did not agree on how to reach your goals. How did you work through that together?

STEP 1



Situation

In my seminar, we had to work on a group project, developing a new product. I was working with 4 peers.

STEP 2



Task

Our group could not agree on the product we wanted to make. I took initiative to create a pros/cons list for the top two products.

STEP 3



Action

Based on this list, there was no clear winner. Then, I suggested we conduct a vote to determine which product our group would make.



STEP 4



Result

The vote gave us our product and we began dividing up the next steps of the project. Even though not everyone loved the product, we all contributed to the final presentation and got an "A."

Show why it was a success!

Common Interview Questions & Resources

Common Questions and Prompts for Interviews

Personal

- Tell me about yourself.
- Why did you apply to our organization?
- Describe your ideal job.
- What value can you bring to our organization?
- 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?

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?

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?

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 You Can Ask Employers

- What kind of training will I receive?
- What kinds of growth and development opportunities are available?
- What's a typical day like in this role?
- What kinds of assignments might I expect in the first six months on the job?

- Does your company encourage further education?
- What do you like best about your job/company?
- Will I have the opportunity to work on special projects?
- DO NOT bring up salary or benefits in the initial interview.



Requesting References

Employers often request references, so it is best to prepare a list of 3-4 references before your interview. Current students should plan to provide a combination of academic and professional references.

As you begin your job search, it's best to ask your professional contacts or professors in advance if they will be willing to serve as a reference for you and speak positively about your contribution. Think about people you had significant contact with and can attest to your work and character. It is helpful to provide your potential references with your resume, the job description, and a sample of the work that you completed during your time of employment or while in their class.

Once they agree to be a reference for you, you will want to provide the following information about your reference to a prospective employer.

Sample Reference

Robin Reference
Account Manager, ABC Advertising Agency
Phone: (215) 123-4567
E-mail: rreference@abcadvertising.com

References should not be included on your resume but should be on a separate document with your resume header at the top of the page. Make sure you let your references know when you have submitted their contact information to an employer, along with details about the position so they can provide appropriate information on your behalf. Thank them after they have been contacted and update them on your employment status.

Lockheed Martin is a global defense tech company, driving innovation and advancing scientific discovery. Our all-domain mission solutions and 21st Century Security vision accelerate the delivery of transformative technologies to ensure those we serve always stay ahead of ready. We employ approximately 121,000 people with 70,000 plus engineers, scientists, and Information technology professionals working in over 350 Facilities worldwide.

We hire thousands of interns and full-time new grads every year, from September to May. To be considered for a role at Lockheed Martin, it's essential to apply directly on our website.

www.lockheedmartinjobs.com

We rarely post positions on school career sites like Handshake or Simplicity, so make sure to check our website regularly for new internship and full-time opportunities.

LOCKHEED MARTIN 

Thank You Notes

After you meet employers and make connections at career fairs or networking events, interview for a job or internship, or have an informational interview, send a thank-you note! It's a great way to stay connected, show interest, and grow your network! You can reach out to these connections on LinkedIn or send an email. Follow the samples below to craft your communications.

Informational Interview

Subject: Thank You

Hi Stella,

Thank you for taking the time today to share with me what it is like to work for the Philadelphia Eagles. Your story and your experience working in the sports industry brought to life everything I have been reading about careers in sports marketing - and dream of every Sunday when I watch the Eagles.

I will 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. Go Birds!

Best,

Hooter T. Owl

Career Fair/Networking Event

Subject: Nice Meeting You!

Hi Luna!

I enjoyed talking with you today at the networking event. It was great to learn about the Philadelphia Eagle's Season Ticket Member Services Internship program. I look forward to applying next season!

I hope to speak again soon! Go Birds!

Hooter T. Owl

Job Interview

Re: Client Services and Operations Controller

Hi Sherlock,

Thank you for taking the time to discuss the Client Services and Operations Controller role with the Philadelphia Eagles. I enjoyed learning about the position and the dynamic back-office team.

The job is an excellent match for my experience and skills. With my work experience as an Operations Supervisor at Citizens Bank Park and leadership experience as the president of Temple's Sports and Governance Association, I am a great fit for this program.

I appreciate the time you took to speak with me, and I look forward to hearing from you soon. Please feel free to reach out if I can provide you with any further information.

Thank you,

Hooter T. Owl

What Happens Next in the Interview Process?

More Interviews

Often, there are multiple rounds of interviews for positions. Make sure you prepare for all your different interviews. Continue to meet with a Career Coach to ensure you are prepared.

You May Not Hear Back

If you haven't heard anything about your interview after a week, it is a good idea to follow up. Send an email to let them know you are interested and are a good fit for the role. Recruiters are busy and sending an email can show you are enthusiastic about the role.

Rejection

Rejection is a part of the job search process. If you receive an email that you have not been offered a job, respond. Thank them for taking the time to interview you and use this as a way to continue the conversation. Ask:

- To be considered for opportunities in the future
- For feedback! Ask them how you can improve for the future

A Job Offer

If you get a job offer, congratulations! Be sure to evaluate all elements of the offer, including salary and benefits like vacation, education and training, health insurance, and retirement plans.

If you need more assistance, make an appointment with a Career Coach to consider your options. Research the average salaries of professionals in your field and calculate what you need. Check out the resources on the Career Center's website.

Negotiate Your Salary

Negotiating a job offer is a complex and highly personal process. If you have any questions on this process, schedule an appointment with a Career Coach.

You May Be Wondering About

What is "total compensation"? It includes items like:

- Health benefits
- Paid time off
- Tuition reimbursement
- Retirement fund contributions

There is more to consider beyond base salary, identify your priorities when evaluating offers. 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. In order to maintain a good relationship, Do NOT text to decline the offer.

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!

AIR FORCE

HPSP

Health Professions Scholarship Program



Our providers do more than care!

"I can perform healthcare anywhere in the world. The Air Force has opened so many doors for me and so many amazing experiences. I have gotten to ride in a Black Hawk, F-15 and a C-130 which was pretty amazing."

-Dr. Borchardt (Lt. Col, USAF)

Health Professions Scholarship Program

- Covers **100%** of medical school tuition
- Monthly Stipend of **\$2,999.00**
- Accession Bonus of **\$20,000**
- All required costs to include books, etc.
- Unlock military match and apply to civilian and military residencies
- Serve as an Air Force physician upon graduation
- Scholarships offered in 2-, 3-, and 4-year increments



Contact Us

SSgt Brooke Grissinger
Scholarship Specialist

Scan Here



U.S. AIR FORCE



+610-930-6080



brooke.grissinger@us.af.mil



www.AirForce.com

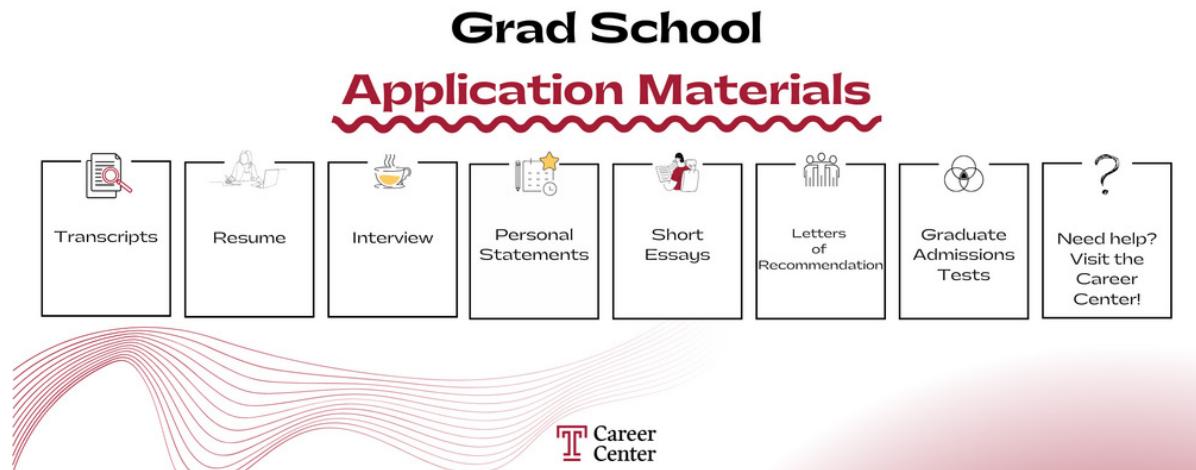


Graduate and Professional School

Why should I go to graduate school? How do I decide where to go? What's it like? When should I start? The Career Center can help you find answers to these questions and more!

Your Application

Below, you will see a review of the core application materials needed to apply to graduate school.



Helpful Temple Resources

The application process can be time consuming, but there are several resources at Temple University to make it easier for you!

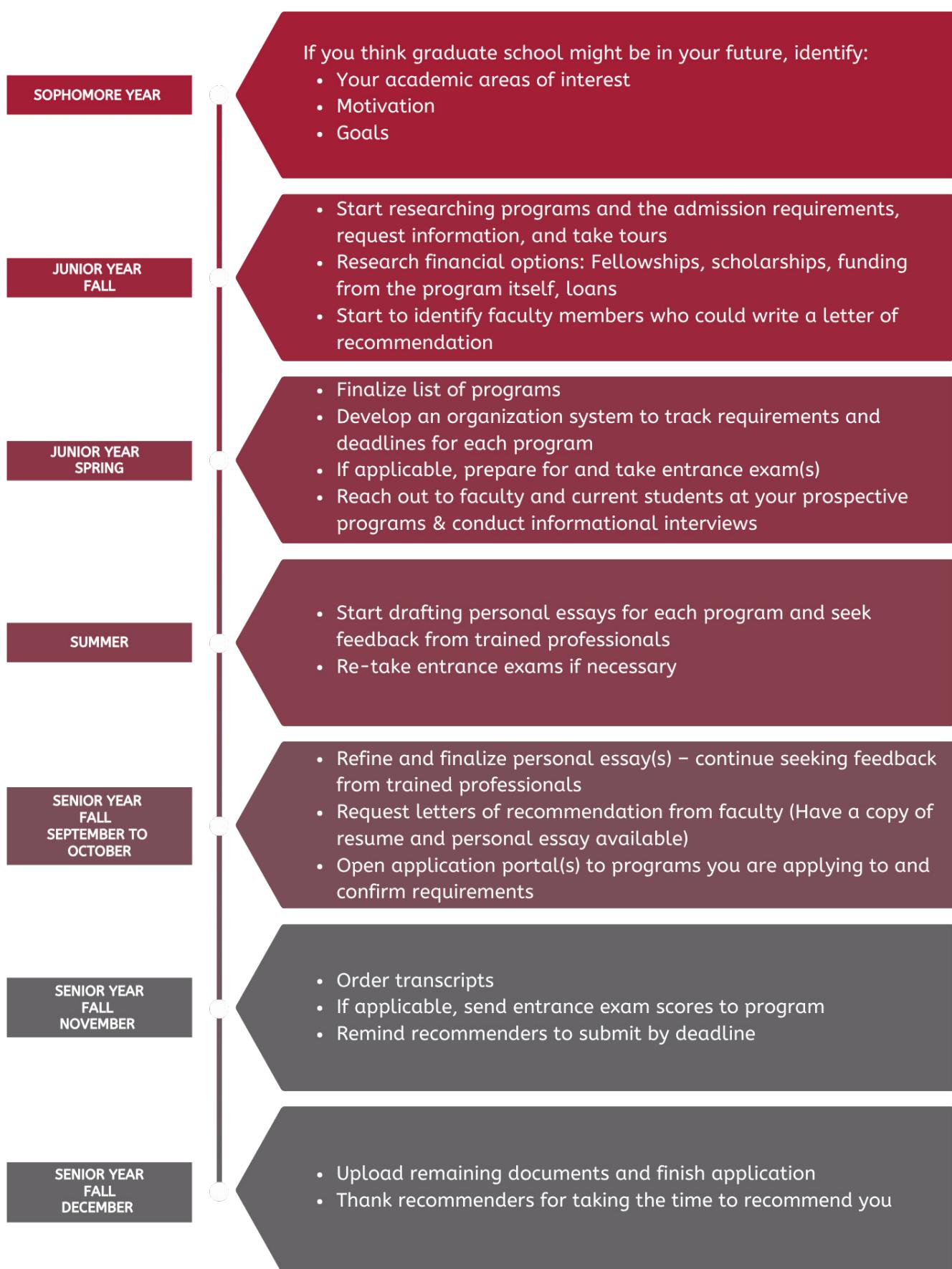
APPLYING TO GRAD SCHOOL Temple Resources

Temple University Career Center Coaching Appointments	Temple Pre-Law Society Pre-Law Advising
Student Success Center Personal Statement Writing	Office of Non-Credit and Continuing Education Test Prep Services
Office of Scholar Development and Fellowship Advising Scholarship Advising	Graduate School Funding Resources
Office of Pre-Professional Health Advising Pre-Health Advising	Institutional Advancement Networking with Alumni

Scan to learn more
about graduate and
professional school!



Graduate School Application Timeline



Temple University Career Network

In addition to the Career Center, students may access career services specific to their field of study. The following schools and colleges offer these services.

Alumni who graduated 5 years or later can connect with Temple University Alumni Career Services. Visit careercenter.temple.edu/about/careernetwork for the most up-to-date information on these offices.

Temple University Alumni Career Services

1330 Polett Walk
Philadelphia, PA 19122
215-204-7521
alumni@temple.edu
alumni.temple.edu

Center for Performing and Cinematic Arts (CPCA) Student Success Center

Mitten Hall, Second Floor, CPCA Advising Suite
1913 N. Broad Street
Philadelphia, PA 19122
215-204-8307
boyer.temple.edu/about/cpca-student-success-center

College of Education & Human Development, Career and Student Development

Ritter Hall 240
1301 Cecil B More Avenue
Philadelphia, PA 19122
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
engineering.temple.edu/students/our-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
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/student-life/career-service

Fox Center for Student Professional Development

134 Alter Hall
1801 Liacouras Walk
Philadelphia, PA 19122
215-204-2371
foxcspd@temple.edu
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
215-204-6190
klein.temple.edu/student-success/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
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
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
215-204-8145
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
ambler.temple.edu/campus-resources/advising-and-student-success

Temple University Japan, Career Development Office

Azabu Hall, Room 607
2-8-12 Minami Azaby, Minato-ku
Tokyo, Japan 106-0047
Tel: 03-5441-9873
career@tuj.temple.edu
tuj.ac.jp/career-support

Tyler School of Art & Architecture

Architecture Building, Room 130
Philadelphia, PA 19122
tyler.temple.edu/career-resources

THE PAINT PRESS

WHY SHERWIN-WILLIAMS?

NOW OFFERING

- Management & Sales Training Program
- 2025 Management & Sales Internship



The Management Training Program at Sherwin-Williams has helped me become a confident assistant store manager. It can be for anyone, even if they don't know anything about paint beforehand like myself. For me, it has set me up for success now and in the future.

Kevin D.,
Assistant Store Manager



BENEFITS

At Sherwin-Williams, part of our mission is to help our employees and their families live healthier, save smarter and feel better. This starts with a wide range of world-class benefits designed for you. From retirement to health care, from total well-being to your daily commute—it matters to us. A general description of benefits offered can be found at <http://www.myswbenefits.com/>. Click on “Candidates” to view benefit offerings that you may be eligible for if you are hired as a Sherwin-Williams employee.

AWARDS

- Forbes®: Worlds Best Employer
- Forbes®: Best Employers for Diversity 2021, 2020 and 2019
- Forbes®: America's Best Employers for New Graduates 2021, 2020 and 2019
- Forbes®: America's Best Employers for Women 2021, 2020 and 2019

ARE YOU
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Temple University Career Guide

