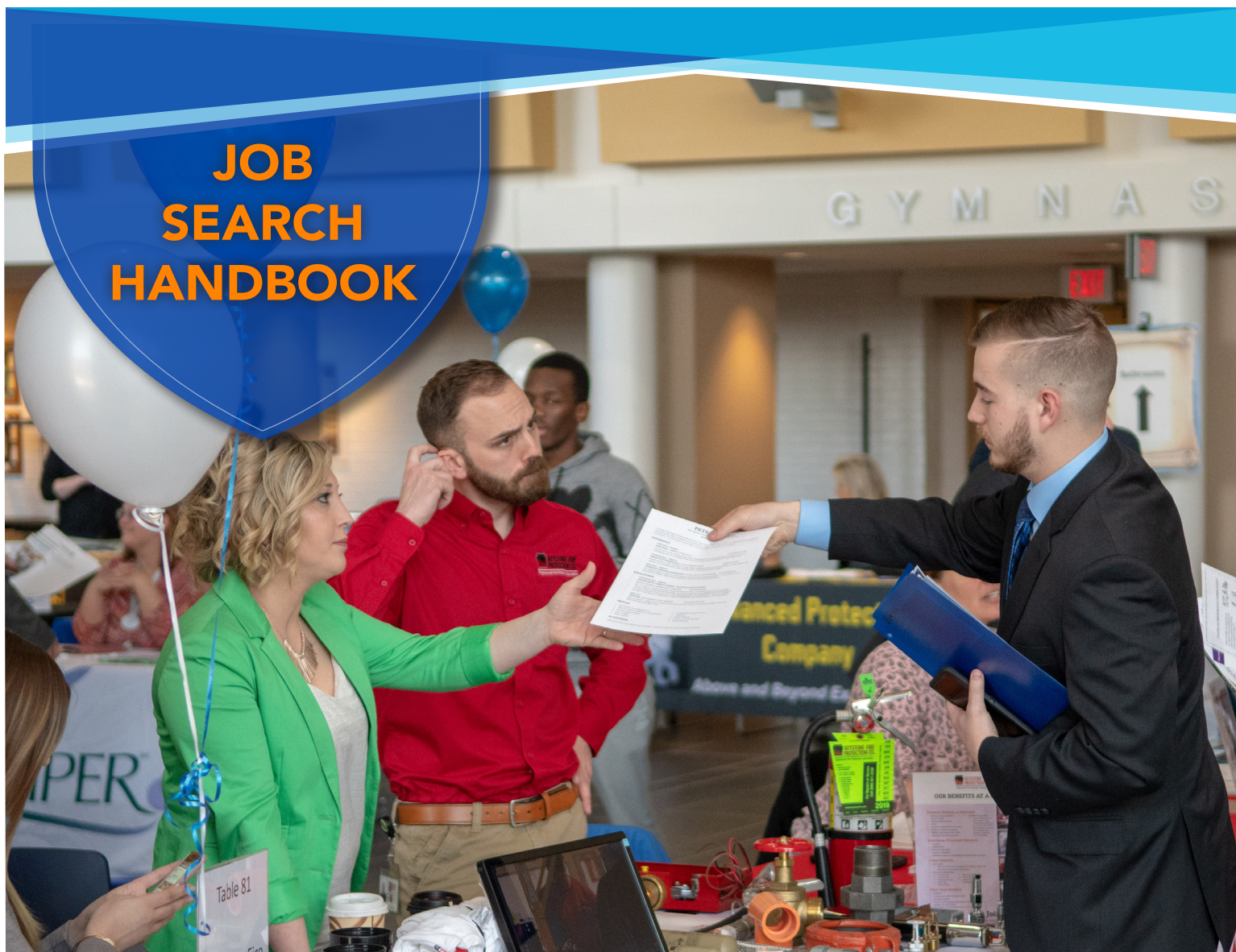


JOB SEARCH HANDBOOK



PREPARE, ENGAGE, SUCCEED

Lower Bucks Campus
Room 145 • Bristol
267-685-4800

Newtown Campus
Rollins 59
215-968-8195

Upper Bucks Campus
Room 107 • Perkasi
215-258-7752



The Center for
Student Employment
& Career Development



bucks.edu

#BUCKSCCC

Bucks County Community College complies with applicable state and federal civil rights laws and does not discriminate in its educational programs, activities or employment practices.

Welcome to the Job Search Handbook! This handbook was designed to provide students with pertinent information in order to prepare for the world of work and to get that perfect job! Included in this guide are sample resumes, cover letters, thank you notes, and a reference sheet. Preparing for an interview is equally important and there are sample interview questions, tips on creating your elevator pitch, and Do's and Don'ts regarding appropriate interview attire. We also have pointers on setting up an unforgettable LinkedIn Profile and the most effective ways to network. This handbook is here to help you every step of the way as you embark on your job search journey!

Please remember, The Center for Student Employment and Career Development is here to help you! For more information on any of the topics contained in this guide, contact The Center for Student Employment and Career Development at career@bucks.edu or 215-968-8195.

For further guidance:

Resume Builder on CareerCruising (www.careercruising.com)

Username = buckscc

Password = newtown

Submit a copy of your resume to ResumeRX@bucks.edu for review!

Table of Contents

Tips for Preparing for a Job Search	Page 3
30 Second Spot: Creating an Elevator Pitch	Pages 4-5
Creating a Professional Online Presence: LinkedIn	Pages 6-7
What is a Resume	Page 8
Writing Your Resume	Pages 9-12
Resume Guide at a Glance	Page 13
Resume Tips for People Going into Creative Fields	Page 14
The Electronic Portfolio	Page 15
Action Verb List	Page 16
Chronological Resume Example	Page 17
Sample Resumes for Creative Fields	Pages 18-19
Healthcare Resume Samples	Pages 20-21
Functional Resume Sample	Page 22
Tips for Submitting Resumes Online	Page 23
Emailing a Resume	Page 24
Cover Letter Tips and Suggested Content and Layout	Pages 25-26
Sample Cover letters	Pages 27-28
Sample Reference Sheet	Page 29
Preparing for a Job Interview	Page 30
Sample Interview Questions	Pages 31-32
Sample Thank You Note for after a Job Interview	Page 33
Sample Thank You Note for after an Internship Interview	Page 34

TIPS FOR PREPARING FOR THE JOB SEARCH

Most jobs are obtained through contacts. In order to gain employment in your selected field, you need to conduct a targeted job search campaign. Use the following list of successful strategies to help you with your job search.

Begin to Develop your Professional Image

- Become active in professional associations.
- Dress for the position to which you aspire.
- Develop an online professional presence through the use of LinkedIn

Conduct Research on Yourself

- Use your investigative skills. Search the internet for any negative information about you.
- Review your life experience to identify attributes skills, interests, values, and qualifications.
- Focus on strengths and accomplishments to bolster your self-esteem.

Conduct Research on a Career

- Survey books, articles, professional journals and newspapers.
- Talk to people: in positions to which you aspire or in comparable positions, your professors, or a Career Counselor who can help you assess your career goals.

Target Career Fields to set Parameters for your Job Search

- Define your objectives. Ask yourself, “What do I want to do?” and, “Where do I want to do it?”
- Use your objectives to gain focus and to create parameters for your job campaign.
- Develop plans for establishing a network of contacts and targeting your job search.

Cultivate your Network of Contacts

- Develop your 30-second elevator pitch to tell employers about your goals, experience(s), and strengths. See page (4-5) for an example 30-second elevator pitch.
- Think of everyone as a job contact. Review your personal network for people to contact.
- Talk to as many people as possible at professional, social, political, religious, and academic functions and workshops.
- Ask faculty or the Alumni Association for the names and numbers of people to call.
- Ask your contacts for the names of three or more people you can contact (remember to always get permission to use the referrers name when you call these contacts).
- Maintain contact with the ‘key’ people in your network in person or by: mail, email or telephone.

30-SECOND ELEVATOR PITCH

The 30-second elevator pitch is a statement used to describe what you have to offer an employer. This brief monologue sells your professional skills, experience, characteristics and describes what you would like to do. You can use this in a variety of settings (networking event, job fair, interview question, etc.)

1. Student Example:

Who am I?

Hello, my name is John Bucks and I am completing an Associate's Degree in Paralegal studies at Bucks County Community College

What is my objective?

I am interested in building on my experience and interest in family law with an internship at a local law firm that specializes in this area.

What are my strengths?

I am detail-oriented and have strong time management and prioritization skills. My education at Bucks County Community College has taught me to think critically and make connections with other students and professors. I have used those skills in my involvement in the Paralegal Club as we have recently come up with some very creative ideas to engage the paralegal students and other students such as the Mock Trial Competition

What is my passion/interests?

I have volunteered at the YMCA and have a passion for helping families and our local community

How do I wrap it up?

Thank you for taking your time to meet me and I would love to hear more your experiences in as a paralegal at Brown and Brown law firm.

2. Student Example:

Who am I?

Hello, my name is Suzy Bucks, and I am completing an Associate's Degree in Business Administration at Bucks County Community College. I plan to transfer to Temple next fall and pursue a Marketing major.

What is my objective?

I am interested in getting experience in digital marketing as I plan to pursue this as a minor at Temple and would like to gain real-world experience to complement my coursework

What are my strengths?

I have worked part time as a student worker at Bucks County Community College in Student Services and it has allowed me to build relationships with the staff and professors at the college that are really important to me. I am creative, analytical, and driven which I think is crucial for a marketing professional.

What is my passion/interests?

I would love to open my own business someday and help small businesses to achieve their marketing goals

How do I wrap it up?

Thank you for taking the time to speak with me and I would love to hear more about any internship opportunities you have available with your company

Write your Elevator Pitch and practice with staff at the Center for Student Employment and Career Development. We are here to help!

Hello my name is _____

My major/area of study is _____ at Bucks County Community College

I am interested in a career (or position as a) _____ in the _____ field (or industry)

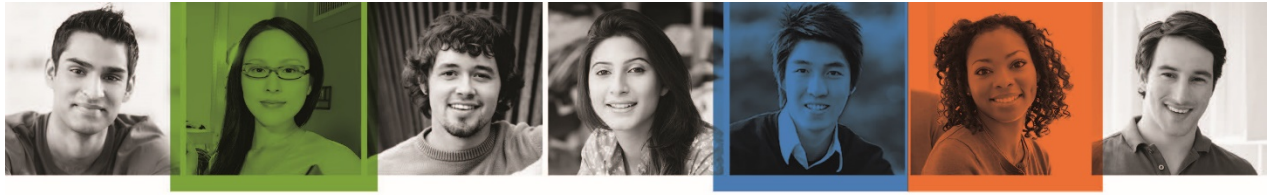
I have been involved (during college) in _____ (activities, clubs, work,) and my strengths are _____

My passions/interests are _____

Thank you for taking the time to speak with me, and I would love to hear more about your experiences or internship opportunities.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

CREATING A PROFESSIONAL ONLINE PRESENCE



LinkedIn Profile Checklist

☐ **PHOTO:** It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

☐ **HEADLINE:** Tell people what you're excited about now and the cool things you want to do in the future.

☐ **SUMMARY:** Describe what motivates you, what you're skilled at, and what's next.

☐ **EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

☐ **ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

David Xiao
Econ Major and Aspiring Financial Analyst
San Francisco Bay Area | Financial Services

Previous Education: Berkeley Ventures, University of California, Berkeley

153 connections

[Improve your profile](#) [Edit Profile](#)

[www.linkedin.com/in/davidxiao/](#) [Contact Info](#)

Background

Summary

I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.

Experience

Venture Capital Internship
Berkeley Ventures
May 2013 – September 2013 (5 months) | Berkeley, CA

Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.

INTRODUCTION TO VENTURE CAPITAL

A presentation I gave to my classmates, based on what I learned at Berkeley Ventures

Organizations

Berkeley A Capella
Lead Singer
March 2012 – Present

Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.

Continued >>

EDUCATION: Starting with college, list all the educational experiences you've had - including summer programs.

VOLUNTEER EXPERIENCE & CAUSES: Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

SKILLS & EXPERTISE: Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

HONORS & AWARDS: If you earned a prize in or out of school, don't be shy. Let the world know about it!

COURSES: List the classes that show off the skills and interests you're most excited about.

PROJECTS: Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

RECOMMENDATIONS: Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Education

University of California, Berkeley
 Economics, B.A.
 2010 - 2014 (expected)

Volunteer Experience & Causes

Big Buddy
 Skyline High School
 September 2012 - May 2013 (9 months) | Education
 Mentored an Oakland high school student through the college application process, helping him get into his dream school.

Skills & Expertise

Most endorsed for...

12 Economics

11 Start-ups

10 Due Diligence

10 Venture Capital

10 Management

Honors & Awards

The Achievement Award Program
 UC Berkeley
 Four-year scholarship awarded to community-minded students with a proven track record of academic success.

Courses

University of California, Berkeley

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)

Projects

Venture Capital Financing in India
 May 2013
 For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members

David Xiao
Econ Major and Aspiring Financial Anal...
 Paul Smith
Student at UC Berkeley

Recommendations

Received (2)

Venture Capital Internship
 Berkeley Ventures

Tim Lee
Partner

David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed

Want more LinkedIn tips for students? Check out students.linkedin.com



What is a resume?

A resume is a one or two page summary; a concise, organized outline that summarizes your education, work experience, professional skills and qualifications. It is a marketing tool designed to introduce you to a prospective employer with the intention of getting a job interview.

Why write a resume?

Resumes are the most efficient and popular way to introduce yourself to possible employers. They are a necessary part of the job search process. Employers often use the resume to screen a pool of applicants for people who meet the requirements of available jobs.

A good resume will help you clarify your objectives, skills, experiences, and document accomplishments in a short format.

Types of resumes

1. Chronological

The reverse chronological format is the most standard and straight forward style. It states your employment history, beginning with the most recent, in a sequence dating backward. Employers often like this type of resume because it's easy to read.

2. Functional

The functional resume focuses on skills and accomplishments so that the reader can see what you can do. The emphasis is on the skills that you have and not necessarily where you learned them. It is less formal and conservative in terms of listing exact dates. This resume might be best for those with gaps or frequent changes in employment.

3. Combination

The combination resume uses the best of both the functional and chronological formats. A good combination resume will tell the employer what you can do while providing them with a clear understanding of where you learned it.

Who and Why?

A few questions to answer as you begin...

Why am I writing this resume? _____

Who is going to read this? _____

Do I have a specific job or field in mind? _____

What are the skills required for this job?

(The best way to find this information is to read job advertisements on the web and in newspapers.)

Writing your Resume

The following section provides step by step instructions on how to write a resume. Take time to read the material and complete the exercises. Each numbered section is a section that appears on a resume.

1. Contact Information

This is the first section of any resume and is pretty self-explanatory. *(Tip: make sure that both your voicemail greeting and email address are professional)*

This information will include (in this order):

Name

Address/City/State/Zip

Phone Numbers/Email Address/Website/LinkedIn

Write your contact information here:

2. Summary of Qualifications

A 2-3 sentence “introduction” of the skills and abilities that you bring to the table. Write your summary below:

3. Skills Summary

Create a bulleted list of your skills. For Example:

- Customer Service
- Project Management
- Inventory Control
- Purchasing
- Microsoft Word
- Microsoft Outlook
- Fluent in Spanish
- Proofreading
- Organization
- Adobe Photoshop

Write your list of skills here:

4. Education

This section addresses your formal training & educational background. List the name, city and state of the school or institution, the degree or certification you earned or are earning, and the date you graduated or anticipate graduating. (*Tip: Always order this section from most recent to oldest. Once you are out of high school, do not include it on your resume*)

Example:

Temple University, Philadelphia, PA
Bachelor of Science in Accounting, anticipated May 2016

Bucks County Community College, Newtown, PA
Associate of Arts in Business Administration, May 2014
GPA: 3.75

How to list your education when you have transferred, but did not receive a degree:

Temple University, Philadelphia, PA
Bachelor of Science in Accounting, anticipated May 2016

Bucks County Community College, Newtown, PA
Associate of Arts in Business Administration, May 2014
Credits Completed: 30

Listing Grades and Courses:

Should I include my GPA? We suggest that you include your GPA only if it is a 3.5 or better, and if your education is your strongest area of experience.

Should I list my courses? List relevant coursework when it applies to the position you are seeking and if your education is your strongest experience.

Work Experience

List places that you have worked, your position title, and the dates you worked there. Then briefly describe your responsibilities with emphasis on specific skills and achievements. (See Example below for format)

Go back to the Who and Why section to determine who might read this and what skills and accomplishments they might want to see. Use action words to describe your experience and accomplishments. There is list of action words on page 16 of this workbook.

Example:

Bookmakers Books, Philadelphia, PA

February 2009 – September 2014

Office Manager

- Managed all aspects of an online bookstore
- Developed and maintained system for tracking inventory
- Trained new employees in the use of relevant software programs
- Acted as customer service and sales representative

Use the following section to write about your job experiences. We have included space for four jobs.

Remember, start with your most recent job first. Pay special attention to tenses. For example, if you are no longer with an organization, the action words should be past tense.

A. Company Name with City and State Job Title
Dates Employed

List in bulleted format - special skills the job required, things you did well, problems you solved, things you accomplished. (Refer to the action words list on page 14 of this workbook)

B. Company Name with City and State Job Title
Dates Employed

List in bulleted format - special skills the job required, things you did well, problems you solved, things you accomplished. (Refer to the action words list on page 14 of this workbook)

C. Company Name with City and State Job Title
Dates Employed

List in bulleted format - special skills the job required, things you did well, problems you solved, things you accomplished. (Refer to the action words list on page 14 of this workbook)

D. Company Name with City and State Job Title
Dates Employed

List in bulleted format - special skills the job required, things you did well, problems you solved, things you accomplished. (Refer to the action words list on page 14 of this workbook)

5. Relevant Volunteer Experience(optional)

Name of organization with location (city and state) _____

Dates of experience _____

Brief Description _____

Example Layout for Volunteer Section:

YMCA, Philadelphia, PA

February 2009 – September 2014

Volunteer

- Assisted with checking in patrons
- Developed schedules for other volunteers
- Worked with YMCA executives to plan and attend community events

6. Awards and Honors(optional)

Example:

Dean's List 2013 and 2014

Able Manufacturing Employee of the Month, May 2014

List any special awards or honors earned:

7. Co-Curricular Clubs/ Organizations/ Activities

List names of organizations or activities in the same format as section 5

8. References

List on a separate sheet. See sample reference sheet on page 29. **Do not state "References available upon request."**

RESUME GUIDE AT A GLANCE

RESUME COMPONENT	DESCRIPTION	HELPFUL TIPS
Contact Information/ Identifying Data	Put name, full address and phone number at the top of the page (include area code and zip code). Can also include personal web page or LinkedIn profile if relevant	Voicemail message, email address, and website content should be appropriate for a potential employer. Don't answer the phone during a job search unless you are in an appropriate environment
Summary of Qualifications or Profile	A profile is a summary of qualifications, highlighting your abilities, personal traits, and special skills that you want the employer to know. It can be your first opportunity to sell yourself. It facilitates the "high-speed resume screening" that human resources personnel have to do. Make sure it indicates what you can do for the company, rather than what the company can do for you	<p>"Computer Programming graduate with outstanding technical capabilities who consistently achieves in a team atmosphere. Responsible, ambitious, and determined to succeed. Consistently acknowledged for demonstrating extraordinary analytic, communications, and interpersonal skills"</p> <p>"Highly reliable, hardworking and flexible marketing professional with nine years of experience working in a direct mail marketing environment. Outstanding ability to anticipate client needs and address them."</p>
Education	Name of school, major, degree received, graduation date, projected graduation date, or dates of attendance if degree was not completed.	Include any course titles relevant to the targeting position. Honors and grade-point average are optional; include if among your strong points. If you attended more than one school, list the most recent first. You don't have to list all the schools you have attended nor high school. Additional education and training may either go here or under a separate heading.
Experience/ Work History	Paid and unpaid work qualify as experience. Emphasize tasks, skills, abilities, and accomplishments related to the targeted position. Give the job title, employing organization, and dates of employment.	Present achievements, contributions, and results (e.g., streamlined a procedure or made a cost-saving suggestion).
Optional components – use if appropriate for your background and the employers you're targeting		
Skills & Abilities	Foreign languages, computer skills, office skills, lab techniques, or transferable skills not mentioned elsewhere in the resume	Skills and abilities can be combined under one heading or listed separately. Make sure your list includes concrete examples of your abilities
Languages	Mention if you are proficient or fluent in a foreign language	If you understand a language but are not fluent, still mention it. For example: fluent in Russian, conversational Spanish, or basic French
Co-Curricular Clubs/ Organizations/ Activities	In reverse chronological order, list student activities/organizations, professional associations, and committees in which you have participated. List any offices that you held, with the skills you used.	Include activities that show leadership or initiative or that pertain to your career focus.
Community Involvement/ Volunteer Activities	List offices held, organizations, projects and accomplishments.	If the setting is political or religious, you may want to use generic descriptions (e.g. Youth Leader for church, Speech Writer for City Council candidate). If substantial, these may be listed under "Experience."
Honors	Recent graduates and continuing students can include academic honors such as Dean's List, honor societies, and scholarships.	Can be listed separately or under Education
Research & Publications	Briefly describe relevant research projects. List published articles, papers or books.	
Class Projects	List relevant projects completed in college classes. List any research, lab skills, or software/programming language used.	This shows that you have hands-on experience and is a good strategy for younger students with limited experience.
Travel	Include if your career interest involves travel or knowledge of other cultures	You can use this as a way of distinguishing yourself if you have significant travel experience.
References/ Portfolio	It is not necessary to end your resume with the phrase, "References Available on Request," but this is the best place to state that you have "Portfolio and/or writing samples available on request."	Create a separate page for references. List names, titles and contact information. Always ask permission before using anyone's name as a reference. Include people who know about your work-related abilities, such as former employers, volunteer project supervisors, and faculty. Do not use relatives or friends. NEVER include references in the resume. Please see example of Reference Sheet.

RESUME TIPS FOR CREATIVE PROFESSIONALS

(For careers in graphic design, multimedia, cinematography, art)

Creative Design Do's and Don'ts

- Resumes should be well-designed and easy to read.
- Cutesy graphics, unclear illustrations, cartoonish fonts, lots of colors and slanted type are signs of an overdesigned resume and can lead to employers becoming distracted when they are trying to read for content.
- Arial or Georgia font styles are appropriate and the font size should be no smaller than 12.

Content is Important Too

- Avoid falling into the “flash over substance” trap when writing a creative resume.
- Avoid gimmicks like rolling your resume up inside a balloon or stuffing your presentation envelope with confetti to get the employer's attention.

What to Include in Your Resume

- Portfolio information: make sure you include a link to your portfolio! Employers will want to see samples of your projects and/or freelance work. Include a link to your portfolio in your contact section.
- A Career Chronology – Employers look for work experience to be listed **first** if you have relevant work experience or internships. It is highly suggested that students obtain a relevant internship whether it is required or not. Don't forget to include dates!
- If you have done freelance work, include a few clients under a “Freelance Work” section header. Having a separate header will help differentiate that work from full-time employment to avoid the misperception of job-hopping.
- A List of Your Publications and/or Awards
- Your Education – a degree in Graphic Design or anything relevant to your creative field is important especially if you are a recent graduate.
- Computer Skills – if these aren't listed, an employer may think that you don't have them. Additionally, include whether your background is Macintosh, PC or both.

Electronic Portfolio

What is an electronic portfolio (also known as ePortfolio, digital portfolio or online portfolio)?

It is an electronic collection of your work that showcases and highlights stellar projects, achievements and reflections on your learning.

Who would use an electronic portfolio and why?

While any student, regardless of the major, can create an electronic portfolio, it is strongly recommended for students who plan to enter a creative field such as Graphic Design, Multimedia/Cinematography or the Arts. Potential employers may want to see evidence of your ability to be creative as you reflect upon your skills, learning experiences and achievements. This is the first virtual impression that employers will have of you, so make it a great one!

Tips for designing an electronic portfolio:

- Electronic Portfolios should be well organized and thought out. It should tell a story as opposed to consisting of a random sampling of work. Or, the electronic portfolio can be designed as a case study so you can showcase accomplishments, such as outcomes or results of projects you have worked on, if that is known.
- You should include a welcome/introduction of your ePortfolio that could be a video welcome explaining the organization of your electronic portfolio as you direct the viewer through the site.
- Your ePortfolio may contain all or some of the following: Supporting files of various formats (text, pictures, video, etc.); Evaluations, analysis and recommendations; Evidence of General Education competencies; Writing samples(which might include several drafts to show development and improvement); Projects prepared for class or extracurricular activities; Evidence of creativity and performance; Evidence of extracurricular activities, including examples of leadership; Famous quotes that resonate with you because they provide the viewer with a better understanding of who you are, especially as you reflect upon your learning experiences.
- While you may highlight a brief project or accomplishment in your resume, for students going into creative fields, the proof is in your portfolio. Be sure to include a link to your electronic portfolio or website in the Contact section of your resume. You may also include your resume as part of your ePortfolio.
- If you are interested in learning how to create an e-portfolio, go to <http://sites.google.com/site/eportfolioapps>, where there's a lot of helpful information that will get you started.

ACTION VERB LIST FOR RESUMES & COVER LETTERS

Management

Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

Communication

Addressed
Arbitrated
Arranged
Authored
Collaborated
Convinced
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke

Translated
Wrote

Research

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

Technical

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Solved
Upgraded

Teaching

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Demystified
Developed
Enabled
Encouraged
Evaluated
Explained

Facilitated
Guided
Informed
Instructed
Persuaded
Set goals
Stimulated
Trained

Financial

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecasted
Managed
Marketed
Planned
Projected
Researched

Creative

Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped

Helping

Assessed
Assisted

Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Expedited
Facilitated
Guided
Motivated
Referred
Rehabilitation
Represented

Clerical or Detail Oriented

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

More Verbs for Accomplishments

Achieved
Expanded
Improved
Pioneered
Reduced (losses)
Resolved (problems)
Restored
Spearheaded
Transformed

EXAMPLE CHRONOLOGICAL RESUME

(Can be used with all majors)

Edward Pfaff

123 Main Street • Philadelphia, PA 19115 • EPfaff@gmail.com • www.linkedin.com/in/edwardpfaff • (215) 555-6757

SUMMARY OF QUALIFICATIONS

- Well-honed research, writing and copyediting skills, with meticulous attention to detail
- Creative thinker who enjoys coming up with new and different ideas
- At home using Facebook, LinkedIn, YouTube, Twitter and Pinterest
- Strong work ethic, with ability to work well under tight timelines

You can include your LinkedIn profile link; be sure information is consistent with resume

SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Adobe Acrobat
- Adobe Photoshop

EDUCATION

Bucks County Community College, Newtown, PA

Associate of Arts, English

EXPERIENCE

SocialMedia.com, Philadelphia, PA

June 2014 - August 2014

Social Media Intern

- Assisted with all facets of outreach including building and maintaining social identities and keeping up-to-date on social media trends. Performed internet research, target list creation, and database management
- Interacted regularly with core fans on message boards, video upload sites, and microblogging sites
- Contributed to the content and appearance of each account/profile and analyzed statistics and traffic of each social media account
- Improved monthly Facebook page viewership and membership by 14%

Bucks County Community College Leadership Programs, Philadelphia, PA

January 2014- May 2014

Event Planning Intern

- Worked with a team of 5 to plan Spring Conference attended by over 300 students; enhanced professional networking skills
- Coordinated, managed and hosted Lunch with Leaders symposium attended by over 125 students
- Designed and implemented creative marketing strategy, including press releases and local advertising

Media Match, Philadelphia, PA

September 2013 – December 2013

Production Intern

- Evaluated prospective clients and talent agencies for commercial and industrial files
- Scheduled and coordinated auditions and interviews for performers and technical staff

ACTIVITIES

Editor, The Centurion, BCCC, Newtown, PA

September 2013 - May 2014

- Contributed to the design, copy editing and production of bi-annual journal of poetry, prose and artwork comprised of submissions from undergraduate and graduate students
- Met weekly with other editors and staff to review submissions and timelines, plan events and fundraisers
- Publicized events to community using social media, flyers, posters, and ticket sales on campus
- Initiated advertisement sales as an additional source of revenue

Using significant numbers helps emphasize the impact of your accomplishments

OTHER SKILLS AND INTERESTS

Languages: Competent in written and spoken French

Interests: Drawing and painting landscapes

Frank Filmmaker

1234 Motion Picture Way • Newtown, PA, 18940 • f.film@gmail.com • 215-256-8888

Summary of Qualifications

Current dean's list film major highly motivated to secure an internship in the industry. Fast learner and hard worker with a keen eye for detail and strong command of camera and editing techniques. Passion for the art of visual storytelling, with filmmaking talents repeatedly recognized through top honors in student film competitions.

Skills Summary

Cameras: Canon GL2 / XL2 — Panasonic DVX100A / 00 — RED

Editing Software: Adobe Premiere Pro/After Effects — Final Cut Pro — Acid — Sound Forge

Systems: Windows — Mac OS

Other Applications: Microsoft Office Suite — Blender (3d Software) — Photoshop

Additional Skills: Creative Writer — Crew Manager — Tim Management

Education

Bucks County Community College, Newtown, PA

Expected May 2015

Associate of Arts, Cinema/Video Production

Honors: Dean's List (all semesters)

Relevant Coursework

Introduction to Visual
storytelling

Editing I

Feature Analysis

Introduction to Film

Aesthetics

Directing I

Audio Design & Techniques

Screenwriting

Fundamentals

Cinematography I

Intermediate Film

Production

Production Design &

Management

Overview of Digital Arts

History of Film

Project Highlights

- Currently completing five-minute short for junior project, shot on RED digital camera.
- Camera Operator for sample film for Bucks County Community College, 2014
- Selected for production assistant role on three senior director projects (one of which won first place in Student Works Showcase), 2014
- Writer and Director for product infomercial, 2013
- Served as camera assistant on two Web commercials for local businesses, 2012

Work Experience

Ma and Pa's Deli, Langhorne, PA

February 2012 – Present

Assistant Manager

- Manage all aspects of a busy delicatessen and coffee shop
- Develop and maintain system for tracking inventory
- Train new employees and oversee shift changes
- Act as customer service and counter clerk
- Handle cash and count register drawers

Awards and Recognition

- Honored as one of only three students selected to interview filmmaker Robert Rodriguez
- Top 5 Finisher (out of 150), College Division, 2009 Bucks 24-Hour Film Race (*Role:* Director/Editor)

AMELIA ARTIST

1234 Creativity Street • Newtown, PA 18940
215-204-8000 • amelia.artis@gmail.com • online portfolio link

Education

Bucks County Community College, Newtown PA Anticipated May 2015
Associate of Fine Arts in Painting, GPA 3.6

Relevant Coursework:

- Drawing Composition
- 2D Design
- 3D Design
- Color Theory
- Figure Drawing
- Digital Imaging

Experience

Philadelphia Museum of Art Philadelphia, PA May 2012 - August 2013

Education Intern

- Served as acting Research Assistant for grant from the Institute of Museum and Library Sciences.
- Developed teaching suggestions and object information guides for public use.
- Processed and updated museum membership data.

Utrecht Art Supplies, Doylestown, PA

May 2012 - Present

Sales Associate

- Introduced materials to enhance customer satisfaction with requests for various art supplies.
- Cooperated with manager and assistant managers to meet department sales goals.
- Served over 100 customers a day with painting and drawing needs.

Skills Summary

- Oil on canvas painting
- Pencil drawing
- Acrylic paint
- plaster sculpture
- Silkscreen
- Fabric painting
- Fibers
- Adobe InDesign
- QuarkXPress
- Adobe Photoshop
- Adobe Illustrator
- Microsoft Office
- Windows and Macintosh platforms

Exhibitions

The Hands, North Philly Art Gallery, Philadelphia, PA
Still, Chapterhouse Gallery, Philadelphia, PA

Sept. 2013 – Dec. 2013
April 2012 – July 2012

Awards

Emerging Artist of the Year, Bucks County Art Association Future Artist Award, MAB Paints Inc. 2014

EXAMPLE NURSING RESUME

(For students with clinical rotations)

Suzy Bucks

123 North Street, Newtown, PA 18940

suzybucks@gmail.com • 215-968-8000

PROFESSIONAL SUMMARY

Newly graduated LPN with a strong ability to communicate with patients, families and staff. Excellent people skills and dedicated work ethic. Skilled in providing compassionate and competent care for a wide variety of patients with diverse needs.

LICENSES

Licensed Practical Nurse in the State of Pennsylvania, License Number RN12345 (June 2019)

Basic Life Support (BLS) Certification (May 2018)

American Heart Association CPR Certified (May 2018)

American Stroke Association Certified (May 2018)

EDUCATION AND TRAINING

Bucks County Community College, *Newtown, PA*

Licensed Practical Nurse, expected completion June 2019

SKILL HIGHLIGHTS

- Strong medical ethic
- Culturally sensitive
- Enthusiastic Caregiver
- Skilled in conducting physical exams
- Strong compliance with HIPPA and infection control standards
- Mental healthcare proficiency
- Geriatric treatment knowledge
- Body mechanics/mobility knowledge
- Diabetes hospice and stroke patient care

CLINICAL EXPERIENCE

Nursing Student

July 2018 - April 2019

Clinical experience at the following facilities: Abington Health Hospital, South Hampton State, Fox Subacute, Woods.

Responsibilities and duties included:

- Performed all tasks with a patient centered focus while seeking for improvement of processes and treatments
- Often commended for maintaining the safety respect and dignity of patients.
- Provided Education to patients on medications recovery coping skills and community resources
- Assisted patients with healing and after surgery care
- Acted as patient advocate and implemented total patient care through a team nursing process
- Provided behavior and emotional support and supervision for those with Dementia and Alzheimer's.

WORK EXPERIENCE

Bucks Business Company, *Newtown, PA*

May 2016- March 2018

Receptionist

- Answered all incoming phone calls and forwarded to the necessary team members
- Completed administrative tasks as needed, including filing, copying, faxing, and data entry

SERVICE/VOLUNTEER INVOLVEMENT

- Alzheimer's Walk Participant :Raised \$1500.00 (Fall 2016, 2017 and 2018)
- Girls on the Run Volunteer: (Fall 2018)

SUZY BUCKS

10 Main St, Doylestown, PA 18902
267-555-5555 suzy.bucks@live.bucks.edu

PROFESSIONAL SUMMARY

Organized and patient focused medical professional. Currently completing certificate in Phlebotomy with expected completion of May 2019. Seeking full time opportunity that will utilize specialized skills gained through certificate programs and work experience.

EDUCATION

Bucks County Community College, Newtown, PA

Certificate in Phlebotomy, expected completion date May 2019

- Dean's List 2018-2019

CERTIFICATIONS/SKILLS

- CPR/AED
- Candidate for American Medical Technologists (AMT) exam in May 2019
- Proficient in Microsoft Office Suite

January 2019

WORK EXPERIENCE

Doylestown Wellness Center, Doylestown PA

March 2019-April 2019

Externship

- 120 Hours onsite training
- 120+ Successful venipuncture, capillary puncture and butterfly venipunctures
- Obtained samples for medical testing through venipuncture and capillary puncture
- Followed infection control and safety procedures in carrying out daily phlebotomy functions
- Prepared blood collecting equipment, drawing blood and safely storing for transporting samples
- Built trust and minimized patient discomfort during phlebotomy procedures while efficiently collecting blood specimens
- Worked collaboratively with patients and healthcare providers an ensuring a high quality of service

Ashley Furniture Newtown, PA,

December 2016-January 2019

Customer Service Representative

- Provided excellent customer service to clients
- Handled and maintained cash and payment logs
- Quickly resolved any customer service inquires and work with manufacturers

VOLUNTEER

Girls on the Run, Doylestown, PA

January 2018-Present

Coach

- Follow a 12 week curriculum that helps girls gain confidence and set goals
- Work with girls to complete a 5K run at the end of series

SAMPLE FUNCTIONAL RESUME

(For use only with large gaps in employment history)

John A. Doe

999 Main Street, Ann Arbor, MI 99999
(123) 555-1234
johndoe@email.com

SUMMARY OF QUALIFICATIONS

Experienced and versatile professional with strong urban planning as well as people, management, and research skills seeks a position in urban planning and environmental impact analysis with a major city or Fortune 500 company.

CORE QUALIFICATIONS

- Background managing direct transportation planning and programs
- Adept at managing programs and people
- Able to anticipate and project organizational change
- Background as administrator of office operations

EXPERIENCE AND SKILLS

- Skilled in Government Guidelines
- Quality Control
- Urban Planning
- Environmental Impact Mitigation and Research
- Urban Planning
- Geology/Hydrology
- Site Evaluations
- Computer Software Tools
- Scientific and Business Grant Writing

Administrative: Lead coordinator for the daily processing of thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.

Problem Solving: Designed a waste-management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal, and glass, achieving net savings of \$20,000 per building annually and reducing company disposal obligations.

Management: Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

EMPLOYMENT HISTORY

Senior Process Engineer, September 2016-Present, Zezee Corp., Ann Arbor, Mich.

Process Engineer: Technical Support, September 2012-September 2016, Zezee Corp., Ann Arbor, Mich.

Technical Professional, September 2010-September 2012, City of the Stars, Mich.

EDUCATION

Master of Business Administration (2015); GPA 3.9

Southern Nazarene University, Bethany, Oklahoma (Online Program)

Bachelor of Science Emphasis: Ecosystem/Environmental Business (May 2012)

Eastern Michigan University, Ypsilanti, Michigan

TIPS FOR SUBMITTING A RESUME ONLINE

Before emailing your resume, try to find out the employer's format preference. Some accept attachments; others prefer your resume in the text of the email message. If you can't find out the employer's preference, send it both ways in one message. Unless you are told otherwise, include a cover letter. Send the resume and cover letter in one email message. See example email format.

When submitting a resume via an organization's website, use the formatting and display style recommended by the website.

To submit your resume as an attachment:

- Convert your document to a .pdf file to ensure formatting stays intact
- Give the document a name the recruiter will associate with you, such as "MillerJennifer.pdf"
- Be sure your document is virus free
- Email a copy to yourself to check formatting

To send your resume in the text of the email message:

- Save both the resume and cover letter as text documents (.txt)
- Put the cover letter first
- Do not use bold, underlining, bullets, distinctive fonts, colored text, or html codes. Use asterisks, plus signs (+), dashes, all capital letters, and combinations of these to highlight text
- Text resumes look plain and ordinary, but employers are used to this. They are more concerned with whether the content meets their needs

To make your resume scannable:

- Some employers use resume database tracking systems. They scan incoming resumes (sometimes letters, too) into a database and when they have openings, retrieve resumes using relevant keywords. Some companies will indicate on their website if they scan resumes and often provide formatting tips.
- Include industry or job-specific keywords, especially relevant skills, major, specific areas of study, and experience (e.g. marketing research, java, html, sales, gel electrophoresis)
- Use 12 point font size. Do not use italics, underlining, fancy fonts, bullets or multiple columns. Use all bold or capitals for emphasis

Resume Checklist

STOP! Don't submit your resume until you completed the following:



- Keep resume to one page
- Are your name, address, city, state, zip code, phone number and email address at the top of the page?
- Is the resume pleasing to the eye with an easy-to-read font, and good layout? Can an employer learn the basics about you with a 10 second glance at it?
- Did you use bullets, bold, all capitals, and underlining to highlight the parts you want to emphasize (e.g., job titles)?
- Did you tailor your resume for the position by including key skills and experiences the employer wants?
- Is information listed in order of importance and relevance to the requirements listed in the job description?
- Does the resume avoid generalities and provide specific information about context, actions taken, and results?
- Do most phrases begin with action verbs such as "developed", "initiated", and professionally written without the use of first person?
- Have you been accurate and truthful about your accomplishments rather than being too modest or exaggerating?
- Did you check the spelling of every word and make sure the grammar and punctuation are correct?
- If you know your resume will be scanned, did you omit columns, underlining, and bullets?
- Have you had a Career Center counselor or peer advisor critique it?
- If you were the employer, would you call you for an interview?
- Did you use Times New Roman or Georgia serif font in 12 points? Ariel is a good sans serif font.
- Are your margins no less than .5" and no more than 1.5"?

●●●TIPS FOR SUBMITTING A RESUME VIA EMAIL●●●

Dear Ms. Simmons,

I enjoyed meeting you yesterday evening at the information session you held at Bucks County Community College. Learning about the manufacturing position and your company's goals for the future solidified my interest; I am certain that my strong mechanical engineering training and work experience in a manufacturing setting make me an ideal candidate. Per your advice, I submitted my application on-line this morning, but wanted to follow up with you as well.

I believe that my problem-solving skills related to my strong technical coursework will enable me to be a strong addition to your team this summer. As you can see from my resume, I have taken several relevant courses that will give me the foundation needed to begin work quickly with your team. In addition, my internship at Raytek, Inc. has given me a chance to not only perform in a professional environment, but exposed me to many similar scenarios with product implementation that Widgets International will face.

I would welcome the opportunity to talk further with you about how my skills and experience could benefit Widgets International. Please refer to my resume below for further evidence of my qualifications. I look forward to talking with you soon.

Sincerely, John Chang (215) 555-2424
student@gmail.com

Resume

EDUCATION

Bucks County Community College, Newtown, PA
Associate of Science, Mechanical Engineering, May 2014 Honors: Pi Tau Sigma (Mechanical Engineering Honors Society)

PROJECTS

- *Modeled aluminum tubing framework of a DNA machine and provided cost analysis, vendor information, and component and assembly drawings
- *Conceptualized and developed a prototype for a device used to prevent the disastrous effects of household gas leaks

EXPERIENCE

RAYTEK, INC., Philadelphia, PA, May 2013-May 2014

PROJECTS

- *Modeled aluminum tubing framework of a DNA machine and provided cost analysis, vendor information, and component and assembly drawings
- *Conceptualized and developed a prototype for a device used to prevent the disastrous effects of household gas leaks

EXPERIENCE

RAYTEK, INC., Philadelphia, PA, May 2013-May 2014

Manufacturing Engineering Assistant

- *Performed daily maintenance and troubleshooting a manufacturing line
- *Researched and tested hardware and software scenarios for implementation

SPACE SCIENCES LABORATORY, Philadelphia, PA, May 2012-May 2014 Mechanical Design Intern

*Designed a vacuum chamber and redesigned an oven hood for assembly of neutrino detectors for the Argonne Labs

Constructed a portable, modular high voltage power supply unit for use with detectors while testing

*Familiarized with high level clean room practices and procedures required for the cleaning of space systems assemblie

Keep text simple and easy to read with no bold, underlining or tabs. All text is justified left.

TIPS FOR WRITING A STANDOUT COVER LETTER

A well-written cover letter should **always** accompany your resume or application. Its purpose is to introduce you and expand on the experience in your resume. A good cover letter should:

- Include specific information about why you want to work for the employer
- Tell how you learned of the position
- Exemplify clear and concise writing skills
- Demonstrate your knowledge of the position
- Align your experience with the desired qualifications of the employers

Cover Letters for Job or Internship Listings

1. Know the employer

Research the employer's organization to see how your experience, skills and abilities meet its needs. In your cover letter, show why you are a good fit. Send the letter to a specific person whenever possible; otherwise, use "Dear Hiring Manager" or "Dear Members of the Selection Committee", followed by a colon

2. Analyze the job description

Review the job responsibilities and qualifications carefully and design your cover letter to match these as much as possible. Sometimes job listings are vague. In these cases, draw from your experience of similar jobs to infer what skills and abilities might be required or research similar positions online

3. Analyze your background

Think about your background in relation to the job responsibilities and qualifications. Ask yourself, "What have I done that is similar to what this job entails?" Consider courses taken, classroom projects, work experience, summer jobs, internships, volunteer experience, extracurricular involvement, and travel.

Be sure to indicate in the first paragraph what position you're seeking. If a specific person recommended you for or alerted you about the position, include their name and title up front. For example "Jason Ryner, your Marketing Manager, recommended that I apply for this position."

Prospecting Letters (If you don't know of an existing position at the company)

If you are inquiring about possible openings, you are sending an Inquiry or Prospecting Letter. Address your letter to a specific individual, usually the person who supervises the functional area where you'd like to work. Be as specific as possible about the type of position that interests you. Ideally, your research will reveal the job titles used by this employer. If not, use generic job titles commonly understood in the field.

COVER LETTER CHECKLIST

STOP! Don't submit your cover letter until you have completed the following:



- Write an original targeted cover letter for each employer and position
- State in the first sentence why you are writing
- Show that your career goals are aligned with both the position and the organization
- Make your points succinctly; every point should support your readiness to contribute
- Proofread for typos and accuracy of contact information. Have another set of eyes review it too
- Run Spell Check before sending your final copy, but remember that it does not catch everything
- Follow up with the employer if you hear nothing after 2-3 weeks. Inquire if any further information is needed and reiterate your interest

HOW TO WRITE A COVER LETTER THAT GOES NOWHERE

- Make your introduction long winded and don't include your job objective to cause confusion about what you're applying for
- Don't proofread your letter or use Spell Check. This is very useful for those who claim to be "detailed oriented"
- Ramble on about your experiences without explaining why they are relevant. Don't mention details that will let the employer know that you understand what their company does or what the job entails
- Write more than one page, forcing the employers to hunt for your qualifications
- Explain what the employer can do for you, instead of what you can do for them
- Don't encourage the employer to contact you, leave out contact information, and don't sign your name at the end of the letter
- Send the same generic cover letter to all employers

COVER LETTER: SUGGESTED CONTENT & LAYOUT

The following is intended as a guide. Cover letters should be unique and original

Your Name

Street Address City, State, Zip (area code) phone number, student@gmail.com

Month Date, Year

Employer's Name Position or Title Company Name Employer Street Address City, State, Zip

Dear Mr./Ms./Dr. Last name of addressee:

(Note: If no name is available, use a generic title such as Human Resource Manager, Selection Committee or search LinkedIn for a HR contact name)

Opening Paragraph

State the position you are applying for, how you found out about it, and ask for consideration based on your skills and experiences you have to offer. If you were referred by someone, state that here. Make a general statement about being a good candidate for the job.

Middle Paragraph (s)

In this section, you want to build a connection between the company's needs and your background and skills. Stress what you have to offer, not what you want from them. Identify those parts of your experience that will interest THIS employer. You can draw attention to relevant course work, special projects, and campus activities if they show direct relationship to this position. Do not restate what's in your resume, rather expand upon a specific project or accomplishment.

Closing Paragraph

Restate your interest in this position and how your unique qualifications fit the position. Request an interview, or tell the reader that you will contact him/her soon in order to schedule a mutually convenient time to meet. Thank the reader for his/her time and consideration.

Sincerely,

Your signature

Type your name

The simplest way to lay out your cover letter is to align all text to the left. Not only is it simple, but it looks professional and polished.

Marty Lewis
345 N. Broad St. Apt #101 Philadelphia, PA 19115 215.555.5555 Student@gmail.com

October 1, 2013

Patricia Scott
Director, Human Resources Yahoo!
1896 Market Street
Philadelphia, PA 19115

Dear Ms. Scott:

I am excited to submit my application for the Training Specialist position I saw listed in Callisto. I am confident that my qualifications for this position merit your consideration.

As you can see from my resume, I will complete my bachelor's degree in Business Administration from Bucks County Community College in May 2014. While this degree has provided me with a strong background in many aspects of business, it has also given me the opportunity to demonstrate my abilities through practical experience.

As a Training Department Intern with Temple, I was responsible for a new computer software education program. This project allowed me to develop and refine my training and organizational skills while designing a program to teach basic software applications to users with limited experience working with computers. The success of this program has been so overwhelming that the department has integrated it into their new staff training course.

Although the enclosed resume thoroughly outlines my education and experience, I would appreciate the opportunity to demonstrate in an interview my knowledge of employee training and development, initiative, and interpersonal skills. You can contact me at (215) 555-2424 to set up an interview. I look forward to hearing from you soon.

Sincerely,

Marty Lewis

Marty Lewis Enclosure

Although it is more assertive to indicate that you will call, it is best to wait for a call, especially if the employer states "no calls" in their listing.

**EXAMPLE COVER LETTER FOR AN UNADVERTISED OPENING
(PROSPECTING FOR A POSITION)**

Susan T. Davis
1962 N. Broad Street Philadelphia, PA 19115 student@gmail.com

(215) 555-7777

December 1, 2013

Mr. Earl Jones
Goodworks Agency
234 Chestnut Street
Philadelphia, PA 19115

Since you don't have a mutual contact, you have to find another way to form a bond with the reader. Establish that you are interested specifically in this organization and explain why you are targeting them

Dear Mr. Jones:

I learned about Goodworks in the process of researching nonprofits online. I have been seeking an organization whose mission matches my desire to help low-income clients with practical matters and emotional support, and was inspired by Goodworks' range of services and successful track record. I am writing to see whether you would be interested in hiring an intern this summer.

I am a junior at Bucks County Community College, pursuing my BA in Sociology and a Spanish Minor, and considering an eventual career in social work or nonprofit management. Since August, I have been conducting HIV test counseling sessions as a volunteer at the Temple Free Clinic. It has been rewarding working with people from diverse backgrounds, many of whom are struggling to meet basic life needs, and to use my Spanish speaking skills. I would love to apply and further develop my counseling skills while making a positive contribution at Goodworks.

I will be available to work up to 20 hours a week this coming semester and would welcome the opportunity to meet with you to discuss the possibility of interning there. I will follow up on this letter in a week to see if we can set up a time. Thank you very much for your attention

Sincerely,

Susan T Davis
Susan T. Davis

Keep the letter short and to the point. The reader is probably very busy, and the letter is just to get his attention. Be assertive in the closing

SAMPLE REFERENCE PAGE
(TO GIVE TO EMPLOYERS UPON REQUEST)

Reminder: References should never be attached to a resume unless it is specifically stated in the application instructions. Always save the references as a separate document!

Michelle Anderson

1253 N. Broad St., Philadelphia, PA 19112 510.555.4457 student@gmail.com

For a polished look, use the same header style for your contact information on your reference sheet that you use for your resume and cover letter.

In almost all cases, you will NOT submit references with your resume. Instead, bring them to your interview to furnish upon request

References

Deborah Smith
Director of Marketing
ADworks Corporation
1776 Chestnut Street, Suite 2434
Philadelphia, PA 19115
(215) 555-0477
Deborah.Smith@adworks.com

Philip Blass, PhD
Assistant Professor
Temple University, Philadelphia PA
Department of Psychology
3210 N. Broad Street Philadelphia, PA 19112
(215) 555-3175
pblass@temple.edu

Sylvia Nunez
Tutoring Programs Coordinator
Temple Tutoring Center
1810 Liacouras Walk
Philadelphia, PA 19112
(215) 555-4892
snunez@templetutoring.com

Secure 3-5 references prior to interviews. References should be people who have supervised you in an academic or hands-on setting like a job, internship or volunteer position. Friends, family and well-known people who do not know you well are not good references – they can say little about your potential for success

Suzy Bucks
Volunteer Coordinator Habitat for Humanity
1709 Broderick Street
Philadelphia, PA 19113
(215) 555-1962
SBucks@habitat.com

●●● PREPARING FOR AN INTERVIEW ●●●

Prepare for the Interview

- Prepare for the interview as you would for an important exam.
- Gather as much information as you can on the prospective employer.
- Prepare for a variety of interview situations (one to one, group, or oral presentation).
- Get ready to answer difficult questions by role playing with someone in the field or a friend.
- Reverse roles. Take the part of the potential employer in a role play situation.
- Develop a list of questions the employer may ask you and questions that you may ask.
- Psych yourself up for success.
- Prepare yourself for what to wear to the interview.

Dressing Professionally

It is vital that candidates present a good first impression for a Job Fair or Interview. You are marketing yourself to a potential employer and the first thing they see is your clothing. Dressing properly alone will not get you the job, but it will give you a competitive edge and create a positive first impression. We have compiled a list of tips that will help you dress for success!

Dress for Success Make a Great First Impression!



Professional attire for ladies:

- Suit or black skirt and blouse
- Black pants and a blouse
- A Blazer may be added
- Closed toe, low heeled shoes in black, navy, or brown

 **Bucks** | The Center for
County Community College Student Employment
& Career Development



19105

Bucks County Community College complies with applicable state and federal civil rights laws and does not discriminate in its educational programs, activities or employment practices.

Dress for Success Make a Great First Impression!



Professional attire for men:

- Suit with button-down shirt with or without a tie
- Button-down shirt with or without tie, and black pants or khakis
- Dress shoes in black, navy, or brown. No sneakers.

 **Bucks** | The Center for
County Community College Student Employment
& Career Development



19105

Bucks County Community College complies with applicable state and federal civil rights laws and does not discriminate in its educational programs, activities or employment practices.

Sample Interview Questions

1. Tell me a little about yourself.

Example answer: “I am a [positive adjectives] [x] professional with [x] years of experience. I’m excited to find a role where I can [accomplish this goal] and expand on my current skillset while also learning, growing and contributing to a great organization that aligns with my values.”

2. What are your biggest strengths?

Example answer: “I’m very proud of my strengths in [learning new concepts and tools quickly / communicating clearly with others / focusing on goals and outcomes] and even though these are strengths I’m always trying to build on them.

3. What are your biggest weaknesses?

Example answer: “I’m very self-aware of the things that I can improve on, which some would call “weaknesses” and those would be [proficiency with X tool or program / giving feedback to colleagues or manager(s) / multi-tasking under pressure]. I’m actively working on this, though, and am always getting better.”

4. Why should we hire you?

Example answer: “Because I have all of the skills you’re looking for in this role and the enthusiasm about the company that will help me thrive here. I also believe I can contribute positively to the company culture by [X]....”

**The key is to be specific to THIS role and THIS company, and what you can offer them rather than just what you can get out of the role.*

5. Why do you want this job? (similar question also asked: “Why are you interested in this company?”)

Example answer: “I want this job because the role matches what I am looking for the next step in my career growth and also because I am very drawn to the mission and values that this company stands for [such as X, Y, Z]. I feel like I can provide a lot of value to the company but also grow with it.”

6. What motivates you?

Example answer: “What motivates me is [making customers happy / creating campaigns from scratch, from strategy to execution / tackling different problems and coming up with meaningful solutions to them]. I believe that I’d be able to do that here.”

7. How do you think you will fit in this role?

Example answer: “I think I would fit really great into this role. From what I’ve learned so far about the role and the company, I think there is a natural fit when it comes to needs on both sides and it makes me excited to think about getting to know the team and all the things I can learn and can contribute.”

8. What do you know about our company? (similar question also asked: “How did you learn about us / the opening?”)

Example answer: “I know that this company is known for [X] and is in the [X] industry. The company is based in [X] and has about [X] total employees. I also know that it’s an attractive place to work for people like me who want [X].”

**You have to have actually done research on the company to answer this well!*

13. Why do you want to leave your current job? (similar question also asked: “Why are you looking?”)

Example answer: “There are a couple of main reasons I’m looking to move on from my current job and that includes [wanting to gain X new skill or grow current skill in X / more career growth in the direction I’m interested in].

**The key is to focus on positives and be future-focused, rather than focusing on negative things about the present or past at your current role.*

14. Where do you see yourself in five years?

Example answer: “In five years I’d like to be an established team member of a company like this where I [will have mastered skills that I’m just learning now / will take on new responsibilities and learn the next level of skills I’d need to continue my career path / will have taken on a leadership role where I am helping manage and grow others]”

15. How do you deal with pressure or stressful situations?

Example answer: “I deal with pressure or stressful situations by [reminding myself that things are temporary / making sure I stay grounded and understand what I can and cannot change / knowing when and how to ask for help from my team members or manager] and taking things one step at a time.”

**This is a chance to demonstrate your ability to stay calm and work through any tough situation, and also your emotional intelligence.*

Day of the Interview

- Check your appearance to ensure that you are projecting the appropriate image.
- Arrive early so you can relax, collect your thoughts and focus.
- Be aware of your non-verbal as well as your verbal communication.
- Focus on your strengths and accomplishments.
- Stay focused to keep the information flow relevant.
- Let them know you want the job.
- Ask for business cards and permission to follow-up.

After the interview

- Make notes immediately after leaving the interview (i.e., Jeff is an avid ..., Jane is a ... on weekends, Mary was impressed with your ..., etc.).
- Send a Thank You to each person you met **within 48 hours** of the interview.
- Make sure that each note is individualized (contains information that the person shared with you or an answer to a question that they asked you); do not send the same note to everyone you met.
- If mailing a Thank You, use a legal size envelope and address it “Personal/Confidential”.
- Maintain contact, but do not call every day.

SAMPLE THANK YOU AFTER JOB INTERVIEW

Date

Mrs. Susan Smith
ABC Company
123 Davenport Avenue
Anytown, CA 12345

Dear Mrs. Smith:

Thank you so much for taking time to interview me for the Radiography Technologist Position at Abington Hospital. I really enjoyed learning more about the team that works for you and the position that is open.

Our conversation made me even more excited to join Abington Hospital. What interested me in particular was [something specific you discussed during the interview]. After our conversation, I am confident my experiences in xyz and skills qualify me as a strong candidate for this position.

If you need any additional information from me at this point, please feel free to contact me. Looking forward to hearing back from you on [the specific date established during the interview].

Sincerely,

Your name

123 Main Street,
Anytown, CA 12345
555-555-5555
justin.lau@email.com

Date

Mrs. Susan Smith
ABC Company
123 Bucks Avenue
Anytown, CA 12345

Dear Mrs. Smith:

Thank you for taking the time to speak with me about the internship position at the Graham Waters Foundation. The opportunity to work with the artists you showcase, as well as with your premier staff, would provide a wonderful experience for someone with my interests and goals.

My coursework has prepared me well for the responsibilities of this internship, as you described them. However, the best way to build job competency is through “hands-on” experience; I am very eager to spend some time in the field, applying what I have been studying for the past few years within a professional work setting. I will bring a willingness to learn all aspects of what it takes to swiftly become a contributing member of your organization.

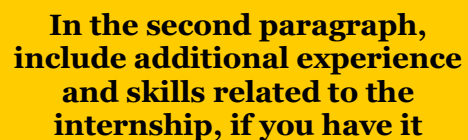
Again, I truly appreciate your willingness to consider me as a candidate for this internship. Please let me know if there is any additional information that I can provide. I would welcome the opportunity to work with you and with all the talented people at the Foundation.

Thank you for considering me for this opportunity. I look forward to your response.

Sincerely,

Justin Lau

123 Main Street,
Anytown, CA 12345
555-555-5555
justin.lau@email.com



**In the second paragraph,
include additional experience
and skills related to the
internship, if you have it**