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Our Staff

University Career Services

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Monday–Friday, 8AM–5PM
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Heather Rudd, Career Counselor
Aaron Gilley, Career Counselor
Taurean Davis, Career Counselor
TBD, Career Counselor
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Bullett Palmer, Test Center Administrator

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Andrew Krueger, Employer Services Manager
Crystal Phillips, Emp Svcs & Events Coordinator

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Chace Clay, Technical Services Manager

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Angie Wooten, Assistant Director
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Arts & Sciences Career Services

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Center for Engineering Career Development

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<http://www.seas.virginia.edu/careerdevelopment/>

Programs & Services

Career Counseling Services

Meet with our experienced career and preprofessional counselors in a one-on-one session. Stop by during our daily walk-in hours to talk about resumes or cover letters (Monday–Friday, 1:00–3:00PM), or schedule an appointment for other topics at 924-8900.

Workshops and Programs

Informative sessions covering all aspects of career exploration and implementation. You'll find our events calendar on the next page.

CAVLink and On-Grounds Interviewing

Search online job listings (full-time, summer, internship, and externship) and submit your resume. Visit www.career.virginia.edu/cavlink/ for more information and to log on.

Resource Library and Computer Lab

Work stations for online access as well as print resources for career development, job search information, and graduate school research.

Questions?

Call us at 924-8900, come by our office in Bryant Hall, or visit us online:
www.career.virginia.edu



Graduate and Preprofessional Services

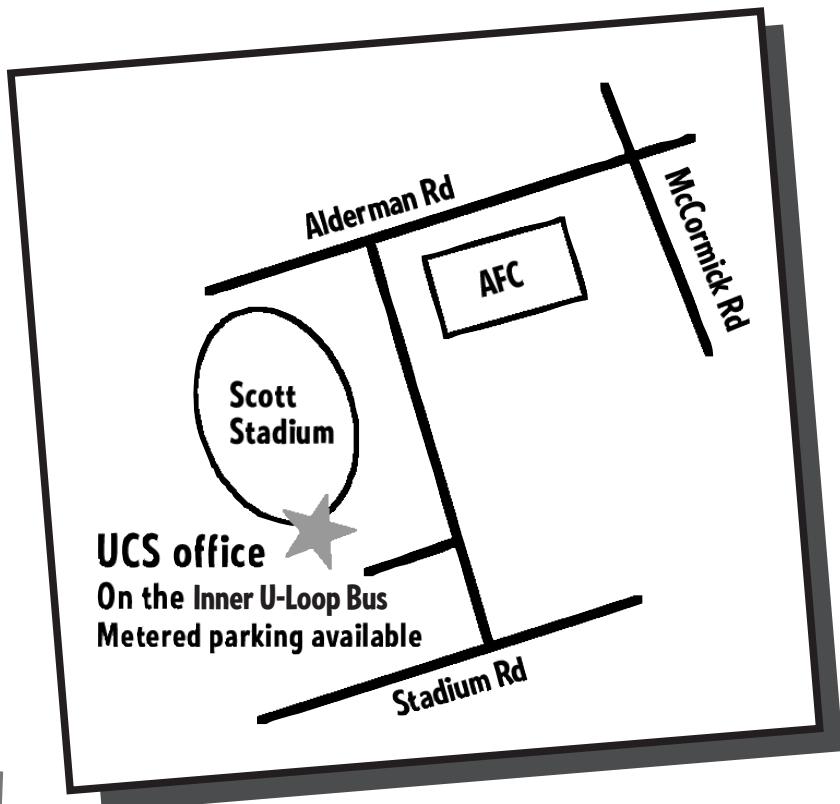
Counseling and resources are available for preparation for and application to professional/graduate school, including medical, other health professions and law school.

Interfolio - www.interfolio.com

Electronic repository for letters of recommendation to facilitate admission to professional/graduate school or for academic employment.

Internships and Externships

Counseling, workshops, resources, and sponsorship for experiential programs.



Major Events Calendar

This is NOT a complete listing! To view all programs and events, and for specific date/times, please check the online UCS calendar at:

www.career.virginia.edu/calendar/

Fall Semester

Tuesday, Sept. 1	Fall Focus: Employers Critique the Resume
Tuesday, Sept. 8	Fall Focus: Making the Most of Career Fairs
Wednesday, Sept. 9	Applying to Law School
Tuesday, Sept. 15	Fall Focus: Case Mock Interview
Friday, Sept. 18	Prehealth Planning for 1st & 2nd Years
Tuesday, Sept. 22	Fall Focus: Behavioral Mock Interview
Tuesday, Sept. 22–Thursday, Sept. 24	Engineering Career Days
Friday, Sept. 25	Commerce Career Day
Tuesday, Sept. 29	Fall Focus: Job Search Strategies that Really Work
Wednesday, Sept. 30	Professional & Graduate School Fair
Friday, Oct. 12	Prehealth Application Year Meeting
Friday, Oct. 16	UCS Open House, U.Va. Family Weekend
Wednesday, Oct. 28–Thursday, Oct. 29	Diversity Career Days
Tuesday, Nov. 17	New York Recruiting Alliance Mandatory Info Session

Spring Semester

Wednesday, Feb. 3–Thursday, Feb. 4	Spring Job & Internship Fair
Thursday, Feb. 11–Friday, Feb. 12	Educators Expo
Thursday, Feb. 18	Government & Nonprofit Expo

This year's **Diversity Career Days**
(on Weds-Thurs, Oct. 28-29) will be held at Newcomb Hall!



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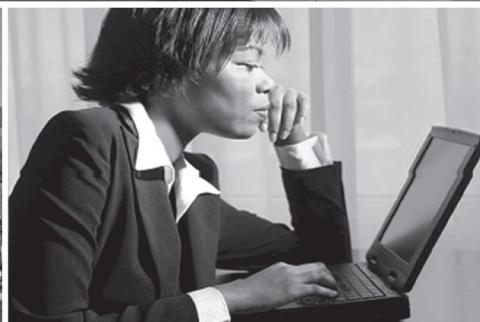


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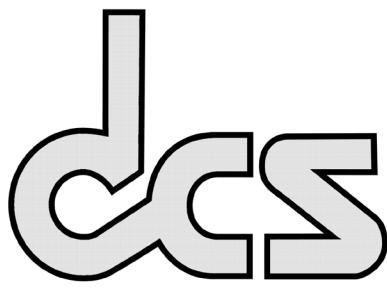
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If you are interested in this position in the ExxonMobil Fuels Marketing division, please provide your application and resume information online at www.exxonmobil.com/careers/usa.

DCS Corporation will be conducting On Campus Interviews on October 21st



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To apply, please log into CavLink to submit
your resume before September 29th!

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We're looking for bright, enthusiastic candidates with the following degrees:

- Biological Systems Engineering
- Biology
- Chemical Engineering
- Chemistry
- Civil Engineering
- Environmental Engineering
- Environmental Science

Visit us during the Engineering Career Days on Tuesday and Wednesday, September 22 & 23, 2009.

Submit your resume online through CAVLink by October 12, 2009. On-grounds interviews will be held Monday, November 2, 2009.

Target your Search

Randomly responding to advertised vacancies or having an “I’ll go anywhere and do anything” attitude will only make your job search seem overwhelming; it’s the equivalent of writing a research paper without a topic.

Identifying a target is the foundational piece of your job search, and UCS can help. Focusing on a particular career field, position, and/or location will guide your search and enable you to find and effectively market yourself to the specific employers that really interest you. And, of course, if you hear about a great opportunity outside of your targeted focus, you always have the option to apply.

Combining your considerations often results in a clear target. For example: You want to live in San Francisco and work in the arts as an event planner.



Tips and Tools

- Use industry magazines, faculty, and UCAN mentors to zero in on your target.
- Use CareerSearch to find potential employers (available only in the UCS office).
- Extern to test-drive a career field and to make industry contacts.
- Conduct informational interviews.
- Focus on only 10 to 15 organizations at a time.

By Job, Location, and Career Field:

There are three major considerations to help you target:

1. Job Function/Title: You may be most familiar with the idea of targeting your search by job function (or title). For instance, you may want to work as an event planner, recruiter, market researcher, or legal assistant. If you’re not sure, it may help to think about the skills you will bring to specific jobs. For example, do you have strong skills in writing, researching, or instructing?

2. Location: You can identify a specific location where you wish to live and work. For example, you may love Boston or San Francisco and be more concerned about just getting there than getting a specific job there. Or, you may prefer to find a job near your friends and family. If location is your only target, the trick is to choose a relatively small area (a specific city or metro area of a city or town).

3. Career Field: The third way to target your search is by career field (a particular industry or type of organization). Identifying your interests can help. For instance, you might want to work in the fashion industry or in sports, but not be sure about what specific job you want to have.

Consider location, career field/industry, and job function/title and decide their order of importance. By figuring out what matters most to you, you can avoid wasting your valuable job search time.



Do your Research

Why is this important?

- To find the jobs and organizations of interest to you, including the hidden jobs:** Many jobs are not advertised. If you simply look on job listing sites, you may only be looking at 20% of available jobs/positions. Instead of looking only for advertised openings, become an expert on whatever area you have targeted, and look for organizations for which you would want to work. If a company is not hiring today, they just might need to tomorrow!
- To know if you want the job:** To make informed employment decisions, you need to look beyond the job posting. You need to ensure that the organization posting the job matches your values and interests.
- To get the job:** Research is an invaluable and necessary part of preparing for your interview. Employers routinely state that company knowledge is a critical piece of effective interviewing. Also, knowing company information helps you create better cover letters and resumes.

What employers say about research

Time after time, when employers are asked what job candidates can do to shine in the job interview, the response is...

“...thoroughly research the company and be able to talk knowledgeably about it in the interview.”

Candidates who have done their homework are better able to discuss how their experiences and qualifications match up with the company's needs. The candidate who can do this is typically the candidate who gets the job offer.



Still looking for a focus?

Start with a broad career interest area, and move to specific companies, and then to specific entry-level positions. There is an example on the next page. UCS has the resources to help you find the information you'll need.

Identify your career interest area(s)

Initially, think broadly. Choose up to three career interest areas (consult the list of 25 career fields on page 53) that you believe match your skills, interests, and values.

Break down the interest area

Most industries are segmented into several specialized areas. Educate yourself by reviewing trade periodicals in the library, talking to faculty and UCAN mentors, and reviewing the career field research section of the UCS library.

Identify industry sectors

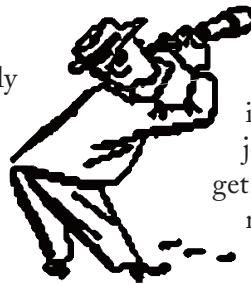
Most industries have varied divisions and career paths. You can often view these departments by using a web search engine to locate an association that is affiliated with your career interest areas. These associations frequently detail the many specialty areas found in their field of interest. When reviewing these sectors, consider your own personal values and needs to identify which segment fits your interests.

Target specific organizations

Develop a list of 10–15 employers that interest you, based on company reputation, size, or any other criteria that you value. CareerSearch, with over two million organizations on file, is a great resource that makes it easy to get a list of potential employers and their contact information. We also have a Business Directory section in our UCS library. To truly focus your job search energies, determine your geographic target. Once you know where you want to go, you can usually find company contact information online through the local Chambers of Commerce.

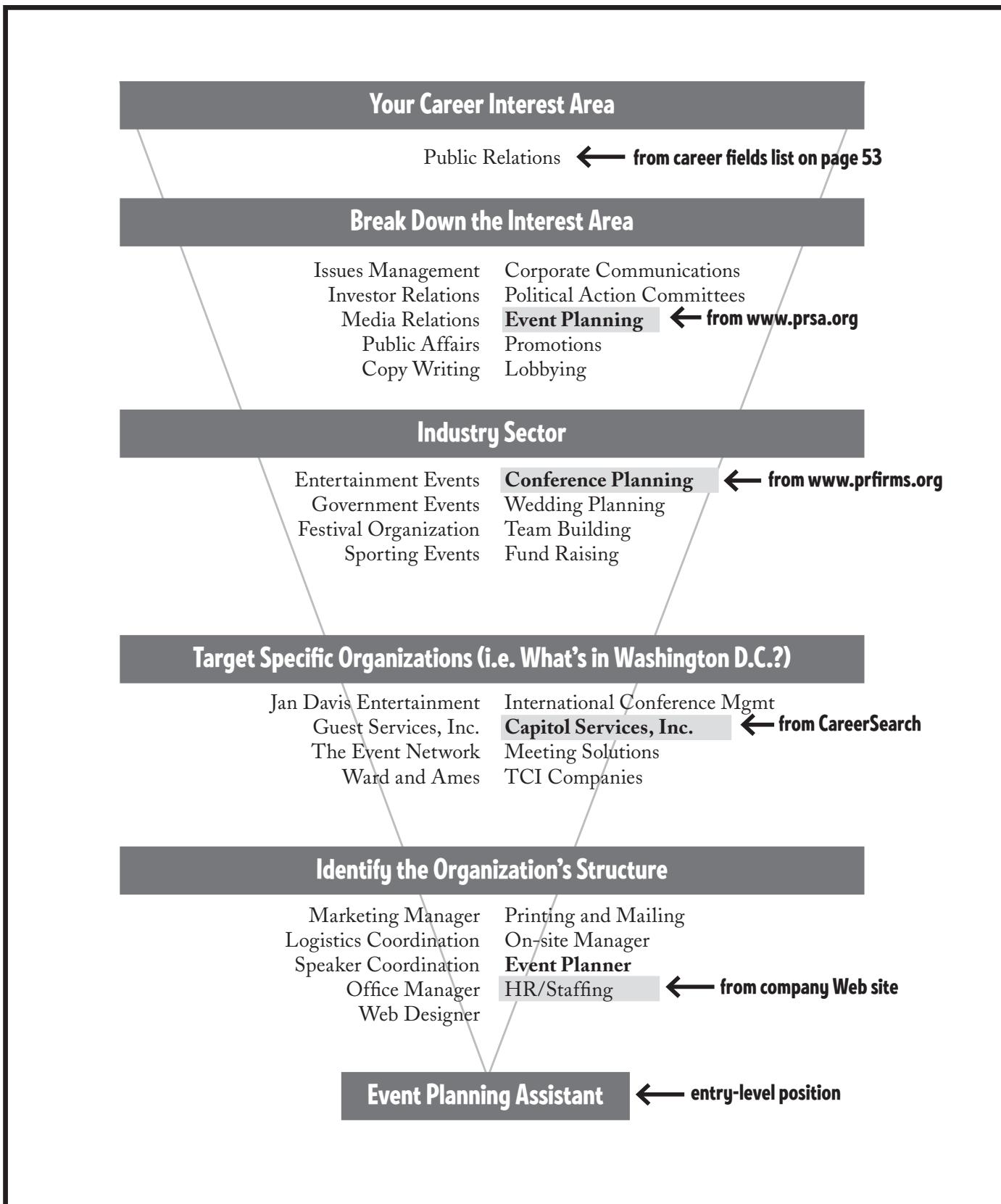
Identify the organization's structure:

Learn the essential information about all the companies on your employer list before you apply for any jobs. This includes finding out how a company is structured. By determining a company's structure, you can begin to think about which departments might best utilize your skills.



Department set-up/Entry-level position:

Once you have determined the organizational structure, target the department that employs those in your field of interest. Seek out opportunities based on the entry-level job you've identified. Conduct informational interviews to get specific advice on how to be a successful candidate. You may be able to find alumni in the organization through UCAN.



Where are the employers at U.Va.?

On-Grounds Interviewing

The On-Grounds Interviewing (OGI) program provides an excellent opportunity for students to connect with a wide range of employers for interviewing opportunities. Interviews typically occur in the sky boxes of Scott Stadium. Each year, OGI employers hire for a substantial number of full-time and internship positions.

The most common career fields represented in OGI are business, engineering, government, information technology, management, manufacturing, and sales. Less typical but still represented are employers seeking applicants for jobs in non-profit work, personnel, public relations, advertising, and international business.

Keep in mind—the employers who come to OGI are not representative of the opportunities in the work world in general.

Important: To participate in OGI, you must attend an orientation session, or complete an online tutorial. Please check our Web site (www.career.virginia.edu) for details.

Information Sessions

Many employers host information sessions to share information about their company and employment opportunities. These events are held in a variety of places on Grounds (Newcomb Hall, Zehmer Hall, academic buildings) and in local restaurants. Information sessions are great opportunities to meet employer representatives in a low-pressure setting and to gain more in-depth knowledge about the organization.

Information session dates and times are often listed in CAVLink, the Cavalier Daily, and on the UCS Web calendar.

Career Fairs

Each year, the University of Virginia hosts several career fairs, representing multiple industries. In 2008-2009, these include:

- * **Commerce Career Day (Sept. 25)**
- * **Engineering Career Days (Sept. 22-24)**
- * **Diversity Career Days (Oct. 28-29)**
- * **Spring Job and Internship Fair (Feb. 3-4)**
- * **Educators' Expo (Feb. 11)-12)**
- * **Government & Nonprofit Expo (Feb. 18)**

Note: The Government & Nonprofit Expo takes place at Georgetown University but is affiliated with U.Va.

Career fairs are excellent opportunities to connect with employers in a more relaxed atmosphere. The face-to-face contact with a representative can be invaluable in finding a job or internship.

Off-Grounds Job Search

Many students focus entirely or in part on employers who do not participate in OGI. We call this an “off-Grounds job search.” The previous section, “Target Your Search” (page 9), gives you a good framework for this process. Throughout the year, our office holds numerous job search workshops to teach students effective strategies for contacting employers. Check the UCS Web calendar for dates and times.

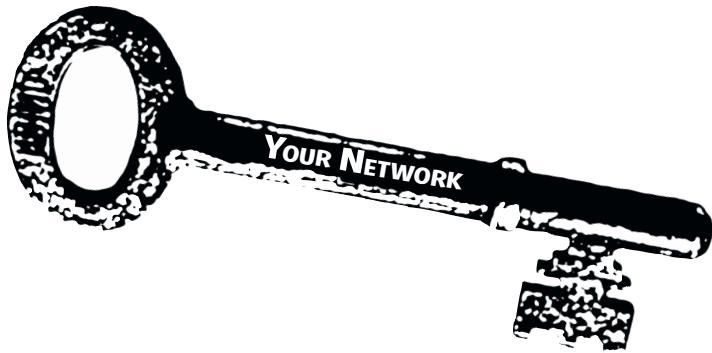
Job/Internship Listings

Our office is always working to develop relationships with new employers to bring new opportunities to U.Va. students. Check CAVLink listings (our job postings database) frequently to find company information, job listings, and interview dates. Employers who post jobs on CAVLink are not necessarily involved in On-Grounds Interviewing. You can access CAVLink online from the UCS Web site.

Tools

- * Locate alumni in the company through the UCAN database at <http://hoosonline.virginia.edu>.
- * Visit UCS to use CareerSearch, our employer contact database.
- * Web sites such as vault.com, wetfeet.com and businessweek.com have comprehensive industry reports.
- * Search the employer's Website for up-to-date company information.
- * Alternative sources of company information include Clemons and Alderman libraries, Chambers of Commerce, governmental offices, and trade associations.

Building Connections



Everyone knows other people and thus already has a network of contacts in which to establish and foster connections. Genuine networks often stem from family, friendships or business relationships.

Networking is the process of discovering and utilizing existing connections between people. This term also implies moving beyond your immediate network and tapping into other people's networks, perhaps far-removed from your own.

Networking is a planned process. In formal and informal settings, you will interact with and become known to people who can provide information about the world of work, job openings, leads, personal contacts, and employers who are hiring. Networking is about talking with people and obtaining referrals so that subsequent contacts you make are based on a referral from a person you know on some level. You may feel a bit awkward asking for help this way in the beginning. It takes skill to network effectively. Networking is a must to uncover job opportunities in the "hidden" job market, which may constitute over 80% of jobs.

This section will help you recognize and build your network. You'll find scripts for speaking with your contacts and sample letters for e-mails and more formal written correspondence. Through networking, you will develop the important interpersonal skills sought by employers. Enjoy building your network!

Remember to determine your goal(s) before each encounter/conversation. You may want to network:

- * To learn about unpublished job opportunities.
- * To discover an opportunity you did not know about.
- * To keep current with trends and personalities in your field.
- * To gain perspective on your target market.
- * To increase your base of contacts so that you have a greater search reach. The more people who know who you are, what you can do, and what you want to do, the more likely you are to connect with interested decision-makers.
- * To learn about the problems and needs in organizations, thereby improving your target market effectiveness.
- * To gain information that will lead you to the hidden job market (where you can propose a position, or meet a manager who will see you as the walking solution to his/her problems).

Tips

- * Know your goal(s).
- * Determine who is in your network.
- * Create networking scripts and a personal introduction (see page 13).
- * Ask your contacts to make calls, send e-mails, or write letters of introduction.
- * Take action steps: Make contact and followup.
- * Be professional and courteous.
- * Give back to the network.
- * Send thank you notes to contacts who help.

Project Plan for Networking

This nine-week project outline will help you begin networking.

Please note that several of these tasks are ongoing.

Week 1 Week 2

Familiarize yourself with UCS resources.

Brainstorm a contact list.

Days 1–2: Make a list of all known contact names—see “Building your Base of Contacts” below.

Days 3–7: Acquire telephone numbers and e-mail addresses for contacts.

Week 3

Write a script for telephone calls and a template for e-mail. Call/e-mail people you already know.

Days 1–3: Refer to networking script in this guide. Write a script with your own personal nuances and ways of speaking. Write different scripts based on your level of familiarity with the contact. Write sample e-mails and letters. Practice your telephone script with a friend.

Days 4–5: Buy stamps and stationery. Call a person you already know for your first contact.

Days 6–7: Write e-mails/letters. Check that the message on your voicemail is courteous and professional.

Week 4

Begin to use UCAN for contacts (go to <http://hoosonline.virginia.edu>).

Week 5

Conduct research on CareerSearch, WetFeet, and other UCS resources.

Week 6

Conduct informational interviews with new sources in person, via telephone, or via e-mail.

Week 7

Revisit and update your contact list.

Week 8

Participate in more networking meetings/conversations with friends/new contacts.

Week 9

Write follow-up letters, make calls, and write thank-you notes for all contacts.

Building your base of contacts

Use this list to brainstorm all of your possible contacts. You’ll be surprised at how many useful contacts you already have! To begin, create a list of people who fall into each category below. Indicate each person’s profession as well.

Relatives:

Teachers, professors, instructors, principals, mentors:

Neighbors:

Doctors:

Parents’ friends:

Dentists:

Classmates:

Clergy:

Roommates:

New networks to build: (e.g. meet a hotel manager, an architect, a technical writer, or whomever else you think you should meet in order to get where you want to go.)

Acquaintances:

Writing your script

Write a script that describes your situation, so that you can practice it before you initiate contact. It will change with use, but here's a hint: the most successful sales people use a script and stick with the one that works the best for them.

1. Hello, my name is _____. I was given your name by/ found your company through/know that you are an expert in _____.
2. Is this a good time for you to talk with me for a moment?
—OR—
Do you have time to talk for a few minutes?
3. I would love to schedule a time to meet with you and discuss your thoughts on the _____ industry.
4. I am available this week and next. Are there any times within this timeframe that work well for you?

-OR-

1. Hello, my name is _____. I would like to follow up on the e-mail/letter I sent last week. Is this a good time to talk?
2. I am calling to arrange an informational interview with you to discuss _____(industry/jobs/professions).
3. Would you have 20-30 minutes to share your perspective/advice with me anytime in the next couple weeks?

Verify the address, date, and time before you hang up. Sometimes the addresses in the telephone directories are for administrative buildings; your contact person may be in a different building. If you forget, call and ask the operator or receptionist for this information.

Please be aware that the people you contact are not obligated to help you in any way. Make sure you thank those who do help you.

Some people you meet over the telephone and in person will not be helpful and may be unpleasant about it. Hang in there—it's not your fault. Take a break and then make the next call. Don't end the day of calling on a sour note. If someone's response gets to you, make at least one more call.

Portions of this section were taken from: Krannich, Ronald L., "The New Network Your Way To Job and Career Success". Impact Publications, 1993. Kerr, Cherie. "Networking Skills That Will Get You the Job You Want." Betterway Books, 1999.

Openings and bridges

Suggestions when determining what to say to start a dialogue and to explain your interest in a person:

"Because of the outstanding reputation of your company and its leading position in corporate security, your advice would be most valuable to me at this time."

"I have no expectations that you have a position at Sterling Plastic Corp. for me. Your comments and advice about the future prospects in the industry as a whole are what I would like to discuss."

"Your reputation as a civic leader, often quoted in local publications, has prompted me to seek out information about your background and career history."

"As one of the top executives in the field of _____, your expertise in what it takes to succeed in your industry must be sought often. Would you meet with me to give me the benefit of your guidance?"

30-Second personal introduction

You walk into a reception or a career fair and there are many employers with whom you would like to speak. Many others also want to speak to those same people. Or, in another setting, you find yourself unexpectedly speaking to someone who could be a career resource. How can you make a positive and lasting impression in the brief time allotted?

Prepare your own personal introduction. Introduce yourself by talking about your strongest skills or leadership experiences. Mention your major if you feel it is clearly related to your career goals. If applicable to the situation, indicate why you want to work for that specific company or in that specific industry.

Have some questions prepared so that you can engage the other person in a conversation. After giving your 30-second personal introduction at a career fair, you might ask an employer to clarify something you read in an internship/job description, or speak more about a new product or development you noticed on their website or in the news.

Personal introduction examples:

You're a third-year Spanish major looking for internships in health-related fields. Here are two examples of introductions that would highlight your skills and present you as a good match for the organization.

First Example:

You know that Population Services International is at the career fair because you've been checking the online database of participants. You've done your research and you know that they have an internship available (\$8-10/hour based on experience) to support their new global HIV/AIDS prevention initiative, YouthAIDS (www.youthaids.org). This position is based in Washington, DC and reports to the Director of Cause Related Marketing.

Responsibilities of this position:

Assist with the photo and video library; respond to a variety of requests for support from overseas offices; write short articles for print and web distribution; provide administrative support to the Director of YouthAIDS.

Qualifications for this position:

The position requires flexibility, resourcefulness, and the ability to assume varied responsibilities, often with minimal supervision. The intern must have strong computer, writing, and communication skills and attention to detail. Interest and experience in international relations, public relations, marketing, or public health preferred. Web design, graphic design, database skills, and foreign language skills are a plus.

You've prepared your commercial before the career fair so that when you approach the recruiter, you are ready:

You say: Hi. My name is _____. I'm a third-year student majoring in Spanish, and I have had a real interest in the HIV/AIDS prevention initiative since becoming a Peer Health Educator here at U.Va. I used to write on my high school newspaper, and I believe I have the communication skills to do a great job in your public affairs division.

Second Example:

You also know that Memorial Sloan Kettering Cancer Center is at the career fair. You decide to approach the recruiter to discuss research positions in the laboratory. You don't know much about the exact positions available, so you only describe your overall research qualifications.

You say: Hi. My name is _____. I'm a third-year student at the University of Virginia. I'd like to find out about your summer internships in research. I've completed (and enjoyed) numerous science classes with labs, including biology and chemistry. During high school, I volunteered in Emory University Clinic, so I am familiar with the hospital environment.

Why this works: The Spanish major doesn't increase your value for this position, so skip over it. Instead of focusing on the fact that you are not a biology major/minor, highlight the science classes you have taken. Stress your familiarity with the hospital environment to counteract your lack of substantial research experience.



What To Do When You Hit a Wall

Sometimes reaching new contacts can be difficult. People are very busy; sometimes if they don't know you, they may be dismissive. Try not to let this deter you—but use your best judgment. If someone's tone indicates that she is definitely not interested in speaking with you, be gracious. Simply say thank you, and hang up.

Your first point of contact may also be with an administrative assistant who works with your contact. His job is to protect the time and interests of your contact. Potential resistance from this person is one reason to get personal referrals from people you know. People are more likely to speak to you if someone they know recommended that you call.

Don't forget, one of the best ways to prevent blocks is to get a personal referral (check UCAN for alumni contacts at <http://hoosonline.virginia.edu>).

Telephone blocks

Here are some common “blocks” you might encounter. These direct and polite responses can be quite helpful. Practice with your friends!

Block: What is this about?

You say: I'm following up on an email/letter I sent last week. Is she in?

Block: Does she know you?

You say: Yes. May I speak with her please? (Optional—She is a friend of my father's.)

Block: She is out.

You say: Do you know when she will be returning calls?

Block: She is no longer with us.

You say: Who replaced her in the position?

Block: I'm too busy.

You say: I understand. When is a good time to contact you again?

Block: I don't think I can help you.

You say: Whom on your staff would you suggest I contact?

Block: We aren't hiring.

You say: I'm not looking for job openings at this time. I want your advice only. Could you give me 20 minutes at 4:00 next Thursday or make a telephone appointment with me?

Block: Call Personnel/Human Resources.

You say: Since I'm looking for advice about what types of jobs there are in advertising, I need to talk with someone who is working in the field. Whom would you recommend I contact?

Block: We just had a lay-off and aren't hiring.

You say: I understand. Your business experience is the only topic I'm interested in right now. Would you be willing to meet to discuss this?

Telephone contact courtesies

Here are some suggestions for your first telephone encounter with new contacts. These tips will help you ask for assistance in a poised and gracious manner.

1. Ask if they are free to talk.
2. Tell them you are researching careers (or career fields), and that you know that talking with people in a variety of fields is the best way to find out what the jobs are actually like.
3. Say that you are looking for names and people who might know of professionals in the _____ (industry) doing _____ (kind of work).
4. Politely explain that you'd like to arrange a time to meet at their office or tell them you'd like to call back to get a name of someone who:
 - Works for certain industries.
 - Has worked for a company in a field in which you're interested.
 - Represents a company in the industry.
 - Has a contact at one of your target companies.
5. Ask when they would be free to discuss your research further.
6. Call back at the appointed time.
7. Take the names you are given with phone numbers and company names and tell them you would like to be in contact again (if appropriate).
8. Ask your friends to introduce you to their contacts by phone, letter/e-mail, or in person.
9. As a conversation bridge and to help the person you are calling identify you, ask if your friend has called about you yet.
10. When you are given a contact name, send a note saying that you appreciated the referral, and that the person they referred you to was helpful. If they could not think of anyone to refer you to, your note could say that you appreciate their help and that you will contact them again in case they think of someone who has the kind of experience, job, career or contacts you need.



Casual e-mails

This section provides useful examples of how to phrase a casual e-mail to a potential contact. Remember to double-check your spelling and do not use slang. The examples below are ideal to use with those with whom you already have a solid relationship.

Dear Jon,
It's been quite a while since we have seen each other. I'd like to get together soon to get your advice on a couple of companies I've been considering. How about the 23rd? I'll call to confirm.
Sincerely yours,

Dear Jayne,

It's been months since we talked! I'd love to talk to you about what you do as a fashion designer, how you got your first job, and what it's really like out there.

I'll be graduating soon and I'm looking into possibilities. I'd like to hear your feedback, too, about where you think I would fit in the field of fashion design. Are you available to meet with me a week from Sunday? I'll call you to set it up.

Best regards,

Dear Mike,
I would appreciate your advice about what it's like to be an associate in the marketing industry. I'm thinking about a career change and have always valued your perspective. I'll call to set up a time to talk that's convenient for you.
Yours truly,

Dear Jennifer,

I hope you're doing well! I'm graduating this summer and would really like to talk to your dad again about the jobs at his company. We had a good talk over the holiday at your house, but I'm not sure how to reach him about scheduling time for an informational interview. I'll call you next week to get your thoughts and his number. Thanks.

Sincerely,

The #1 Networking Rule:

When contacting new resources, be sure to explain who you are, how you found them, and what you would like to discuss. Do not discuss job openings unless your referring source has specifically indicated that this is appropriate!

Sample letter: Introduction

You may choose to offer this to your contacts as a sample of a letter/e-mail or telephone script by which they may introduce you to a new contact.



Dear Mr. Downs:

During the last four years, Jim Allen has worked part-time for Happy Landscaping as a designer, customer service representative, and sometimes a bookkeeper. We have appreciated the quality of his work, his dependability, and his willingness to get the job done.

Now that he is completing his education, he is ready to work full time in his major, accounting. Although he isn't sure yet just what kind of position he wants, I would like to help him get the professional advice he needs. From our conversations, I thought that you would be an excellent contact for him. He will be calling you soon to arrange an informational interview appointment...

Sample Letter: Someone you discovered through research

Use this letter to first introduce yourself to a new contact you found through some type of research.

You may not want to send a resume at this time. You could use it as a reason for future contact.

Your Address
City, State Zip
Today's Date

Name (*from UCAN, Career Search, Wetfeet, your contact, or call the company*)

Title

Company

Address

City, State Zip

(*Double spaces where indicated*)

Dear Mr./Ms. : (*Paragraphs indented or flush against left margin*)

Your name came to my attention while researching the field of _____ as a possible match for my skills and experience. I am exploring a variety of professional positions to discover the ones that would be the most appropriate focus for my job search.

I will complete my Bachelor's degree in Systems Engineering next May at the University of Virginia and am using these months to plan ahead for that time. My course work has led me to believe that there are several possible directions my career could take. During the summers between academic years, I worked at (company) doing _____, which I found very interesting.

Based on your knowledge of the field, you could help me considerably by discussing the kinds of jobs that exist for a recent graduate with my experience.

Within the next week, I will contact your office to arrange a convenient time for our meeting. I know you are busy, so I will keep our conversation to a duration you find appropriate. Thank you for your consideration.

Sincerely,

(*4 lines blank for signature, not necessary for e-mail*)

**Be sure
to sign
your
letter!**

Your name typed

Sample letter: Someone you've been referred to

Use this letter to introduce yourself to a new contact to whom you've been referred to by someone you know.

This format may also be adapted for e-mail. Be sure to keep the formality of the style and content intact.

1 Jefferson Park Ave.
Charlottesville, VA 22903
February 28, 2008

Ms. Lydia White
Personnel Manager
Foundation Property Management
1122 14th Street
Washington D.C. 32265

Dear Ms. White:

George Helpful suggested that I contact you about my long-term interest in working in personnel management in Washington. He told me last week that you were someone who would give me "straight information."

Since I will be in the area visiting my family in a few weeks, I hoped that you would be able to spend a little time with me to give me some advice.

I plan to follow-up on this letter with a telephone call to your office to establish a telephone appointment with you. Then we can talk about the dates of my trip and your availability. I could really use the benefit of your expertise and knowledge.

I look forward to our telephone conversation and to meeting with you in April.

Yours truly,

Your name typed



Tools

- * Everyone you know
- * U.Va. alumni chapters in your region of interest
- * U.Va. career fairs and other UCS events
- * Core Rules of Netiquette (www.albion.com/netiquette/corerules.html)
- * Networking and Your Job Search (www.rileyguide.com/network.html)
- * UCS Library
- * Professional Associations, ex: Public Relations Society of America (prsa.org)

Interview for Information

What to do when YOU are the interviewer:

Informational interviews are a great opportunity to speak with and gain information from experienced professionals in a field. Normally, they last between 30-60 minutes. They can take place face-to-face, over the phone, or through e-mail.

Showing that you can act and communicate in a professional manner will make a good impression. Your interviewee might remember you should they hear about a job opening! Although informational interviews do sometimes result in job opportunities, never expect to get a job directly from them.

Deciding whom to interview

- * Choose a person who has or has had the same level of responsibility as you might have upon entry into the field.
- * Find people through family members, friends, career centers, alumni (UCAN <http://hoosonline.virginia.edu>), or by contacting the company's HR department.

Making first contact

- * Read the "Building Connections" section of this guide (p. 11) for tips on making contact.
- * Emphasize that this is an informational interview—you are not asking them to hire you.

Preparing for the interview

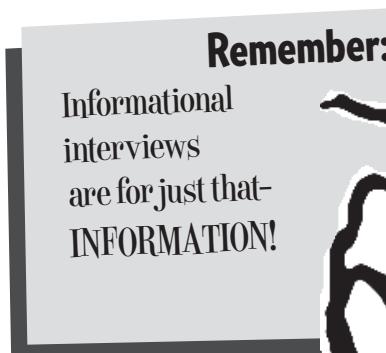
- * Research the company and the person you are interviewing. Ask informed questions and be enthusiastic! This helps the person justify spending time with you.
- * Bring a sample resume for review if you meet in person.
- * Prepare a set of questions before the interview. Be sure to ask about job tasks, working conditions, and career preparation.
- * Ask open-ended questions that reflect your research into the industry.

Possible discussion topics

- * The interviewee's own career path, career goals, and interests.
- * A typical day on the job, job descriptions, and other organizations that do similar work.
- * Hiring trends in the field, desired skills, suggestions regarding resume content, and effective methods of networking.
- * Internships, volunteer positions, and shadowing opportunities with the company and in the larger industry.

Meeting on-site

- * Dress in a style similar to that of the person you are interviewing.
- * Be sure to bring a notepad and pen.
- * Be punctual, polite, and friendly. Begin by thanking your host for her time, and be sure to show your interest during the interview.
- * It is up to you to conclude the interview—keep to the amount of time you specified. Ask for a business card, so you can follow up with a thank-you note within 48 hours.



Prepare your Professional Materials

Well-developed professional materials will open the door for you to meet and interview with employers. Professional materials include:

- * Cover letters (p. 20–23)
- * Resumes (p. 24–31)
- * References page (p. 32)
- * Thank-you letters (p. 32)
- * Letters to accept/decline an offer

Your cover letter and resume are primary tools with which to market your skills, abilities, and experiences to employers. If you have ever wondered how to write a confident and relevant cover letter, or whether or not your resume successfully communicates your skills and experiences, keep reading.

What is a Cover Letter?

A cover letter is a way of introducing yourself to a potential employer. By using the position description, you can connect your skills and experience to what they are looking for in a potential candidate. The cover letter should be concise and catchy—if a potential employer reads your cover letter and is intrigued, they will then read your resume. The cover letter and resume land you an interview.

When Do I Need One?

Always. A potential employer cannot tell why you are interested in a position with just your resume. Sometimes employers will not specifically ask for one but it is better to provide more information than less. It shows enthusiasm, organization, and, most importantly, sincere interest in the position.

Structure of a Cover Letter

The First Paragraph

...is a basic introduction. Keep it to 2-3 sentences outlining the position, where you found it, and why you are interested in working for that specific organization. (If you don't know the answer to this question, you may want to do some research) Also, briefly introduce your background and experience.

The Body

...can be 1-2 paragraphs long. It should expand on specific experiences and involvement that are relevant to the position. Excellent guidance for this section is the position description. If the potential employer is asking for someone with excellent communication skills, expanding on your previous experience working as part of a committee to plan an event will directly connect your experience and background to the skill set the employer is looking for. The cover letter is the place to expand on experiences such as study abroad or coursework that you may not have had the opportunity to do on the resume. Also, write in a direct manner. For example: I think I would be a valuable addition to your organization. Instead write: I know I will be a valuable addition to your organization.

The Closing

...should be brief. Keep it at 2-3 sentences outlining a specific action for follow-up (e.g. via e-mail in two weeks). Also, you want to reiterate your interest and contact information. Always thank them for their time as well.

Cover Letter Worksheet

Tip:

Not applying to certain jobs because they require a cover letter? You are missing out on great opportunities! After you write and revise your first cover letter or two it gets much easier! The cover letter will be edited according to the different opportunities you are applying for. Cover letters are a great place to include upcoming leadership responsibilities or future research experience. It's also where you can outline your career goals.



Cover Letter Examples...

Anna (Thi) Pan

987 Lewis Charlottesville VA 22904 434-983-0000 annapan@virginia.edu

April 14, 2009

Ms. Kathleen Cook
Sales Manager
GNC
2108 S. Irby St.
Florence, SC 29505

Dear Ms. Cook:

Your search for a Sales Associate is over!

My background qualifies me in several ways. First, I have worked as a retail associate at Gap Inc, where I demonstrated my ability to develop solid product knowledge in order to address customers' questions and make appropriate recommendations given their individual needs. Second, my theater arts experience has provided me with strong communication skills that would allow me to make effective sales presentations. I directed and produced three main stage plays where I motivated, persuaded, and communicated effectively with others. Lastly, as a University Programs Council member, I assumed responsibility for planning and scheduling speakers, negotiating contracts, and supervising promotional campaigns. In short, I have the skills necessary to make an immediate contribution to your organization.

I am very interested in working for GNC. I am an avid runner and have committed myself to living a healthy lifestyle. I am extremely motivated by the prospect of working for the largest global retailer of nutritional products. In addition, I met your District Sales Manager last fall at the Health Fair in Richmond, VA, and he indicated that your company seeks highly motivated and energetic people for your sales force. I think that I meet those qualifications and would like to have an opportunity to meet with you to discuss my background.

Thank you for your time and consideration. I will follow up with you in a week to inquire about the next step in the hiring process. I am readily available for a phone interview, and if preferred, could arrange to come down to Florence for an in-person interview. I can be reached at (503)555-1234 or sostenr@gmail.com, and look forward to your response.

Sincerely,

[Signature]

Greg B. Postern

April 22, 2009

Remi Monoco, Executive Assistant
The Metropolitan Waterfront Alliance
457 Madison Avenue
New York, NY, 10022

Dear Mr. Monoco,

I am applying for the position of Office Associate with the Metropolitan Waterfront Alliance (MWA) based on the recommendation of a mutual friend, Kim Power. I will graduate in May 2009 from the University of Virginia (UVA) with a Bachelor of Urban & Environmental Planning, a Bachelor of Arts in French and a minor in Architecture. I will be moving to New York City soon and see this position as the ideal opportunity to contribute the skills I have gained from my professional experience, academic studies, and diverse background. I share the belief with MWA that waterfront areas should be accessible for all, and I am strongly motivated to make the New York and New Jersey shores a pleasant place to live, work and play.

My organizational and communication skills are well demonstrated in my work experiences in non-profit, corporate and student organization settings. My current internship with Piedmont Council of the Arts has similar responsibilities with the position at MWA where I provide administrative support, focusing on maintaining a contact database of local artists, creating a new filing system for the council and constructing e-mail campaigns. I have interned at KPMG Audit firm, a corporate environment where attention to detail was essential when managing client files and proofreading financial statements. In addition, I handled event logistics and publicized events when I served as publicity chair of the Taiwanese Student Association at UVA. I have acquired a sophisticated understanding of urban affairs through my studies. My coursework included site assessment and data collection, application of planning regulations, and the development of recommendations in order to create a neighborhood Master Plan and transportation plan. Originally from Taiwan, my residence in Germany, France and the United States, as well as, my extensive traveling experiences have fostered an ease in working with people from diverse backgrounds.

Kim Power is sending you a letter in regards to my qualifications and I look forward to discussing my candidacy for this position with you as well. Thank you for your time and thoughtful consideration. I hope to hear back from you soon!

Respectfully,

Anna (Thi) Pan

Whose resume would YOU look at?

Wilson Easton Huffman
983 Culbreth Rd.
Charlottesville, VA 22903

January 25, 2009

Dear Hiring Manager:

Please accept this letter and the attached resume as an indication of my sincere interest in the open legal assistant position at Garvey, Schubert & Barer that I found on CAVLink, the University of Virginia's job database. I graduated in December 2008, with a degree in History and Sociology and would like to gain experience in the legal field before applying to law school. While reviewing your website, I was pleased to see that your firm operates in a wide variety of spheres. The areas of your practice to which I am particularly attracted are the Environment & Natural Resources and Land Use & Condemnation sectors.

Throughout my college career, the courses I found most interesting were those revolving around subjects such as law, business, and land use. After taking a course in Land, Law and The Environment, my professor took me on as an intern to work at the University's Institute for Environmental Negotiations. My job there included reading reports, analyzing data, partaking in active research contacting persons of interest to arrange interviews, and giving reports of my findings. From my coursework and professional experiences, I have developed the researching, analytical thinking and writing skills necessary to be a successful legal assistant. In addition, I am aware of the long hours and hard work that is required of the role. I am ready to dedicate myself to Garvey, Schubert & Barer in much the same way that I committed myself to being a varsity athlete. As a member of the swim team, I devoted up to 30 hours a week to practices, travel and competition on top of a full course load.

I believe this to be a great opportunity to learn from the many successful lawyers at Garvey Schubert Barer holding high peer review ratings in accordance with Martindale-Hubbell Legal Network. I hope that you will afford me the opportunity to become a member of your team.

Thank you for your time and consideration. I can be reached via phone (865-987-2222) or email address (whuffman@gmail.com).

Sincerely,

Wilson Huffman

Patrice Camp

290 Colonnade Dr. Apt 25
Charlottesville, Virginia 22903
895-987-6321 or pcamp@virginia.edu

March 25, 2009

Ms. Ann Nawaz
U.S. Department of Education
400 Maryland Avenue, S.W. (FB-6, Room 7E230)
Washington, DC 20202

Dear Ms. Nawaz:

My experiences and status as a third year student at the University of Virginia make me an ideal candidate for the summer internship program with the U.S. Department of Education, which I learned about at the Government and Nonprofit Career Expo in D.C. last month. Your agency is known for working to ensure equal access to education for every child and promoting educational excellence throughout the nation. I know that with my background and interest in helping youth, I am a good fit for your organization.

My volunteer work throughout college has confirmed my love and dedication to children. By volunteering at Wesley Daycare in Charlottesville VA, I learned a lot about child development by caring for children ranging from three months to three years old. During my time at Wesley, I had the opportunity to observe student and teacher roles and a variety of teaching techniques. Later, these skills became important when I volunteered with the Migrant Aid program and had the opportunity to tutor a high school boy and girl. I now look forward to serving as an advocate for youth education by working in your After-School Programs division.

I have been prepared for this administrative role as a result of my position as an intern at the Weldon Cooper Center for Public Service last summer. There, I coordinated internship placements for over 200 students in the Charlottesville community. More specifically, I collected and organized applications, corresponded with students and sponsors via email and phone, maintained an updated Excel database of all internship sites and sponsor contacts, and created orientation packets. I have honed the organizational skills, time-management skills and detail orientation necessary to be a successful intern with the Department of Education.

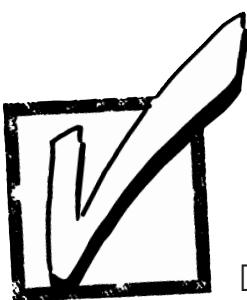
Thank you for reviewing my application. Should you have any questions, you may reach me using the contact information listed above.

Best regards,

Patrice Camp

List the following information on another sheet of paper to make sure you have everything you need, and to organize your skills, abilities, and experiences as they relate to the job description.

1. Employer's name and title
2. Organization/company
3. Address
4. Phone/fax number
5. Title of position
6. Describe the duties and responsibilities of this position (If you are writing a letter of inquiry, state the duties as you believe they would be).
7. List your previous and current classes that relate to this position.
8. List all (college and high school*) activities, employment experiences, leadership roles, and honors that relate specifically to this position.
9. Describe the skills that you bring to this position.
10. List any additional educational endeavors such as study abroad, special programs, independent studies, minors, double majors that strengthen your application.



Cover Letter Checklist

Use this checklist to make sure the format and content of your cover letter are consistent and correct.

- Sender's address and date.
- Recipient's address:

 - Person's name and title
 - Organization's name and address

- Proper salutation and closing:
 - Dear (name):
 - Sincerely,
 - Signed (Have you signed the letter?)
 - Sender's name (typed below signature)
 - Enclosure
- Formal letter style (blocked or semi-blocked).
- No typos or misspellings.
- Professional appearance.
- Clear print quality

- Resume quality paper (24 lb bond linen or cotton, matched to your resume)
- Same font used as on resume (10-12 point size is recommended)

Letter of Application

- Identified specific position sought.
- Identified source where you learned about job opening.
- Indicated why you are interested in this organization.
- Outlined your strongest qualifications (referenced actual experiences).
- Identified relevant skills.
- Indicated future plan of action (I will contact you...).

Letter of Inquiry

- Identified type of career you are pursuing (career objective).
- Identified where you learned about the organization.
- Outlined your strongest qualifications and referenced actual experiences.
- Identified relevant skills.
- Indicated future plan of action.

Tip:

No contact name listed on the job announcement? Call the organization to which you are applying to inquire about the contact person for the position.

If you still don't get a specific name, here are some suggestions for appropriate salutations:

Dear Hiring Manager,
Dear Search Committee,
Dear Intern Coordinator ,

Resume Formatting

Chronological vs. Functional

There are two common resume styles.

A chronological style is usually recommended for college students (the sample resumes in this Guide use this format). In a chronological resume, items are arranged in reverse-chronological order within topic areas (education, experience, etc.). If only some of your experience is relevant, you can divide it into two blocks: “Related Experience” (or “Teaching Experience” for example) and “Additional Experience.”

A functional style stresses skills and abilities regardless of where and when they were developed or demonstrated. A resume in this format is not arranged chronologically. For more information about resume styles, visit our office in Bryant Hall.

Bullet vs. Paragraph

There are pros and cons to both formats. The bullet format presents information in a concise, easy to follow manner; however, because each description is on a separate line, the page fills up quickly. In contrast, the paragraph format allows for more text on the page, but can come across as dense and overwhelming and thus lose the interest of the reader. Whether using bullet or paragraph format make sure to:

- 1) use strong action verbs (p. 30-31),
- 2) use the minimum number of words to convey meaning, and
- 3) list your most impressive descriptions/skills first within each entry.

Resume layout

The layout of your resume is very important. It must be visually attractive, well organized and easy to read. Factors that enhance a resume's appearance are:

- * Wide and even margins.
- * Consistent spacing between headings.
- * Good use of highlighting techniques, such as italicizing, capitalizing, and boldfacing.

Guidelines:

- * Avoid resume templates—the automatic formatting will limit your options. Find a resume (in this Guide, in our library, a friend's resume) you like and copy its style.
- * Avoid large blocks of text (i.e., more than 10 lines).
- * Consider keeping the left margin clear by putting dates with the rest of your entry.
- * As a general rule, one page is the recommended length. This may vary if you have extensive experience.
- * Don't sacrifice margins and white space to keep your resume to one page.

- * Use standard, readable fonts like Helvetica, Bookman, Arial, and Times New Roman.
- * Only use one font type.
- * Keep font size within 10-14 points.
- * Avoid script fonts and underlining; boldface and italics are generally better ways to highlight an item.
- * Avoid graphics, shading, and lines. If you do use lines, put at least 1/4 inch of white space around them.
- * Don't compress the space between letters; you want your resume to be readable!
- * Always send originals on light-colored 8 1/2" x 11" paper; when faxing, set the fax machine on “fine mode.”
- * Don't fold or staple your resume.
- * Keep margins wide (no smaller than .5") and even.

Resume Worksheet

Use these prompts to organize your skills, abilities, and experiences before drafting your resume.

1. Describe the type of job/career field you are considering/seeking.
2. Describe the types of organizations to which you will be sending this resume.
3. Explain why you chose this type of resume format.
4. List previous or current classes that relate specifically to the type of job/career field you are seeking.
5. List all (collegiate and high school) activities, previous/current paid and volunteer positions, leadership roles, honors and other experiences that relate specifically to the job/career field you are seeking.
6. List any additional educational endeavors such as study abroad experiences, special programs, independent studies, minors, double majors, etc..
7. List the skills you possess that will help you in this particular position/career field.

* Third and fourth year students are generally advised against including their high school graduation information on their resumes unless the name of the school will aid in networking, the student was high school valedictorian, or relevant high school positions/activities are listed on the resume. Not sure? Stop by our office during walk-in hours or call 434-924-8900 for an appointment.

Resume Examples...

IAN STEWART

isewart@virginia.edu

ACADEMIC HONORS

- Phi Beta Kappa
Dean's List 6/6 semesters; Psi Chi (National Honor Society in Psychology)
Intermediate Honors (highest academic honor for second year students)
Echols Scholar (distinction for 8.5% of incoming liberal arts students on basis of intellectual maturity, initiative and independence)
SAT 1550: 800 Math, 750 Verbal
Overall GPA 3.84

ADDITIONAL EXPERIENCE

- Intern to Vice President, Charlottesville Regional Chamber of Commerce*, Charlottesville, VA. 2007 – Present.
Interact with constituents to identify individual needs. Co-create and distribute publications. Facilitate operation of meetings and special events. Investigate partnerships with University of Virginia student leadership.

RELEVANT EXPERIENCE

- Intern to Director of Programs and Services, New Jersey State Council on the Arts*, Trenton, NJ. 2005 – 2006 (school breaks).
Updated and managed files for over 1,000 contracted panelists. Researched and prepared biographies for potential panelists. Prepared and managed spreadsheets using Excel. Resolved outstanding fees owed to contracted panelists.

- Independent Researcher, Adolescent Study, Department of Psychology*, UVA Fall 2005.
Researched single parent families to determine affect on maturation process of youth. Contacted study participants. Developed questions. Scheduled and conducted interviews. Coded responses in SPSS statistical software for analysis. Reported findings in 20 page paper and presented highlights to faculty committee. Earned A.

RELEVANT EXPERIENCE

- Volunteer Coach, YMCA Youth Basketball Program*, Charlottesville, VA. 2006 – Present.
Instruct 9 eighth-grade boys in the fundamentals of basketball. Lead team in practices and games. Serve as a positive role model.
Executive Board Member, Pi Kappa Phi Fraternity, UVA. 2006 – Present.
Oversee education program for associate members. Moderate weekly meetings. Manage flow of information between associate and full members. Plan and coordinate travel events.

- Co-Founder Men's Group / Kesher Chair, Hillel Jewish Student Union*, UVA. 2005 – Present.
Provide academic and emotional support for first year students. Help lead and support Men's Group initiatives. Represent organization to university community.

RELEVANT EXPERIENCE

- Lead Music Teacher, Congregation Beth Israel*, Charlottesville VA. 2005 – Present.
Work as part of team to plan lessons and enthusiastically teach music to over 100 children. Assume responsibility for determining appropriate selections for classes. Demonstrate and support healthy values to students and faculty.

- Senior Counselor / Soccer Instructor, Camp Hess Kramer*, Malibu, CA. Summer 2007.
Accounted for general welfare of campers. Developed and implemented training programming for new counselors. Instructed 25 campers in proper soccer technique.

MARCOS SILVA	Permanent Address: 1114 Stadium Rd. U.S. Permanent Resident Charlottesville, VA 22904 Cell: (954) 934-3719 Email: siva@virginia.edu	Permanent Address: 12,100 St. Geman-en-Lave, France Home: 33(0)23.65.7401
OBJECTIVE	To obtain an internship/traineeship in field of International Affairs or Government Relations working with diplomats and government officials representing South America.	
EDUCATION	University of Virginia, Charlottesville, VA. May 2009 B.A. in Foreign Affairs with a concentration in Western Europe. GPA: 3.290 B.A. in Latin American Studies. GPA: 3.500; Minor in History. GPA: 3.844.	
LANGUAGES	Fluent in Portuguese, English, Spanish; proficient in French.	
INTERNATIONAL EXPERIENCE	Extensive travel throughout Central/South America, North America and Europe.	
RELEVANT EXPERIENCE	United Technologies (UTC) International Office, Brussels, External Affairs Intern , Summer 2007 Attended European Commission's Green Week and reported relevant information to international headquarters in Washington, DC. Researched EU directives and legislation regarding renewable energy and the aviation industry. Attended and reported on European Parliament's Environmental Committee Meetings. Co-represented UTC at American Chamber of Commerce, EU monthly meeting.	
INTERNATIONAL RELATIONS ORGANIZATION	Member , 2006-2007 Met weekly to discuss political issues. Participated as a delegate in Model United Nations Conference (MUNC), Harvard University, February 2004. Collaborated on Spanish-speaking International Crisis Committee Simulation, March 2004. Staffed Nuclear Proliferation Treaty Committee for high-school-level MUNC, October 2005.	
FUND FOR PUBLIC INTEREST RESEARCH	Field Manager , Summer 2005 Personally raised over \$10,000 in office that exceeded group fundraising goals by more than 150%. Individually collected 500+ petitions regarding Bush's Environmental Program, and independently contacted television and newspaper media for press conferences addressing mercury pollution and coal power plants.	
SUR MAGAZINE	President , 2007-present Run bi-monthly meetings and proofread articles for only Latino publication at the University. Develop and present budget proposals for numerous grants. Foster dialogue and understanding within the University community. Initiated the creation of a website for the magazine in which all previous publications can be viewed.	
ALIANZA COALITION OF HISPANIC/LATINO LEADERS	Member , 2005-2006 and 2008-present Attend weekly meetings with presidents of Latino organizations at U.Va. Co-sponsor events for educational, entertainment, and awareness purposes. Take initiative to increase Hispanic/Latino presence at the University.	
LATIN STUDENT UNION	Social Committee Member , 2005-present Co-organized and hosted event featuring ambassadors from Brazil, Peru, and Argentina; Student Mediator for political discussion, October 2004. Increase awareness of culture by encouraging social interaction among members and participating in semi-annual performances celebrating Hispanic/Latino culture.	
UNIVERSITY CAREER SERVICES (UCS)	Career Peer Educator , 2006-present Assist students with books, online programs and job search engines. Participate in informative panels about resources available at UCS. Run resume workshops with other interns and coordinate UCS Open Houses for students. Wrote a book review that was posted on the UCS website. Recipient of C.E.O. Level Award, the highest award granted to interns for outstanding performance, November 2008.	
HISPANIC/LATINO PEER MENTORING PROGRAM	Peer Mentor , 2006-2008 Met regularly with and wrote status reports about each student for faculty advisor. Co-organized events including student panels, faculty dinners, and social events to facilitate transition for incoming students.	

More Resume Examples...

<p>CURRENT ADDRESS: 123 Chandler St. Charlottesville, VA 22901 Mobile: 703-959-5513</p> <p>Amy L. Bein Email: Abein@virginia.edu</p>	<p>OBJECTIVE</p> <p>To gain experience assisting clinicians in geriatric care center while preparing for entrance into medical school.</p>	<p>EDUCATION</p> <p>University of Virginia (UVA) – Charlottesville, VA Bachelor of Science in Kinesiology with a concentration in Sports Medicine Cumulative GPA: 3.67 Major GPA: 4.00 Dean's List 4/5 semesters</p> <p>Pontificia Universidad Católica del Perú – Lima, Peru Spanish Language Immersion Program</p> <p>Northern Virginia Community College – Fairfax, VA EMT-basic Course and Certification</p> <p>Woodbridge High School – Woodbridge, VA Valedictorian- GPA 4.39</p>	<p>SCHOOL ADDRESS: 1234 Stadium Road Apartment 123 Charlottesville, VA 22903</p> <p>EDUCATION</p> <p>UNIVERSITY OF VIRGINIA, McIntire School of Commerce B.S. in Commerce, May 2007 Concentrations: Finance and Accounting Cumulative GPA: 3.71</p>	<p>WORK EXPERIENCE</p> <p>UNIVERSITY INVESTMENT MANAGEMENT COMPANY Spring 2007 Financial Analyst, Public Equities Group</p> <ul style="list-style-type: none"> Conducted due diligence on various potential hedge fund managers for endowment Examined return patterns and investment strategies of current managers <p>MERRILL LYNCH Investment Banking, Summer Analyst, Global Healthcare Group</p> <ul style="list-style-type: none"> Calculated weighted average cost of shares for a Dutch Auction Conducted due diligence on various biotech and specialty pharmaceutical companies Updated weekly public comparables on large and mid-cap Medical Technology firms Announced Transactions: \$125 million Convertible Note Offering for New River Pharmaceuticals, defensive Dutch auction for QLT Inc. <p>WACHOVIA SECURITIES Summer Intern, Financial Advisor Assistant</p> <ul style="list-style-type: none"> Served as liaison between financial advisor and outside entities to complete broker-dealer changes, a 1035 Annual Exchange, and an IRA Payroll Savings Deduction Plan Performed future wealth projects for clients via simulation model, assembled investment proposals, created asset allocation reports, and composed informational cover letters to be used for financial prospects <p>UNITED STATES DEPARTMENT OF LABOR Summer Intern, Assistant in Office of Public Liaison</p> <ul style="list-style-type: none"> Researched and prepared briefing materials for Secretary of Labor, Elaine L. Chao, including statistics, biographies, and other background information Coordinated and presided over Secretary Chao's end of summer reception for 100 interns <p>ACTIVITIES 2006 – 2007</p> <p>MCINTIRE COMMERCE COUNCIL President. Managed, developed, and executed career, service, and social events to foster close relationships between over 650 students and 70 faculty and staff members. Planned initiatives to improve brand image, student diversity, and student feedback. Headed 2006 4th Year Banquet and 2006 Golf Tournament.</p> <p>CLASS OF 2007 TRUSTEES Alumni Relations Member. Supported the Class of 2007 President and Vice President with activities that connect 4th year with UVA graduates. Aided in organization of Distinguished Alumni Dinner and Young Alumni Panel.</p> <p>THETA XI MULTICULTURAL SORORITY, INC. Vice-President (2006-2007). Assisted President in strategic event planning. Established chapter endowment. Formalized mid-semester reviews of officers. Created 1st Annual Chapter Reunion. Publicity Chair (2004-2006). Developed campaigns for a 5K Race and various educational events on diversity.</p> <p>CHINESE STUDENT ASSOCIATION Active Member. Head choreographer of 4th Year Dance for 20 participants in Chinafest 2007 (~500 audience members). Wrote, directed, and coordinated 15-person skit for Chinafest 2006. Served as M.C. for Culturefest 2005 (~300 audience members). Performed in Culturefest 2003/2004 fashion shows and Chinafest 2004/2005.</p> <p>HONORS</p> <p>UVA Hospital – Charlottesville, VA <i>Performer</i> • Sing and play piano for the public in lobby</p> <p>Hands on USA – Biloxi, MS <i>Volunteer, Katrina Relief</i> • De-constructed and de-molded houses with catastrophic hurricane damage</p> <p>INTERESTS</p> <p>Spanish language, singing a capella, piano, distance running</p>	<p>ADDITIONAL EXPERIENCE</p> <p>Fall 2006-present</p> <p>UVA Hospital – Charlottesville, VA <i>Performer</i> • Sing and play piano for the public in lobby</p> <p>Hands on USA – Biloxi, MS <i>Volunteer, Katrina Relief</i> • De-constructed and de-molded houses with catastrophic hurricane damage</p> <p>OTHER</p> <ul style="list-style-type: none"> Languages: Conversant in Vietnamese Interests: Interior design and creating chocolate-dipped fortune cookies Computer Skills: Advanced in MS Excel, PowerPoint, Word; Proficient in FactSet and Capital IQ
<p>CURRENT ADDRESS: 123 Chandler St. Charlottesville, VA 22901 Mobile: 703-959-5513</p> <p>Amy L. Bein Email: Abein@virginia.edu</p>	<p>OBJECTIVE</p> <p>To gain experience assisting clinicians in geriatric care center while preparing for entrance into medical school.</p>	<p>EDUCATION</p> <p>University of Virginia (UVA) – Charlottesville, VA Bachelor of Science in Kinesiology with a concentration in Sports Medicine Cumulative GPA: 3.67 Major GPA: 4.00 Dean's List 4/5 semesters</p> <p>Pontificia Universidad Católica del Perú – Lima, Peru Spanish Language Immersion Program</p> <p>Northern Virginia Community College – Fairfax, VA EMT-basic Course and Certification</p> <p>Woodbridge High School – Woodbridge, VA Valedictorian- GPA 4.39</p>	<p>SCHOOL ADDRESS: 1234 Stadium Road Apartment 123 Charlottesville, VA 22903</p> <p>EDUCATION</p> <p>UNIVERSITY OF VIRGINIA, McIntire School of Commerce B.S. in Commerce, May 2007 Concentrations: Finance and Accounting Cumulative GPA: 3.71</p>	<p>WORK EXPERIENCE</p> <p>UNIVERSITY INVESTMENT MANAGEMENT COMPANY Spring 2007 Financial Analyst, Public Equities Group</p> <ul style="list-style-type: none"> Conducted due diligence on various potential hedge fund managers for endowment Examined return patterns and investment strategies of current managers <p>MERRILL LYNCH Investment Banking, Summer Analyst, Global Healthcare Group</p> <ul style="list-style-type: none"> Calculated weighted average cost of shares for a Dutch Auction Conducted due diligence on various biotech and specialty pharmaceutical companies Updated weekly public comparables on large and mid-cap Medical Technology firms Announced Transactions: \$125 million Convertible Note Offering for New River Pharmaceuticals, defensive Dutch auction for QLT Inc. <p>WACHOVIA SECURITIES Summer Intern, Financial Advisor Assistant</p> <ul style="list-style-type: none"> Served as liaison between financial advisor and outside entities to complete broker-dealer changes, a 1035 Annual Exchange, and an IRA Payroll Savings Deduction Plan Performed future wealth projects for clients via simulation model, assembled investment proposals, created asset allocation reports, and composed informational cover letters to be used for financial prospects <p>UNITED STATES DEPARTMENT OF LABOR Summer Intern, Assistant in Office of Public Liaison</p> <ul style="list-style-type: none"> Researched and prepared briefing materials for Secretary of Labor, Elaine L. Chao, including statistics, biographies, and other background information Coordinated and presided over Secretary Chao's end of summer reception for 100 interns <p>ACTIVITIES 2006 – 2007</p> <p>MCINTIRE COMMERCE COUNCIL President. Managed, developed, and executed career, service, and social events to foster close relationships between over 650 students and 70 faculty and staff members. Planned initiatives to improve brand image, student diversity, and student feedback. Headed 2006 4th Year Banquet and 2006 Golf Tournament.</p> <p>CLASS OF 2007 TRUSTEES Alumni Relations Member. Supported the Class of 2007 President and Vice President with activities that connect 4th year with UVA graduates. Aided in organization of Distinguished Alumni Dinner and Young Alumni Panel.</p> <p>THETA XI MULTICULTURAL SORORITY, INC. Vice-President (2006-2007). Assisted President in strategic event planning. Established chapter endowment. Formalized mid-semester reviews of officers. Created 1st Annual Chapter Reunion. Publicity Chair (2004-2006). Developed campaigns for a 5K Race and various educational events on diversity.</p> <p>CHINESE STUDENT ASSOCIATION Active Member. Head choreographer of 4th Year Dance for 20 participants in Chinafest 2007 (~500 audience members). Wrote, directed, and coordinated 15-person skit for Chinafest 2006. Served as M.C. for Culturefest 2005 (~300 audience members). Performed in Culturefest 2003/2004 fashion shows and Chinafest 2004/2005.</p> <p>HONORS</p> <p>UVA Hospital – Charlottesville, VA <i>Performer</i> • Sing and play piano for the public in lobby</p> <p>Hands on USA – Biloxi, MS <i>Volunteer, Katrina Relief</i> • De-constructed and de-molded houses with catastrophic hurricane damage</p> <p>INTERESTS</p> <p>Spanish language, singing a capella, piano, distance running</p>	<p>CURRENT ADDRESS: 123 Chandler St. Charlottesville, VA 22901 Mobile: 703-959-5513</p> <p>Amy L. Bein Email: Abein@virginia.edu</p>

More Resume Examples...

ERIN CAMILLE HUNTER 4530 Milliford Rd. Charlottesville, VA 22906 OBJECTIVE To gain exposure to the arts industry through a summer internship in a museum or gallery. EDUCATION <i>University of Virginia (UVA)</i> , Charlottesville, VA. Expected May 2011. B.A. in Studio Art and Minor in Art History <i>St. Anne Belfield School (STAB)</i> , Charlottesville, VA. June 2007. College Preparatory School.	ACTIVITIES Fashion Design Club. <i>Designer/Model</i> UVA, Charlottesville, VA. Fall 2007-present. Hone sewing and construction techniques under mentorship of senior members. Design pieces for fashion shows which attract up to 350 attendees. Attend presentations by local designers and openings at area boutiques. Develop confidence with personal runway walk and poses as model. St. Anne Belfield Yearbook. <i>Editor in Chief</i> . STAB, Charlottesville, VA. Fall 2006-Spring 2007. Chose yearbook theme and color scheme. Created cover art. Independently laid out photos, copy and text for 150 page publication. Interviewed featured community members. Finished product recognized as best yearbook in school's history.	WORK EXPERIENCE Mellow Mushroom Pizza Bakers, Server , Charlottesville, VA. Summer 2008-present. Work collaboratively as part of team to provide quality customer service in fast paced, high-volume restaurant. Manage up to 6 tables simultaneously. Resolve customer complaints. Train new staff. Work 30 hours/week during summer and 10 hours/week while maintaining full course load during school year.	ATHLETIC EXPERIENCE Arropostale, Sales Associate. Fashion Square Mall Charlottesville, VA. Summer 2007. Created visually appealing displays of merchandise. Developed solid product knowledge to answer questions on current fashion trends, how to care for fabrics etc. Proofread pricings, labels and hangtags and inspected clothing for quality before putting items on the sales floor. Operated computerized register and handled ~\$3,000 daily. Entrusted with responsibility of balancing the cash drawer and closing the store.
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MICHAEL J. THOMAS

Add information requested on USAJOBS.GOV announcements

S.S. #: 000-00-0000 Citizenship: United States
Vacancy Announcement: XXXXXXXXXX
Vacancy Number: 3985-DRE303
Position Applied For: Department of Justice FTC Honors Paralegal

Permanent Address:

832 Schenectady Ave.
Yonkers, NY 11031
(203) 333-3333

Local Address:
305 16th Street NW
Charlottesville, VA 22903
(434) 555-5555

EDUCATION

University of Virginia, Charlottesville, VA
B.A. Political Science; Minor, Spanish
Overall GPA: 3.23 Major GPA: 3.38

Universidad de Salamanca, Granada, Spain,
Courses: Advanced Spanish, Advanced Grammar, Spanish Literature

EDUCATION

May 2008

Summer 2006

RELATED EXPERIENCE

Intern, Smith, Tyc, and Smith, Washington, DC
Attended congressional hearings at one of largest lobbying firms in Washington.
▪ Trained to take notes on proceedings and created 2 page detailed reports on observations.

Student Intern, Office of Senator Joe Jones, Richmond, VA
Responded to hundreds of inquiries from constituents; researched issues of local concern; participated in Senator's staff meetings; assisted Senator on projects on Capitol Hill.
▪ Entrusted to review and edit documents related to the Senator's committee work.

Representative, University Greek Council, U.Va.
Selected by Phi Beta Sigma Fraternity to represent goals, interests and needs of 100 member fraternity on the 22 member Greek Council.
▪ Met weekly to serve as liaison between the fraternity and University community.

ACTIVITIES

Spring 2005-present
Meet weekly with 75 brothers to discuss social and community service programs.
• Help raise \$10,000 a year for Ronald McDonald House through barbecue event.
• Performed 100 hours of educational service for Charlottesville community.

Fall 2004-present
Member, Delta Sigma Pi, U.Va.

SKILLS

Fluent in Spanish and Conversant in French
Proficiency in MS Word, MS PowerPoint, MS Access and MS Excel

Resume for a government job

More Resume Examples...

RAVEN K. LESTER

Email: rklesster@virginia.edu · Cell phone: (804) 892-6975
 Present: 362 Jefferson Park Ave · Charlottesville, VA 22901
 Permanent: 1027 Melverna Dr. · Dash, VA 23598

LOUISE A. MONTGOMERY	MONTGOMERY@VIRGINIA.EDU	
<i>Current Address</i>	<i>Permanent Address</i>	
111 Shamrock Rd Charlottesville, VA 22903 571-265-9228 (mobile)	4127 N. 34th Rd Arlington, VA 22207 703-528-0453 (home)	
EDUCATION		
University of Virginia, School of Engineering and Applied Science <i>B.S. Computer Science with Mathematics Minor</i> Major GPA: 3.38 / 4.00 Cumulative GPA: 3.24 / 4.00 Undergraduate Thesis: "A New Approach to Facilitating International Engineering Education" Engineering students' schedules to make room for study abroad	Charlottesville, VA May 2007 Institut d'Etudes Politiques (Political Science Institute) Studied literature, history, politics and culture in French as an exchange student for six months Lyon, France Spring 2006 Arlington, VA June 2003	
WORK EXPERIENCE		
Programmer / Researcher, The MITRE Corporation Standardized Test Scores: SAT Math- 780 Verbal- 800; Writing- 750; Math IIC- 790 <i>Valedictorian, Advanced Studies Diploma</i>	Mit, Lexington, VA Summers 2002 – 2005 Yorktown High School Standardized Test Scores: SAT Math- 780 Verbal- 800; Writing- 750; Math IIC- 790 <i>Valedictorian, Advanced Studies Diploma</i>	
Instructor / Residential Advisor, Exploration Schools, Inc.	Charlottesville, VA Summer 2006	
• Taught 1-week Math & Logic course in two sessions of twenty high school students each	Charlottesville, VA Fall 2006 – present	
• Taught two sections of 3-week Java computer programming course in each of two sessions	Charlottesville, VA Summer 2006	
• Wrote engaging and interactive curricula for both courses during the preceding spring semester		
• Served as RA in Yale dorms, led daily sports and activities, chaperoned weekend field trips		
Teaching Assistant, University of Virginia Department of Computer Science	Charlottesville, VA Fall 2005 – present	
• Answered questions in weekly lab sections, graded homework and exams, held office hours		
Tutor, University of Virginia Department of Mathematics	Charlottesville, VA Fall 2005 – present	
• Tutored one to ten undergraduates at a time in Calculus I & II, two nights per week		
ACTIVITIES		
Counsel and Pre-Trial Coordinator, University of Virginia Honor Committee Chair, Association for Computing Machinery, UVA Chapter Volunteer Math Tutor, Charlottesville High School	2003 – 2006 2004 – 2005 2003 – 2005	
AWARDS		
Rodman Scholar, Engineering Honors Program, University of Virginia CASA Sport Award, The MITRE Corporation: division award for outstanding contributions National AP Scholar First Place, Virginia Junior Academy of Science, computer science category First Place, Virginia State Debate Tournament, policy debate	Fall 2003 – May 2007 May 2005 January 2005 October 2003 June 2003 May 2003 April 2002	
INTERESTS		Reading classics and fiction, cooking, French and American cuisine, and traveling internationally



Resume Checklist

Use this checklist to make sure the format and content of your resume are consistent and correct.

Format

- Checked for typos or misspellings.
- Included full name and complete address, including phone number and e-mail (both your school and permanent addresses).
- Education category is complete (University of Virginia, city, state, graduation date, degree, major).
 - Is GPA included? Students with a 3.0 GPA or higher (cumulative and/or major) are encouraged to list their GPA(s) rounded to the second decimal (e.g. 3.27)
 - Is work-related coursework included?
- Academic honors included? If honors are substantial, they may merit an "Honors" category.
- Professional appearance.
 - Clear print quality
 - Uncluttered
 - Not too brief
 - Easy to read
- Abbreviations avoided (besides state, GPA, or degree).
- Order of categories (Related Experience, Additional Experience, Activities, etc.) allows the most relevant information to lead the resume.
- Titles or organizations are highlighted appropriately.
- Entries within each category are ordered consistently—most recent to least recent.
- Entries are ordered according to what is most impressive overall (title or organization).
- Resume quality paper (24 lb. bond linen or cotton).
- White or cream colored papers are best.

Content

- Specific objective statement (position or field identified).

- Identified relevant work experience and activities.
- Identified position titles.
- Identified employers and organizations (organization name and city, state).
- Avoided personal pronouns, especially "I".
- Used action verbs describing responsibilities (p. 30-31)
- Past and present tenses used appropriately.
- U.Va. vernacular is avoided or explained (i.e., Echol's Scholar, 4th Year, Grounds)
- Work experiences and/or activities support the objective statement.
- Identified skills gained from each activity and experience. Made sure to include enough information so the employer knows what you actually did.
- Ordered descriptions with the most impressive information first.
- Dates are included but not highlighted.
- College summers are accounted for.
- Leadership and management roles are well defined.
- High school information is included or excluded appropriately.
- Accomplishments are highlighted.
- Results are quantified where possible (numbers, statistics, or percentages).

Tips

* After each interview (informational, telephone, or in-person), ALWAYS remember to send a thank-you note, even if you decide that you are not interested in a position or field. You can send a handwritten or typed note, or even an email. The most important thing is to write a note! See our example on page 32.

* Always have at least 3 people (UCS staff, faculty, current employer, etc.) proofread your cover letter and resume.

Action Verbs by Category

Communicative		contact convince correspond describe develop direct document draft edit	enlist express follow-up formulate influence inform interpret interview lecture	market mediate meet moderate motivate negotiate network persuade present	promote publicize publish question read reconcile recruit refer report	rewrite speak suggest summarize talk translate write	
Creative		act broaden compose conceive conceptualize conduct create	design develop direct discover draft dramatize draw up entertain establish	execute explore fashion forge found illustrate imagine improvise institute	integrate introduce invent market modernize originate perform pilot pioneer	plan redesign rehearse remodel renovate replace revitalize shape sketch	spearhead start stimulate strategize transform
Financial		account for adjust administer	allocate analyze appraise audit balance	buy budget calculate compute control	develop estimate finance forecast manage	market monitor plan procure project	purchase reconcile research transfer
Helping		advise advocate aid anticipate assess assist	care for clarify coach counsel demonstrate diagnose educate enable	encourage enlist ensure evaluate expedite facilitate familiarize forecast	foster guide handle harmonize moderate observe orient predict	prescribe protect provide reconcile rectify refer rehabilitate represent	serve support utilize volunteer
Management		administer account for analyze appoint approve assign assume attain chair	choose contract consolidate consult decide delegate determine develop devote direct	dispatch dispense employ evaluate execute formulate handle head hire leverage	manage maintain orchestrate order organize oversee plan perfect preserve prioritize	produce propose protect realize recommend recruit regulate review revitalize reward	save set goals schedule supervise terminate unify withdraw

Organizational

approve
arrange
catalogue
classify
collaborate
collect
compile
conserve

consolidate
cut
diagram
dispatch
distribute
enlist
execute
expedite
extract
generate

identify
implement
inspect
integrate
interface with
join
list
log
monitor
operate

organize
pinpoint
prepare
prioritize
process
record
reshape
reorganize
retrieve
revamp

revise
schedule
screen
set up
shape
specialize
specify
streamline
stretch
substitute

systematize
tabulate
target
update
validate

Research

amplify
analyze
calculate
chart
clarify

acquire

collect
compare
conduct
critique
diagnose
design
determine

disprove
evaluate
examine
extract
formulate
identify
inspect

interpret
interview
investigate
locate
modify
organize
process

review
research
study
summarize
survey
systematize
test

trouble-shoot

Results

achieve
accelerate
accomplish
add
advance
attain
augment

award
complete
compound
contribute
decrease
double
effect
eliminate
enlarge

establish
exceed
excel
expand
extend
fortify
improve
increase
initiate

introduce
launch
lower costs
map
maximize
measure
obtain
pioneer
prove

reduce
re-establish
resolve
restore
selected as
stabilize
standardize
succeed
transform

trim
triple
validate
widen
won

Teaching

adapt
advise
actively
analyze
apply
appraise
assess
assign
attend
calm
categorize
challenge
choose
clarify

accept

coach
command
communicate
compliment
consider
cooperate
coordinate
correct
define
demonstrate
designate
develop
direct
discipline
doubt
educate

elaborate
elicit
emphasize
enable
encourage
evaluate
excite
explain
explore
facilitate
focus
generate
guide
hypothesize
identify
implement

incorporate
indicate
infer
inform
initiate
inquire
instruct
interact
integrate
investigate
judge
listen
model
modify
motivate
observe

organize
persuade
ponder
postulate
praise
provoke
question
reinforce
rephrase
reward
set goals
set standards
simplify
solicit
speculate
state

stimulate
structure
synthesize
systematize
teach
tell
thank
theorize
train
tutor

Technical

activate
assemble
begin
build
calculate

compute
construct
contrive
convert
deliver
design
detect

devise
display
engineer
exhibit
fabricate
install
maintain

navigate
operate
overhaul
participate
program
rehabilitate
remodel

repair
resolve
retrieve
screen
sell
service
solve

supply
train
upgrade

Thank You Letter

Mishka Lynne Turner
101 Hessian Hills Way, Apt. #5
Charlottesville, VA 22901
(434) 111-1111
xyzzb@virginia.edu

References

Brad Wilcox, Professor of Sociology, University of Virginia

bxw5n@virginia.edu
178 Cabel Hall, Charlottesville, VA 22904
(434) 222-2222

Ladd Flock, Director Arts & Sciences Career Services

flock@virginia.edu
Bryant Hall, PO Box 400134, Charlottesville, VA 22904
(434) 333-3333

Ronald McIntire, School Principal, Murray Elementary

rmcintire@murray.edu
123 Rowley Way, Charlottesville, VA 22901
(434) 444-4444

William Everett, PhD, Former psychologist, family friend

willeverett@aol.com
62 Center Drive, Charlottesville, 22903
(434) 555-5555

Claude T. Fitsall
1258 Green Pasture Lane
Charlottesville, Virginia 22950
fitsall@hotmail.com

March 23, 2009

Mr. Gregory Smith, Recruiting Coordinator
Felton, Phipps and Martin, LLC.
123 Benjamin Way
Seattle, Washington 00526

Dear Mr. Smith:

I thank you for the opportunity to complete a phone interview with you for the legal assistant position at FP&M. I enjoyed our discussion concerning this position and why you find FP&M such a fantastic organization for a new graduate from the University of Virginia.

I am very excited about the opportunity to start my legal career at FP&M. As I complete my last few papers and exams here at the University, I recognize the amazing importance of research skills, and I believe my ability to take large amounts of complicated information and extract the most relevant pieces for oral and written reports will serve me well as a legal assistant.

I look forward to hearing from you in the near future. I appreciate the hiring timeline you provided during the last few moments of our discussion. Please let me know if I can provide any additional information in support of my application for this position.

Thank you and have a great day.

Sincerely,

Claude T. Fitsall

Claude T. Fitsall

Sample openings for follow-up phone calls

Following up, via phone or e-mail, can make the difference between you and another strong candidate. It shows you are confident, enthusiastic, and sincerely interested in the position. It is an extra detail that can go a long way. What's a good timeline? Generally, two weeks after submitting application materials. Nobody respond to your follow-up e-mail? Give them a call! Here are some examples of phone conversation openings that may be helpful.

Applicant:

Good Morning, I am calling to speak with Mr. Gruff.

Receptionist:

May I ask who is speaking?

Applicant:

Yes, my name is Erika Long, calling from the University of Virginia.

Receptionist:

May I tell him the nature of the call?

Applicant:

Absolutely. I had an interview with Mr. Gruff approximately two weeks ago and he suggested that if I had not heard back from him within a two-week period to connect with his office for an update on the decision-making timeline concerning this internship position for this summer.

Of course your conversation will not be as this one is verbatim, but pay attention to the details that the applicant provides while on the line with the receptionist. Try not to be evasive when calling; provide the listener with as much information as possible up front so that he/she may assist you more efficiently.

Be very polite to the receptionist. He (or she) may have more influence in the hiring decision than you realize. He might also help you get oriented once you are hired. Your rudeness or curtness toward an administrative assistant or receptionist could cost you an opportunity of a lifetime.

Applicant:

Good morning, Mrs. Carlson. This is Robert Harten from the University of Virginia. I am calling to follow up on the application materials I submitted for the entry-level Public Relations position you advertised on the CAVLink system at U.Va. May I ask if you have an established timeline for choosing candidates for interviews?

Once again, provide enough information at the beginning of the conversation to help the recruiter recognize why you are calling.

Applicant:

Good afternoon, Mr. Springstein. My name is Wanda Worke. I sent you a resume and cover letter at the end of March. I know you are very busy, but I just wanted to check back with you to make sure you received the materials.

Recruiter:

Yes I did.

Applicant:

Great. Also, I want to reaffirm I am still very interested in the position of account assistant for Mega Bucks Corp. In fact, I find myself reading about your company a lot and realized that I have a couple of questions with which you might be able to help.

Recruiter:

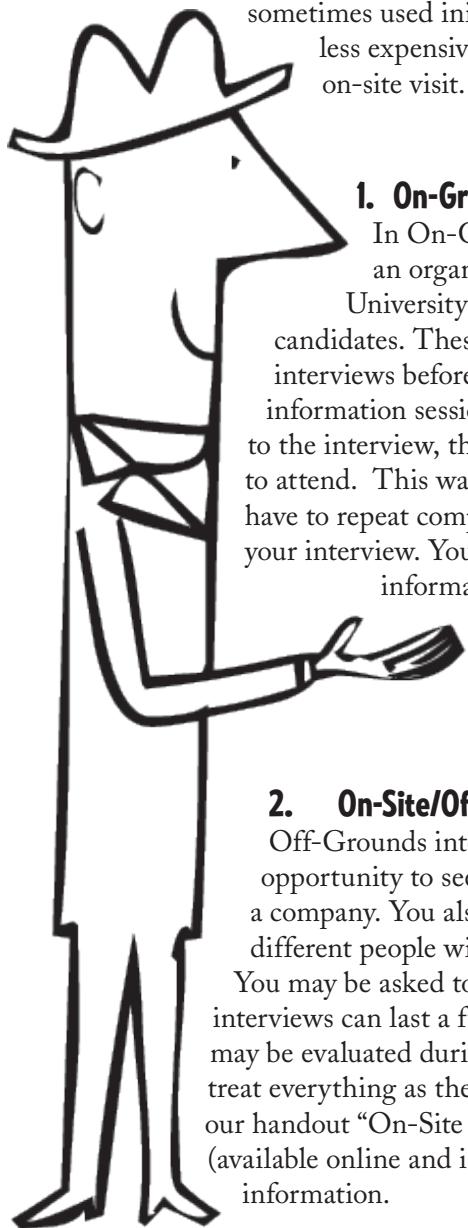
Sure, what are they?

Ask some prepared questions here, and then state that you would like to speak to him again in person about the position when he can schedule the time.

Interview

Interview formats

Interviews occur in different formats, depending on the hiring organization and where you are in the interview process. Your first interview with an organization is often a short screening interview held On-Grounds, at the organization's physical site, or by telephone. Interviews may be conducted one-on-one or by a panel of interviewers. Telephone interviews are sometimes used initially, as they are usually less expensive for the company than an on-site visit.



1. On-Grounds

In On-Grounds Interviewing, an organization comes to the

University to interview a number of candidates. These are usually screening interviews before an on-site visit. If an information session is held the night prior to the interview, the employer expects you to attend. This way, the recruiter will not have to repeat company information in your interview. You will also know more information about the organization so your answers and questions will be stronger.

2. On-Site/Off-Grounds

Off-Grounds interviews offer you an opportunity to see the physical location of a company. You also get the chance to meet different people within the organization.

You may be asked to do a presentation. These interviews can last a full day or longer. You may be evaluated during meals and travel, so treat everything as the interview. Check out our handout "On-Site Visits with Employers" (available online and in our office) for more information.

3. Panel

During a panel interview, questions may be rapidly paced, and/or framed while you're answering someone else's question. It's sometimes more difficult to achieve rapport during this type of interview, so remember to maintain eye contact with and involve each person on the panel, no matter which person asked the question. Be professional, and remember to smile. Get a list of all those in attendance for thank-you notes.

4. Telephone

Telephone interviews are often used for initial screening interviews. They're generally brief (thirty minutes or less). The purpose of screening is to narrow the pool of candidates before the more intensive in-person interviews. The employer may call to arrange a time for a telephone interview or just begin interviewing. If you are not prepared for a "spontaneous" interview, ask the employer to reschedule or call back in five minutes. Here are some tips to help you shine:

- * Keep your resume and notes nearby.
- * Concise, well-worded responses are critical; speak clearly and slowly to give your interviewer time to think about your response and take notes.
- * Be aware that you may be on speakerphone with more than one person listening.
- * Create an environment with minimal distractions and background noise.

Types of employment interviews

Just as interviews may occur in different formats, there are various types of interview questions you may be asked. Below are the three most popular.

Behavioral

- * Based on the premise that past behavior predicts future behavior on the job.
- * Evaluates a candidate's skills, abilities, and interests, reveals willingness to change and gain from experience (both success and failure).
- * Situation-based questions are used. Ex. "Tell me about a time when you had to work with a team to accomplish something." Employers are looking for a concrete example.

Tip: Use the **STAR** (Situation, Task, Action, Result) technique for structuring your answers. Briefly explain the Situation and the Task that was at hand. Go into detail about your Actions (not your group's or your team's), and describe the end Result.

Case

- * Presents interviewee with a problem, or case, to solve. Your answer is not as important as your analysis of the problem. Ex. "How many golf balls can you fit in a swimming pool?"
- * Usually used during in-person interviews.
- * Commonly used by consulting firms.

Tip: Think out loud so the interviewer can see how you solve problems. It is okay to ask for more information and you can also ask for a pencil and paper.

Resume-Based

- * Uses the resume as the source for most questions.
- * Focuses on past performance in academics, employment, and activities. Ex. "Tell me about your experience as a facility manager at the AFC."

Tip: Be able to expand on each item on your resume. Be prepared to go into great depth if asked for specific details and to discuss even those things you may hope you will not be asked about (GPA, gap in employment).

Questions employers may ask you!!

1. “Tell me about yourself.”

Employer Motivation: To find out how well you communicate and structure your thoughts and to discover what is unique about you.

Suggestion: Prepare for this question in advance. Pretend that the employer said, "Tell me about yourself and why you are interested in this job." You might answer this question by summarizing your relevant background, experience, and skills and then explaining why you believe the job would be the next logical step for you.

2. “What are your greatest work and non-work accomplishments?”

Employer Motivation: To know what you care about and what motivates you.

Suggestion: Choose something about which you are passionate. Try not to use "Getting into U.Va." as this is an accomplishment common to everyone attending this University. Think of other accomplishments to describe.

3. “Describe the three most important things to you in a job.”

Employer Motivation: To find out about your work-related values.

Suggestion: Be truthful about what matters to you, yet keep your answer relevant to the open position.

4. “How did you prepare for this interview?”

Employer Motivation: To see if you researched the company, which shows your interest and initiative.

Suggestion: Talk about any research you've done through the organization's Web site, news articles, employees of the company, etc.

5. “What do you know about this organization?”

Employer Motivation: To check your knowledge base and interest.

Suggestion: Provide an answer indicating you have researched the organization before the interview. Ex. "I've talked with some of your employees and they believe that this a good company to work for because..." —or—"I have been reading that your company is planning two new branches this year. I want to work for your company because expansion will present stimulating challenges."

6. “What are three of your biggest strengths and three of your biggest weaknesses?”

Employer Motivation: To find out if your strengths would be used in the position and to find out if you are aware of the areas where you need improvement and are working on them.

Suggestion: Give examples of your strengths (Ex. "I'm an excellent writer. Most of my teachers have commented on my ability to organize my thoughts and communicate with a variety of audiences."). With weaknesses, explain how you work around them or try to strengthen them. Sometimes a relevant weakness is the opposite of one of your strengths.

7. “Describe your ideal supervisor.”

Employer Motivation: To see if you would be effective working for the supervisor.

Suggestion: It is easier to answer this question if you know the supervisor and his/her style. If not, you should state broad preferences.

8. “Why did you choose your major?”

Employer Motivation: To discover your interests and preferences and see if they fit with the job and company culture.

Suggestion: Consider what aspects of your interests are most relevant to the job and focus on those (Ex. your love of quantitative analysis vs. your love of team projects.).

9. “What class did you like most in school? Least?”

Employer Motivation: To gauge your preferences as well as your strengths.

Suggestion: Emphasize coursework for which you had a particular passion and which relates to the position for which you are applying.

10. “What have you learned from your past jobs?”

Employer Motivation: To see if you can learn from your experiences.

Suggestion: Highlight some skills that you have gleaned from each of your major job/internship experiences and perhaps how you have refined those skills in subsequent positions.

11. “What specific skills have you acquired or used in previous jobs that relate to this position?”

Employer Motivation: To see if you have a clear idea of the skills needed for the advertised position.

Suggestion: Think about your skills before the interview and then think about how you might be able to prove each of those skills with examples.

12. “What did you like least about your previous job?”

Employer Motivation: Gauge how you deal with obstacles/conflict and assess your performance in a work setting.

Suggestion: Give this question some thought prior to any interview and try to balance anything negative with something positive.

13. “Tell me about a time when you worked as part of a team.”

Employer Motivation: To assess your teamwork, interpersonal, and leadership skills.

Suggestion: Pick a specific example that has a “happy ending” and about which you are proud.

14. “Tell me about a time when you disappointed a supervisor.”

Employer Motivation: To see how honest you are about your mistakes.

Suggestion: Pick something small to discuss (Ex. being late one day or making an error early in your training). Be sure to explain what you learned from the experience.

15. “How would you motivate a co-worker who was performing poorly on a team project?”

Employer Motivation: To see how you relate to others and perhaps how you can think outside the box.

Suggestion: Draw upon your teamwork experiences and present a thoughtful and logical answer.

16. “Tell me about an unpopular decision you made. How did you make the decision? In retrospect, how do you think you handled it?”

Employer Motivation: To see how you make decisions and how you handle differences of opinion.

Suggestion: Include all aspects of the decision-making process as well as your analysis of the decision after the fact.

17. “How would your best friend describe you?”

Employer Motivation: To see if you can confidently state your strengths.

Suggestion: Give a brief but informative answer.

18. “How will employment with us contribute to your career plans?”

Employer Motivation: To gauge your long-term career goals and how they fit with the particular organization.

Suggestion: Provide an outline of what your career goals are at that time, but you don’t need to have a concrete timeline for the next twenty years in mind.

19. “Why should we hire you?”

Employer Motivation: To see if you can concisely sell your strengths.

Suggestion: You may want to say something like, “I think there are three main reasons you should hire me. First...” Three main selling points will stick in the interviewer’s mind. Structuring your answer with numbers will keep you focused. This is not the time for details. This question is best answered with a summary of your major attributes.

20. “What salary do you expect?”

Employer Motivation: To see if your expectations are in line with the company’s.

Suggestion: Never state a flat dollar amount unless you know what the job pays. Use Salary Expert (available online) and a cost-of-living indicator to identify a good salary range.

Questions you can ask employers



Your research on an organization or position may not provide all of the information that you need before you take a job. Listed below are sample questions that may be asked during the interview to supplement your research.

Avoid asking questions that begin with "is," "are" and "do." These questions lead to yes/no answers. Instead begin your questions with "who," "what," "when," "where," "why," and "how." You should always have questions for the employer.

1. How would you describe the duties of the position?
2. How would you describe a typical day and/or a typical week in this position?
3. How much travel is normally expected?
4. Why are you looking to fill this position? (Is it a newly created job? Did the previous employee leave? Why?)
5. What are the things you like least/most about working here?
6. What is the average length of stay in this position?
7. Outside of the specific department, with whom would I work?
8. Who would be my supervisor, and how would you describe his/her management style?
9. How does one advance in the organization?
10. How often are performance reviews given?
11. About how many individuals go through your training program each year?
12. What new product lines/services have been announced recently?
13. Will you describe (ranking individual in the company) to me? (Their personality often reveals a lot about the organization's philosophy).
14. How many people are you interviewing for this position?
15. If I were extended an offer of employment, how quickly would you like me to start?
16. When can I expect to hear from you?

Counseling appointments & walk-in advising

A UCS counselor can meet with you to talk about interviewing skills or to conduct a mock interview. Books, videotapes, DVDs, and handouts on effective interviewing are available in the UCS Library. Stop by UCS (located on the 2nd Floor of Bryant Hall at Scott Stadium) for our daily walk-in hours, or call UCS at (434) 924-8900 to schedule an appointment.

Check our Web site for the current walk-in schedule.
<http://www.career.virginia.edu/>

Mock interviews

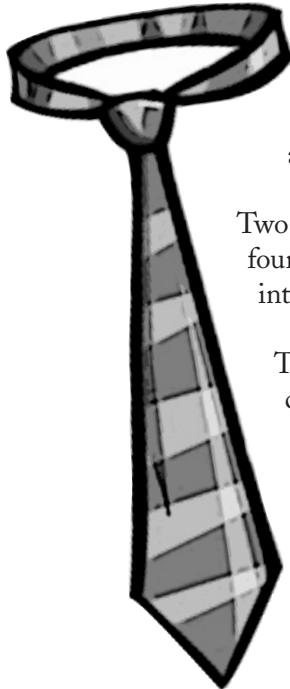
If you sign up for a mock interview, allow yourself one hour for the appointment. During the mock, the time will be used to ask you typical interview questions, listen to your responses, and for the counselor to provide feedback coaching. In addition, a counselor can refer you to relevant online and print resources.



To prepare for a mock interview, you will complete a form and submit your resume and the job description for which you want to be interviewed to UCS before scheduling your interview. This gives our counselors time to prepare. Call our front desk (924-8900) for more information or to schedule.

Dress for Success: What to wear for an interview

For Men:



Suit: A single-breasted suit is best for interviews in any field. Color should be charcoal or navy; pinstripe, herringbone and solid are also appropriate.

Two- and three-button suits are fine, but the four-button suit is too fashion forward for most interviews. Leave the bottom button undone.

Traditional cut suits are the most conservative; they have minimal padding and are less fitted to the body. European-cut suits are also acceptable.

Shirt: Iron your shirt! 100% cotton is best because it breathes well. Wear a white t-shirt underneath to hide perspiration and protect your suit.

Point collars are best; make sure to leave yourself an index finger's worth of breathing room. Your shirt should fall 1¼ to ½ inch below your suit sleeve.

Accessories: Leather belts that match the color of your shoes.

Ties: Silk ties with a businesslike print.

Socks: Solid dark socks that match your suit, worn over the calf.

Shoes: Comfortable shoes with laces.

Tools

- * Find out the format and type of your interview so you can prepare accordingly.
- * Check the interview section of our library for books, videos, and DVD's about interview formats and types.
- * Schedule a mock interview with a counselor on our staff.
- * Practice answering common interview questions with your roommate or in the mirror. Use specific examples.
- * Prepare questions for the employer.

Grooming: Have your hair neatly trimmed (including facial hair). Do not use cologne. Nails should be clean and neat.

For Women:

Suit: Skirted or pant suits are both appropriate. Color should be charcoal, navy, black, or brown.

Shell/Blouse: Wear a professional top and be prepared to take off your jacket.

Hosiery: Have at least two new pairs of hose with you before you get dressed for the interview in case you get a run in a pair.

Shoes: Wear closed-toe pumps or slingbacks that coordinate with your outfit. For comfort, you might change into dress shoes upon arrival at the interview. You may be given a tour or walk to a meal or other interviews, so make sure your shoes are comfortable but professional.

Accessories: Minimize accessories and keep jewelry simple. Carry either a purse or professional bag, but not both.

Grooming: Wear a professional hairstyle; don't try anything new for the day of your interview. Use minimal, natural-looking makeup, and don't wear perfume. Nails should be clean and neat.



Not getting the Results you want?

1. Do you know what the most effective job search strategy is, and are you using your time accordingly?

The most effective job search strategy is taking initiative to seek out companies/organizations that fit your interests, skills, and values, then networking and/or submitting your resume and an application as you discover jobs you want. If you are only applying for jobs posted online or through the mail, you're missing out.

- * Tell everyone you know that you're looking for a job.
- * Step away from your computer and go meet people in person.
- * Hand-deliver your resume to companies; give it to anyone who will take it.
- * Try informational interviewing with people working in your areas of interest. For contact information, use UCAN, U.Va.'s alumni career mentor database, or CareerSearch to locate people working in the career field, organization, or location in which you are interested. Both resources are available in the UCS office in Bryant Hall. Check out "Building Connections" (pages 11–18) for tips on how to effectively personalize your search.

2. How are you using your resume and cover letter?

Is your objective statement clear and representative of the position you are seeking? Is your resume too verbose? Is it longer than one page? Are your documents free of spelling and grammatical errors? Have you visited UCS lately to have the updated copies proofread by a counselor? Also, reference "Prepare Your Professional Materials" (pages 20–33) for resume and cover letter assistance.

3. Are you focusing your energies on a specific job? Are you targeting employers who are likely to need your skills?

A good job search begins with good research and developing a specific list of employers to target. It is more effective to spend a lot of time and energy on 10-20 employers than it is to spend a small amount of time on hundreds. Target organizations you most want to work for, companies that are likely to have openings in your field, or companies who have a particular need for the skill you have to offer. Informational interviews will help you accurately pinpoint the best first job in your field of interest.

4. Are you getting interviews, but no offers?

The problem is not with your resume, nor is it likely to be a lack of skill—or they wouldn't have offered you the interview in the first place. It simply may be that your interview skills need polishing. Schedule a mock interview with a UCS counselor to get feedback and learn ways to improve. Borrow an interview video/DVD from our office. You can also refer to the "Interview" section (pages 34–38) for more information.

5. What are your strategies for follow-up?

Often, just sending out your resume and cover letter is not enough to prompt employers to respond to you. Be proactive in your search; call or e-mail using the contact information from the job posting, and ask about setting up an interview, especially if you are planning to be in the surrounding area in the near future.

If you have sent a thank-you note (and you should always send a thank-you note) and have not received a response from the recruiter concerning the decision, call the office and politely ask about the decision-making timeline for the position. Reconnect with initial contacts to reinvigorate your efforts.

6. Are you spending enough time job searching?

Your job search is a full-time job.

Tips and Tools

- * Reassess your job search strategy.
- * Broaden your search to include sectors that you may not have previously considered.
- * Find appropriate mentors through the UCAN alumni database.
- * Schedule a mock interview at UCS.
- * Have your resume and cover letter critiqued during UCS walk-in hours.
- * Check out our print resources here at UCS: ex. *The New Professional, The Buck Starts Here, Women for Hire*.

The Job Offer

Congratulations on receiving job offers! You are probably feeling both excited and relieved. After the initial excitement, you may wonder whether this is the right job to accept. How do you decide what is right in an offer? This section will help you identify your personal, professional, and practical needs, as well as evaluate how well the jobs you've been offered will meet those needs.

What's most important to you?

First, you must determine what work and life values are most important to you. If you neglect this step, accepting/declining a job offer becomes a much more confusing decision. Identifying your values will help you avoid a future conflict between your job and your personal and professional needs.

Take a look at each of the following three categories and consider which are most relevant for you.

1. Lifestyle values

- * Living close to family
- * Time with family and friends
- * Time for and proximity to recreational and cultural activities
- * Travel within job
- * Telecommuting possibilities
- * Opportunities in finding a significant other
- * Your significant other's career
- * Religion
- * Making new friends

2. Geographic location

- * Cost of living
- * Taxes
- * Relocation information



- * Appeal of city or town
- * Climate
- * Commuting time

Try using www.salary.com to compare the cost of living in different locations (www.homefair.com/calc/salcalc.html).

Also, use the budget worksheet found on pages 57-58. You may want to visit locations with family and friends to gain their perspectives.

3. Benefits

- * Signing bonuses (separate from the salary and benefits package)
- * Health insurance
- * 401K plans/retirement benefits
- * Domestic partner benefits
- * Stock options
- * Flex-pay
- * Childcare
- * Wellness programs
- * Relocation expenses
- * Tuition assistance
- * Vacation time

Take note of when your benefits with a company begin. Some benefits begin on your date of employment; others begin 30 days to a year after this date.

Tips

- * Assess your values.
- * Determine if the job will meet your needs and interests.
- * Familiarize yourself with salaries in the field.
- * Compare offers, if applicable.
- * Speak with a career counselor if you are unsure.

Culture of the organization

Now that you have a better idea of what you value, research the company to find how closely your values match. Check out the company's Web site, speak with current employees, and utilize your industry contacts. You will most likely not be able to find information on all the following aspects, but they can give you some idea of what information to seek out:

- * Vision/philosophy of the organization
- * Mission of the department
- * Degree of working in teams and with new people
- * Size of the organization
- * Flexible vs. fixed work hours
- * Variety and creativity in work
- * Learning potential and opportunity for advancement
- * Skill transferability
- * Independence/autonomy
- * Level of pressure/responsibility on the job
- * Incentives to retain employees
- * Company infrastructure and atmosphere
- * Rewards and benefits
- * Growth potential of your job and salary
- * Diversity in the organization

Review the history of the organization and think about the following:

- * How much do you value the products or services?
- * What is the business culture, business strategy, reputation/ image within the company, and how are they viewed in the global marketplace?
- * Is the company expanding or is it in the midst of being merged with or acquired by another company?
- * What are the financial and profitability issues?
- * Has the growth potential affected its profitability? How will this affect you, the position, department, products, and markets?
- * Who are the local, national, and global competitors of the organization you may be working for? Why is this important?
- * What is the management team like? This will give you an idea of how decisions are made and who influences those decisions. Is it a flat, matrix, or hierarchical group structure?

Should you try negotiating?

Deciding whether or not to negotiate the terms of an offer can be tough. But, with some advance research, you can make an informed decision.

First, identify the primary issue that you want to negotiate, using the results of the values assessment you have completed thus far. Some students need to negotiate immediately for

more time to make a decision. Other common points of negotiation are salary and start dates. Think carefully about what terms and alternatives are acceptable to you. For example, if your request for a higher starting salary is denied, you might then negotiate for a performance and salary review earlier than they are typically conducted.

Next, decide if you have grounds for negotiating. You may want to consider negotiating if you:

- * Discover that you will be unable to make ends meet with the offered salary. (see budget worksheet p.57-58)
- * Have experience or other qualifications that exceed those of other candidates offered like positions by the organization.
- * Learn that similarly qualified candidates have been offered more appealing employment packages by the same organization in the same location.
- * Will only accept the offer if the organization will negotiate the terms.

This final condition suggests two other significant points:

- * Enter into negotiation only if you plan to accept the offer if your needs are met. Don't attempt to engage organizations in a bidding competition; you will annoy your potential employers.
- * While it is not common for employers to rescind offers to students who attempt negotiation, it is within the realm of possibilities. With a tactful approach, you should be able to avoid putting your offer in jeopardy.

If you are still uncertain about whether you have grounds to try bargaining, consult a career counselor. You can also utilize your alumni contacts. Alumni are often helpful in determining which organizations and industries are typically receptive to bargaining.



Steps to negotiating a salary offer

1. Determining the actual salary that you are seeking.

Experts indicate that it is best to have a potential salary range instead of one figure. For example, let's say you were given a \$35,000 offer to be an auditor for a public accounting firm in Washington, DC. In doing your research, you found that the average salary in Washington, DC for a similar position was \$37,500. Going into the negotiation process you would want to negotiate a salary between \$37,000 and \$41,000.

Utilize the following resources to secure that information.

- * McIntire Placement Report
- * Bureau of Labor Statistics Publications: Monthly Labor Review
- * Professional Associations and Publications
- * Personal Contacts and Alumni
- * Salary sites (salary.com, salaryexpert.com)

2. Be mentally prepared for the negotiation.

The company has invested a great deal in you as a potential employee. In addition, you are seriously considering the offer. Therefore, it is essential that negotiations be handled professionally and confidently. Listed below are some pointers.

- * Be prepared to support your assertion, using the results of your salary research and/or your assessment of your unique qualifications for the position.
- * Be willing to listen to the employer's issues and to negotiate.
- * Be prepared to accept the offer if the issue can be settled.

3. Start the formal negotiation process.

- * Contact the company representative who extended the offer. Email is appropriate.
- * Convey your enthusiasm and interest in the offer.
- * Express your concern about the salary and provide a rationale for your request for a higher starting salary.

4. Be prepared for possible responses, including:

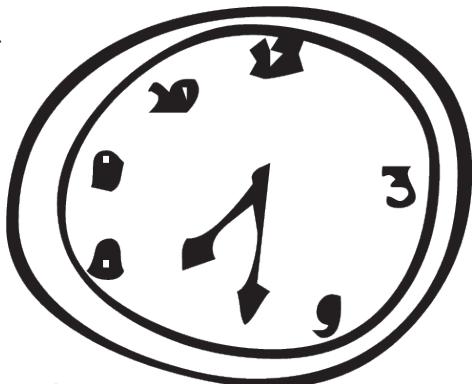
- * "What salary are you willing to work for?" Respond by providing a salary range with your ideal salary as a mid-point.
- * "That figure is beyond our salary range for this position." You have the opportunity to make another counter-offer if you are willing to consider a salary lower than your targeted range. Even if the base salary cannot be negotiated further, you could try the strategy described below:
- * "The salary we offered was at the top of the range for your position." –OR– "We are offering all of our new hires the same, non-negotiable salary." You may wish to talk about alternate methods of achieving your financial goals. Alternate methods may include a signing bonus, a 60-, 90-, or 120-day performance and salary review, or bonuses during the year.

5. Respond to the company's negotiated offer.

If you feel you can agree, you should be prepared to accept the offer. If you can't agree on a mutually satisfying compromise, you do not have to accept the offer. If the employer's counter-offer is not what you expected and you are unsure about accepting the terms of the negotiated offer, you can ask for a short period of time to reconsider.

Steps in asking for more time

The process of asking for more time to consider a job offer is similar to asking for salary adjustments. In asking for more time, you may be implying you have other offers to consider or you are unsure about the offer. While these are legitimate issues, you need to realize that the longer you take to decide on an offer, the more companies will pressure you to come to a decision. They are concerned that the probability of receiving an acceptance from you will decrease as time passes. Listed below are some ideas to present to employers if you find yourself in this situation.



1. If you have other offers:

Explain that you have other offers to consider. While their opportunity is extremely interesting, you need to evaluate the others as well. State that by going through this process, you will firmly know which company will best meet your needs and interests.

2. If you do not have other offers but are unsure about the offer:

Explain that you need time to explore other opportunities, for the reason stated in #1.

The company representative will either accept or not accept your proposal. If s/he does accept, you will probably be asked to state a specific date by which you will respond. Keep this promise. If you are still unable to determine if you want that offer by this date, you need to be aware that the representative may decide to look at other candidates.

If your proposal is not accepted, you will need to be prepared to make a decision on whether or not to accept the offer on the company's timetable.

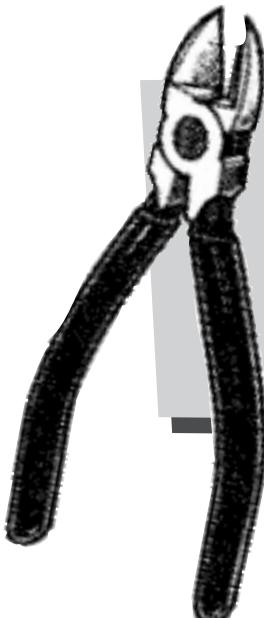
Accepting offers

Try not to accept an offer until you have fully evaluated the situation. If you are unsure, please make an appointment with a career counselor.

- 1.** Once you have accepted an offer, you have made a commitment and should withdraw your application from any other companies. If you are participating in OGI, you have signed the Student Agreement Form that states your responsibilities to the University throughout the OGI process (see the Student Agreement Form on page 55). To renege on a commitment is considered unethical and unprofessional.
- 2.** Confirm your acceptance by phone, e-mail, or in a letter to the company. Reiterate the details of the offer, including your salary, starting date, title, and any pertinent details you have negotiated. Send thank you letters to your references, in appreciation for their recommendations.
- 3.** Contact UCS regarding offers and acceptance. Records of students' employment offer us and other students valuable data.

Declining offers

When you decline an offer, don't "burn those bridges." Thank the employer and state that, after careful consideration, you have decided to accept another offer. The companies you turn down now may be networking opportunities for you in the future.



Tools

- * Salary Calculator (www.salary.com)
- * *Get a Financial Life: Personal Finance in your Twenties and Thirties*, by Beth Kobliner

You got the job! Now what?

The Paper Trail...

- * Remember to keep copies of your signed contract where you can easily reference it.
- * Start a folder with a budget sheet (located in the Appendix section).
- * Get the start date and salary in writing. It should be clearly stated on your contract.
- * Consider prior commitments pertaining to your new situation (i.e. planned summer vacations, how long will it take to relocate, etc.).

Relocation Issues

- * Identify and connect with alumni in your new city or town through HoosOnline or alumni clubs. Gain their advice about where to look for housing.
- * Connect with local Chambers of Commerce, online newspapers, and apartment finders for ideas about your new surroundings.
- * Evaluate moving costs.

Training Preparation for Your New Position

- * Continue to research the field and the organization, as if you are still job searching.
- * Connect with alumni or other people you know who are currently working in this field. Get their personal accounts on how to prepare for your successful transition into the field.

This section was written with assistance from MIT's Office of Career Services and Preprofessional Advising.

Navigate the Transition

On the job: Moving from college to career

Once you graduate and launch the first phase of your career, the OAR principles can help propel you into the professional world:

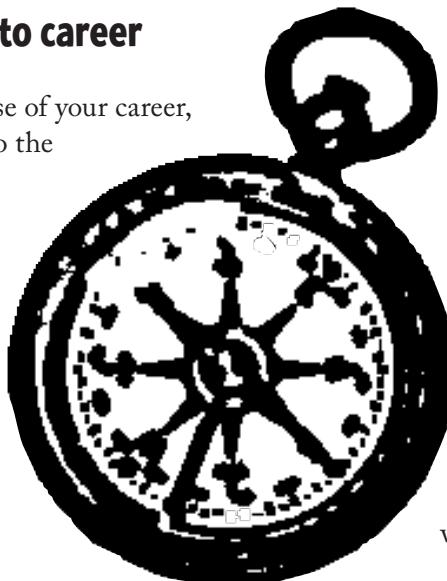
- O = Organizational fit**
- A = Awareness & Attitude**
- R = Relationships**

Organizational fit: Understand the bigger picture of the organization and how you, as the new hire, fit in.

- * **Track record:** You have to prove yourself—yet again. You have to demonstrate what you can do on the job.
- * **Goals:** Learn the goals and expectations of your manager, your department, the organization. Then think about how you can synchronize your own professional goals and expectations with those of the organization.
- * **Role:** Understand what your part is in terms of tasks and interactions. What is acceptable for a more experienced staff member may not be acceptable for the new hire.
- * **Politics:** Understand that every organization has its “politics”—the way things really get done. Learn to distinguish between formal procedures and the unwritten rules by listening, observing, and asking questions.

Awareness and Attitude: Your attitude can make or break your opportunities. It is just as true for a professional as it is for a student.

- * **Self-awareness:** Be your own best coach and critic. Notice what you do well, what you are less confident about, what motivates you, and what frustrates you.
- * **Confidence:** Exhibit a positive approach and enthusiasm for learning. Pitch in even when it is not in your job description. Offer to take on tasks that will



stretch your capabilities and knowledge. Those above you will be watching.

- * **Change:** Realize that priorities and roles change, often without any input from you. Be flexible. Your first job is just that—the first job of many. You will probably master your original tasks in 12-18 months. You will have more options if you follow your curiosity and learn as much as you can.

Relationships: The more you can genuinely build positive relationships with co-workers, managers and clients, the more successful you will be.

- * **Balance:** Be able to work independently and as part of a team. Both are important.
- * **Communication:** Interact in a professional manner with everyone. Use communication methods appropriate to the particular work environment. You can learn what is appropriate by observing how others in the organization behave.
- * **Networking:** *Get to know people throughout the organization. Seek out individuals who can help you build your skills and see beyond your entry-level position. Find a mentor.*

Tools

- * *College Journal (www.collegejournal.com)*
- * *Professional associations affiliated with your career field*
- * *The Ultimate New Employee Survival Guide (Holton) and Making a Successful Transition from College to Career (Hansen)*
- * *UCAN (<http://hoosonline.virginia.edu>)—online database of thousands of alumni who have volunteered to give career advice to students and alumni*
- * *Alumni Career Services Center in Alumni Hall (www.alumni.virginia.edu/career)*
- * *The alumni club in your geographical area (see the U.Va. alumni Web site)*
- * *UCS Networking handout at <http://www.career.virginia.edu/students/resources/handouts/networking.pdf>*

good people

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Professional or Graduate school?

Many students consider pursuing advanced studies beyond their undergraduate experience. These programs fall into two categories: graduate and professional. Graduate programs are more academic in nature, such as English and Biology, while professional programs usually have a specific career connection, such as Business (MBA), Law, or Medicine (also dental, veterinary, pharmacy, optometry, etc.).

Deciding to go into a professional or graduate program is a big decision. There are many factors to consider: preparation, application, selection of appropriate programs, finances, and more! Be sure to utilize the materials available on the UCS Web site (www.career.virginia.edu), as well as books and handouts in our career library.

Our office provides extensive graduate/professional school planning and application services. If you are interested in graduate school, you can meet with any of our career counselors here in Bryant Hall. If you are interested in professional school, stop by to meet with one of the preprofessional counselors (also in Bryant Hall). Preprofessional Services works specifically with prelaw and prehealth students. If you wish to pursue an advanced degree in another profession, such as Architecture, Business/Commerce, Education, Nursing, or Engineering, consult the affiliate career services offices in those schools (see listing on page 2).

Some of the issues you want to assess, clarify, and research are:

- * Is graduate or professional school a necessary part of your career path?
- * If so, what type(s) of program will help you reach your career goal?
- * What do you need to do to be a prepared and qualified applicant?
- * What are the procedures involved in applying?
- * What are the available resources and tools to maximize your preparation and application process?

Graduate/professional school is an extensive commitment of time, money, and energy. Spend some time now determining if further formal education is going to help you achieve your career goals. Assess your interests, skills, and values to clarify

your career goals and appropriate types of programs of study. The staff and resources at UCS can help you with this process.

Considerations you may face:

Let's say you want to become a physician. You probably already know you need to attend medical school (a "professional" school). But, did you know that there is another decision to make? You also must decide whether to apply to allopathic or osteopathic medical schools—or both!

Perhaps you are considering a career path in scientific research. A master's degree will enable you to work in a lab, for the government, or for a corporation. You may be more interested in teaching or in directing research in one of these settings; these options would necessitate a Ph.D. route.

Maybe you are considering a career in the legal field. If you want to become a lawyer, you'll want to research schools and determine where you will be most competitive. By gathering information, you'll learn about various admissions criteria including GPA and LSAT ranges.

To determine which program is most appropriate, you first have to sort out your career goals, learn more about what the various types of careers are really like, and then identify concrete action steps to move toward your goal. UCS can help!

Tips

- * Determine your motivations for graduate/professional school.
- * Research types of programs and specific schools.
- * Talk to people in the profession as well as alumni of the programs you are considering.
- * Find accurate information about applicant requirements and application procedures.

Choosing a school/program

- * Collect and analyze information on schools and programs by using the Peterson's Guides (and other directories) available in the UCS library.
- * Attend the Professional and Graduate School Fair held early in each fall semester (check UCS Web calendar for details).
- * Conduct informational interviews with professionals in your career field and/or those who have attended the schools you are considering. UCAN (an online resource available at UCS) is a great way to connect with alumni as well.
- * When possible, visit the campus of the schools you are considering; call in advance to find out if you can meet with any faculty and/or current students.
- * Ask for a copy of the graduate/professional schools' "placement" report from the schools to which you may apply to find out where their graduates are obtaining jobs and residencies.
- * Get the specific details about each school's admissions process.
- * Meet with a Preprofessional Services counselor to plan your action steps and obtain additional information on the admissions process.

Once you decide that graduate or professional school is the next phase of your career plan, you'll need to be sure you have the essential components of experience and academic preparation in place to be a viable candidate. The above-mentioned resources, as well as the graduate school's catalogue (widely available on each school's Web site) will clarify.

There is wide variation between different schools and programs. For example, many graduate business (MBA) programs require at least two years of work experience after obtaining an undergraduate degree. Law schools and medical schools (and other health professions) regularly admit applicants who have just completed their undergraduate studies as well as those who graduated in previous years. Many

academic graduate programs admit a range of applicants in terms of years since graduation and most will require some type of related experience. For example, a graduate program in biology or psychology would look for an applicant who has some lab research or subject-based research experience.

Once you feel confident that you possess the background to be a qualified applicant, you can begin your application process, which includes registering for the corresponding admissions test, pulling together letters of recommendation, and writing your personal statement/statement of purpose.

- * **Tests:** Doing the initial research noted in this article will reveal which test to take. Examples are: MCAT (medical); LSAT (law); GRE (veterinary and most academic programs); PCAT (pharmacy); GMAT (business).
- * **Letters of Recommendation:** Several letters will be required—usually 3-6 depending on the type of program. MBA applicants will often have the majority of their letters from employers, whereas medical school or academic program applicants will have the bulk of theirs from professors. These are critical elements of a strong application, so choose letter writers who can address specific skills, strengths, and attributes.
- * **Personal Statement:** Every type of graduate/professional program requires the applicant to write an essay. Some will ask the applicant to address specific questions while others will allow the applicant to write about any pertinent aspect of their motivation and background. Allow yourself time to write, incubate, revise, get feedback, and edit more.

Both our career and preprofessional counselors here at UCS are well-versed in assisting students with these self-assessment, research, and application processes. We look forward to working with you as you move toward your graduate or professional school goals!

Tools

- * Preprofessional staff (health and law programs) and UCS career counselors (other academic graduate and professional programs)
- * Peterson's Guides, directories, and financial aid resources (UCS Career Resource Library)
- * "Considering Graduate and Professional Schools" handout (available online and in our office)
- * UCS Web site (www.career.virginia.edu)



Attention all K-12 Career Seekers...

What: Annual UVA Educators' Expo!

When: February 11 & 12, 2010

Where: Newcomb Hall, 3rd Floor,
Charlottesville, VA

Featuring over 75 organizations from numerous states:

- Open to all candidates/students interested in k-12 positions in Teaching, Counseling, Speech Language Pathology or Administration
- All Majors & Degrees Sought (not just certified candidates)
- Math, Science, & Spanish Majors Highly Encouraged to Attend

February 11, 10am–2pm: Educators' Expo Job Fair

Your opportunity to meet education recruiting representatives, get organization info, and request to be interviewed the following day (if not previously arranged)

February 12, 8:30am–3:30pm: Educators' Expo Interviews only

You can arrange interviews on February 11th or visit <http://curry.edschool.virginia.edu/career> to see Educators' Expo participants and arrange interviews in advance of event

- Free Admission and no advance registration for students/ candidates
- Public & private/independent schools, charter schools, educator placement agencies and alternatives to the classroom represented
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Our Services:

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- Skill Building Workshops
- Resume Construction & Critique
- Alumni Networking
- Mock Interviews
- Self Assessments
- Relocation Assistance
- Offer & Salary Negotiations

Events:

Engineering Career Days

- Largest recruiting events for engineers!
- Full time, internship, co-op opportunities
- Network with employers
- All Engineering students welcome- Be a student host!

Fall 2009 Career Days:

September 22-24, 2009

10:00 am - 3:00 pm

Darden Court of Thornton Hall

Spring 2010 Career Days:

February 8-11, 2010

10:00 am - 3:00 pm

Thornton Hall, A-Wing

Corporate Information Sessions and Workshops



GRADUATE & POSTDOCTORAL PROFESSIONAL DEVELOPMENT PROGRAMS



Upcoming Events:

"CV and Cover Letter Writing
for Academic Audiences"
Wednesday, September 9
Harrison Institute Auditorium
12:00 noon - 1:30pm

The Presidential Management
Fellows Program
Thursday, September 10
Minor Hall Room 125
5:30pm - 7:00pm

Academic Interviewing
Wednesday, September 30
Harrison Institute Auditorium,
12:00 noon - 1:30pm

WEB RESOURCES

For Graduate Students and Postdoctoral
Researchers:
artsandsciences.virginia.edu/gradschoolcareer/

For Postdoctoral Researchers Only:
www.virginia.edu/vprgs/postdoc/

HOURS

Appointments

Monday-Friday, 8:00am—5:00pm, 12 months/year
Call 434-243-4014 to schedule

CONTACT

Wendy Perry, PhD, Director

Office of the Vice President for Research
P.O. Box 400895

Varsity Hall 004, 136 Hospital Drive
University of Virginia
Charlottesville, VA 22904-4895

PH: (434) 924-8909
FAX: (434) 924-8720

Email: wperry@virginia.edu





Alumni Career Services Center

University of Virginia Alumni Association

Open to all alumni from any U.Va. undergraduate or graduate program (and their spouses)

What resources are available from the U. Va. Alumni Career Services Center (ACSC)?

University Career Assistance Network (UCAN) – online alumni networking database.	No charge
CAVLink– online job postings (password required).	No charge
Career Resource Library (located in University Career Services, Bryant Hall)	No charge
Additional online resources and professional contacts.	No charge
Consultation appointments: clarify career direction, job search, grad school planning.	Fee
Career Assessment: Strong Interest & Skills Confidence Survey; Myers-Briggs)	Fee
Strategy development for career transitions and job searches.	Fee
Resume critiques, interview techniques, mock interviews.	Fee
Graduate/professional school planning: essay development, application assistance.	Fee
Coaching for career management and growth.	Fee

When might ACSC resources be useful to you?

If you:

- Recently graduated and are trying to determine a career direction.
- Are in a transition mode and want to fully explore your options.
- Are job searching and need assistance with strategies, networking, resumes, interviews, salary negotiation.
- Are considering graduate study, researching graduate programs, or developing your applications.

How do you make use of the career services resources available for alumni?

Go to the ACSC web site - www.alumni.virginia.edu/career - for information about:

- HoosOnline Network
- UCAN

Contact your local U.Va. Alumni Chapter to inquire about upcoming events:

<http://uvaclubs.virginia.edu>

Set up individual appointments (conducted in the ACSC office, by telephone or by e-mail):

The Director is Carter Hunter Hopkins, Ph.D.

Her telephone number is 434-243-9018.

Her e-mail address is chh7e@virginia.edu.

What is the relationship between the Alumni Career Services Center (ACSC) and the other career services offices at U.Va.?

The ACSC, located in Alumni Hall, is the primary point of contact for alumni seeking career services.

OPTIMAL RESUME

- Easily write high impact resumes using interactive examples
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service for
College students
to send career
related
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Peace Corps at UVA

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professional experience as
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agriculture and
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language, develop career
and leadership skills and
contribute to societies
in need.

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University Career Services strives to connect employers with students seeking full-time, internship, summer, and experiential learning opportunities.

**On-Grounds Interviewing
Job and Internship Listings
Career Fairs
Information Sessions
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Advertising and Sponsorship**



University Career Services
PO Box 400134
Charlottesville, VA 22904-4134
434-924-8900

www.career.virginia.edu/employers

CAVLink Career & Industry Categories: Pick Three

- | | |
|---|-----------------------------------|
| Accounting | Hotels/Restaurant Management |
| Advertising/Marketing Services/Public Relations | Human Resources |
| Aerospace Defense | Insurance Sales & Management |
| Architecture/Urban Design | International Affairs |
| Art/Design/Fashion | Investment Banking |
| Aviation | Land Development |
| Banking/Investment Management | Law Enforcement |
| Biomedical/Bio Technology | Legal Services/Research |
| Computer Science/IT | Library Science |
| Construction | Manufacturing |
| Consulting Services | Media/Publishing |
| Consumer Product Sales/Marketing | Military Science |
| Corporate Management | Museum/Gallery Administration |
| Education | NGO - Non-Government Organization |
| Electronics | Non-Profit |
| Energy: Oil, Gas, Nuclear & Alternative | Parks/Recreation Camps |
| Engineering | Pharmaceutical Sales |
| Entertainment/Sports Management | Real Estate Sales/Management |
| Entrepreneur/Small Business Management | Religion |
| Environmental Management/Policy | Research/Development |
| Food Service/Food Science | Retail Management |
| Government/Politics | Scientific Research |
| Healthcare Administration | Social Services Administration |
| Healthcare Services: Medicine, Veterinary, Dental & Optometry | Telecommunications |
| Hospitality/Event Planning | Transportation |
| | Travel/Tourism |

* The above categories are derived from the industry pick list in UCS's CAVLink Service

COMMERCE CAREER SERVICES

BusinessWeek ranks McIntire School of Commerce as the number one undergraduate business school in the nation for 2009



Commerce Career Services
Rouss & Robertson Halls
East Lawn, Suite 407
434.924.7986
[www.comm.virginia.edu\career_services](http://www.comm.virginia.edu/career_services)

EXPLORATION

From the very beginning of your McIntire experience, we assist with your career exploration.

- ◆ Career decision making
- ◆ Exploring non-business related career opportunities
- ◆ Job/internship search strategies
- ◆ Online resources
- ◆ Considering graduate school

PREPARATION

Preparation is key during your job search, and we are here to support you throughout the process.

- ◆ Resume and cover letter critiques
- ◆ Interview preparation and etiquette
- ◆ CAVLink orientations
- ◆ Researching industries and employers
- ◆ Workshops on a variety of career-related topics
- ◆ Job offer evaluation

EXPOSURE

We provide many opportunities throughout the year to network with potential employers.

- ◆ Employer-in-Residence - networking coffees, mock interviews, and resume critique program
- ◆ Corporate presentations and workshops

21st Annual - COMMERCE CAREER DAY

Thursday, September 24, 2009, 5:15 p.m. and 6:00 p.m. - Panel Discussions - Rouss & Robertson Halls
Friday, September 25, 2009, 10:00 a.m. to 3:00 p.m. - Career Fair held at John Paul Jones Arena

- ◆ Open to all U.Va. students
- ◆ Panel discussions will cover a variety of career topics (accounting, banking, consulting, marketing, etc.)
- ◆ Over 100 company booths to offer networking



Student Agreement Form

UNIVERSITY CAREER SERVICES/UNIVERSITY OF VIRGINIA

In order to be registered and eligible to participate in the On-Grounds Interviewing program, and to be **activated** in CAVLink, you **must read and initial each** of the paragraphs below, then **sign** and date the bottom of this form to accept the terms of this Agreement. If you have any questions or concerns about this Agreement, please seek the advice of a career counselor immediately.

Initials

To participate in the On-Grounds Interviewing program, I agree to abide by the following:

- provide accurate and honest information about my education, experience, and qualifications on my application materials on my Honor as a University student.
- interview on-Grounds with employers that I have *researched* and in which I am *interested*
- claim only fair and reasonable reimbursement from employers for off-Grounds interview expenses
- accept an offer (**for employment or internship**) in good faith, with the full intention of honoring my commitment
- *withdraw* from the On-Grounds Interviewing process immediately upon accepting a job offer
- notify employers (if I still have outstanding offers or interviews) and contact University Career Services (UCS) within one business day when I accept a job offer

I hereby authorize UCS to distribute my résumé and registration information to any prospective employer, search firm, or placement agency.

If an employer reports me as a “no show” for a scheduled on-Grounds interview, I understand that I will be immediately deactivated in CAVLink and, as a result, will be unable to sign up for any new/additional interviews.

If I am reported as a “no show” and deactivated in CAVLink, I understand that I am obligated to honor all of the interviews that I still have scheduled with other employers.

In order to be reinstated to the On-Grounds Interviewing program, I must:

1. Send an e-mail apology to the employer and send a copy to the UCS Employer Services Manager **immediately**
2. Schedule an appointment with the appropriate UCS staff member to request my reinstatement
3. Send a copy of my apology e-mail to the appropriate UCS staff member and bring a hard copy to the appointment.
4. Understand that UCS reserves the right to suspend my On-Grounds Interviewing eligibility on a permanent basis for repeat offenses, renegeing on offers, or misrepresentation on application materials

I agree to adhere to these guidelines recognizing that, in doing so, I can positively influence current and future job opportunities for fellow students and the reputation of the University of Virginia in the eyes of employing organizations.

Your signature verifies that you understand the above, and further, that you have read and will abide by the terms of this Agreement and the On-Grounds Interviewing policies outlined in the On-Grounds Interviewing Handout. Additionally, your signature permits UCS and CAVLink to release information about you (including your resume and details included in your student profile) to employers.

NAME (print) _____

SIGNATURE _____

DATE _____

PHONE _____

SCHOOL E-MAIL _____@virginia.edu

**You will receive and sign a copy of this agreement at your OGI orientation.
Keep this copy for your own records.**

Interviewing Worksheet

Company and Web site: _____

Recruiter Name: _____

E-mail: _____ Telephone Number: _____

Address: _____

Directions: _____

Date/Time of Interview: _____ Interviewing with: _____

Interview will be: in-person by phone panel other _____

Dress plan: _____

Job Listing/Description Review:

Read the description and write down what the employer is seeking in applicants, the required knowledge, skills, and abilities (KSA's). Then note relevant academics, employment or activities where you can demonstrate each.

Company is seeking:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

I can show evidence through:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Practice questions: (many more listed in “Interviewing” section)

1. Why do you want this job? (Tip: Genuine interest is important to the recruiter.)
2. What do you know about our organization? (Tip: See Researching Employers for key facts to know.)
3. Tell me about a time when you had performed well beyond your supervisor's expectations? **Tip:** This is a behavioral question. Use the STAR technique. See the “Interviewing” section (p.35) for a description.

Plan Your Post-Graduation Budget

Taxes		Monthly	Yearly	Vacations		Yearly
15% <-- \$36K salary -->	27%	x 12	Travel
Food for home	Lodging
Packed lunches	Eating out
Lunches out	Sightseeing/souvenirs
Dinners out	Car rental
Snacks	Cash
Coffee
Total →		Total →	
Food		Monthly	Yearly	Transportation		Monthly
Food for home	x 12	Car payment
Packed lunches	x 12	Gas
Lunches out	x 12	Oil changes
Dinners out	x 12	Car maintenance/emission/
Snacks	x 12	inspection/repair
Coffee	x 12	Vehicle registration/taxes
Total →		Car insurance
Housing		Monthly	Yearly	Entertainment		Monthly
Security Deposit	x 12
Pet deposit/fee	x 12	Tolls and parking
Furniture/home decor/	Car property tax
kitchen items	x 12	Public transportation
Rent	x 12	Speeding/parking tickets
Renter's Insurance	x 12
Storage	x 12
Parking fees	x 12
Home phone	x 12
Cell phone	x 12
Gas	x 12
Electricity	x 12
Utilities (water/gas/sewage)	x 12
Housekeeping supplies	x 12
Total →	
Insurance		Monthly	Yearly	Books		Monthly
Health	x 12
Life	x 12
Disability	x 12
Dental	x 12
Total →	

Finances		Monthly	Yearly	Pets	Monthly	Yearly
Checking fees	x 12	Food and supplies	x 12
Bill payment fees	x 12	Veterinarian
Credit card payments	x 12			Total →
ATM surcharges	x 12			
Stamps	x 12			
School loans	x 12			
Personal loans	x 12			
401K/403B/IRA contributions	x 12			
Stocks/mutual funds	x 12			
Safe deposit box	x 12			
Tax preparation	x 12			
	Total →					
Health care		Monthly	Yearly	Holidays		
Medical services	x 12	Birthdays
Prescriptions	x 12	Cash
Medical supplies	x 12	Travel
Personal care products	x 12	Car Rental
	Total →			Lodging
				Gifts/cards
				Total →		
Attire		Monthly	Yearly	\$ Your Total Yearly Expenditures \$\$		
Business attire	x 12	Taxes
Personal attire	x 12	Food	Vacation
Recreational attire	x 12	Housing	Entertainment
Shoes	x 12	Insurance	Pets
Shoe shine	x 12	Finances	Donations
Spa treatments (waxings, manicures, pedicures)	x 12	Health care	Weddings
Haircut/salon	x 12	Attire	Holidays
Dry cleaning	x 12	Savings	Total →
Laundry	x 12	Transportation	
Savings		Monthly	Yearly			
Personal savings	x 12			
Emergency fund	x 12			
	Total →					