Develop Your Career with Us

I’ve been a part of Lutron for 3 years.

Alejandra Leon (Business Admin. Major)
Marketing Project Leader

At Lutron, we’ve been designing and manufacturing energy-saving light control solutions since 1961.

Our success depends on your success. Join one of Lutron’s leadership development programs and you’ll develop the skills and knowledge needed for a leadership role within the company.

- Leadership development programs include innovation, sales, and field service.
- Receive formal mentor support.
- Collaborate regularly with business unit managers and directors.
- Acquire real-world experience through field assignments.
- Foster relationships with Lutron’s global customers.

Key opportunities include:
- Engineering—Electrical, Mechanical, Computer, Software, Architectural
- Science—Physics, Chemistry, Math
- Business—Sales, Marketing

All majors considered

To learn more about how you can be a part of our future visit www.lutron.com/careers

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TERP GUIDE 2014-2015
UNIVERSITY OF MARYLAND
UNIVERSITY CAREER CENTER &
THE PRESIDENT’S PROMISE
WWW.CAREERS.UMD.EDU
WWW.PRESIDENTSPROMISE.UMD.EDU

EQUAL OPPORTUNITY
Organizations requesting services from the University of Maryland shall be equal opportunity employers in accordance with all applicable state and federal laws. The University does not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, physical or mental disability, or political affiliation, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution (VI-1.00 University of Maryland Human Relations Code, 5/6/98).

The University of Maryland Career Center’s policy of non-discrimination applies to all current and prospective employers participating or seeking to participate in Career Center employment services or educational activities.
UNIVERSITY CAREER CENTER

Make meaning of your academic and co-curricular educational experiences and prepare for competitive and prestigious career opportunities.

Voice: 301.314.7225 | Fax: 301.314.9114
www.Careers.umd.edu

HOURS OF OPERATION
University of Maryland
3100 Hornbake Library, South Wing | College Park, MD 20742
Main Office: M-F | 8:30 a.m.-5 p.m.
Career Assistance: Walk-in and by appointment | Resource Room: Check website or call for hours

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@UMDCareerCenter

THE PRESIDENT’S PROMISE

Each student has the chance to engage in a special experience and the opportunity for extraordinary personal growth.

Voice: 301.314.7888
www.PresidentsPromise.umd.edu

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Picture yourself as part of a leading global financial institution built on a culture of rapid innovation, technology and entrepreneurialism. We’re looking for big, brave thinkers who want to have a real, immediate impact on our firm, the financial markets and the global economy.

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Resume Submission Deadline: September 19th
Opportunities are available for our Quantitative Research Role
To apply, please submit resumes through UMaryland’s Careers4Terps system

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CITADEL

Percentage of high-tech engineereers and quantitative researchers:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Average project team size</th>
<th>Number of volunteer hours logged in 2013 Citadel Service Days</th>
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<td>40</td>
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CITADEL.COM

Rise Above the Ordinary

A career at NSA is no ordinary job. It’s a profession dedicated to identifying and defending against threats to our nation. It’s a dynamic career filled with challenging and highly rewarding work that you can’t do anywhere else but NSA.

You, too, can rise above the ordinary. Whether it’s producing valuable foreign intelligence or preventing foreign adversaries from accessing sensitive or classified national security information, you can help protect the nation by putting your intelligence to work.

NSA offers a variety of career fields, paid internships, co-op and scholarship opportunities.

Learn more about NSA and how your career can make a difference for us all.

KNOWING MATTERS

Excellent Career Opportunities in the Following Fields:
- Computer/Electrical Engineering
- Computer Science
- Cybersecurity
- Information Assurance
- Mathematics
- Foreign Language
- Intelligence Analysis
- Cryptanalysis
- Signals Analysis
- Business Management
- Finance & Accounting
- Paid Internships, Scholarships and Co-op

WHERE INTELLIGENCE GOES TO WORK*

U.S. citizenship is required. NSA is an Equal Opportunity Employer. All applicants for employment are considered without regard to race, color, religion, sex, national origin, age, marital status, disability, sexual orientation, or status as a parent.
Individuals can enter this model at different points of their academic career.

Whenever you consider a career change, employ these same steps. The specific details will differ, but the process is essentially the same.

Learning this process as a student makes this a valuable lifelong tool.

Melinda B. Peters, a Virginia Tech grad, serves in SHA’s top position as the first female Administrator. Melinda started her construction career as a summer intern working for the federal government and says, “Having had the opportunity to work in a real world environment, I was better able to define my career choices.”

Previously, Melinda oversaw construction of Maryland’s 18-mile, $2.6 billion Intercounty Connector (ICC) which links I-270/355 and I-95/US1 between Montgomery County and Prince George’s County, MD. The first segments of the six-lane toll highway opened in 2011 and the final segment will be completed in the fall 2014.

The Value of an Internship

SuccesS starts here

Share your story at www.ter.ps/uccstory

If we use yours, you get a SUCCESS tank and a mounted version of your ad!
FIRST YEAR: AWARENESS
- Visit the Center in person and follow us online.
- Complete a personality/career assessment, such as FOCUS 2, to see how your interests relate to your career path.
- Register for Careers4Terps and take advantage of internships, part-time, summer and/or volunteer opportunities in your career area(s) of interest.
- Begin planning for The President’s Promise opportunities such as research, study abroad, student leadership or volunteerism.

SECOND YEAR: EXPLORATION
- Discuss career goals with Center staff.
- Build your resume by pursuing career and major-related opportunities.
- Research various career fields and professions of interest online, in our Resource Room and by conducting informational interviews.
- Establish and maintain your professional media presence through such networks as LinkedIn, Twitter and Blogger.

THIRD YEAR: EXPERIENCE
- Assess your progress and check in with Center staff as needed.
- Gain practical experience through internships, study abroad, research, student activities and volunteer work.
- Conduct a virtual mock interview to see how you do and practice your 30-second "elevator speech.”
- Interview with employers seeking interns through the On-Campus Interviewing (OCI) Program.
- Network with employers at information sessions, events and fairs.
- Update and create Search Agents in Careers4Terps.

FOURTH YEAR: TRANSITION
- Strategize your upcoming job search with Center staff.
- Register for EDCP108J: Job Search Strategies to learn additional strategies for landing internships or full-time employment.
- Attend Center events to strengthen job search skills such as resume writing, interviewing and networking.
- Develop targeted resumes and cover letters to support job search activities and have them critiqued at the Center.
- Utilize Search Agents in Careers4Terps to receive alerts and apply for employment.

Explore your interests through work-related experiences, job shadowing and speaking with professionals in a variety of occupations.
- Attend Center fairs, career panels, workshops and networking events.
- Develop targeted resume(s) and cover letter(s) and have them critiqued at the Center.
- Address educational and career decisions
- Identify useful resources
- Pursue internship, full-time, part-time and summer opportunities
- Tailor resumes and cover letters
- Sharpen job search skills and strategies
- Plan for graduate and professional school

CENTER STAFF CAN HELP YOU:

THE PRESIDENT’S PROMISE
The President's Promise offers undergraduates an integrated learning experience to enhance career readiness. Opportunities include living and learning programs, research experiences, public and private sector internships, international experiences, service-learning initiatives and leadership experiences.

ON-CAMPUS INTERVIEWING
OCI is an opportunity to interview with employers about full-time and internship opportunities during interviews held in the Center. The program attracts a wide array of employers each year. Learn more at www.Careers.umd.edu/OCIProgram.

NETWORKING EVENTS & WORKSHOPS
Connect with alumni and employers during the academic year.

CAREER SHUTTLES
Center-sponsored field trips to employer sites from various industries. Shuttle seats are limited. Students should RSVP early.

EDCP108J: Job Search Strategies • 1-credit Strategies for landing internships or full-time employment and charting a successful career. Requires junior/senior standing.
UNIV099: Internship Seminar • 0-credit Complements supervised work experience and assures that experiences are noted on your transcript.

FOCUS 2
Career testing/self-assessment
InterviewStream
Practice interviewing 24/7/365
GoinGlobal
Work abroad, visas, international student resources
Resume Builder
Build your first resume

CAREER LINKS
Check out the Center’s Career Links for additional online career planning and job hunting sites.

CAREERS4TERPS
Register at Careers.umd.edu for free access to a variety of career tools and employment opportunities from recruiters looking for Terps! Participate in On-Campus Interviewing, make your resume available to employers, receive our weekly e-newsletter and set up search agents to receive job or internship notifications related to your specific interests. See C4T “Tip Sheet” in this Guide!

Gain access to the following virtual resources:
- Candid Career
- Career-related informational videos by UMD alumni
- FOCUS 2
- Career testing/self-assessment
- InterviewStream
- Practice interviewing 24/7/365
- GoinGlobal
- Work abroad, visas, international student resources
- Resume Builder
- Build your first resume

SOCIAL MEDIA
Follow @UMDCareerCenter to access career-related news wherever you are, whenever you’re ready.
- What your fellow Terps think you should know about the Center, jobs and internships.
- Infographics, articles and videos to help with professional dress, interviewing and the world of work.

CAREER COURSES
- Research prospective employers thoroughly before interviews.
- Present your qualifications to employers attending Career & Internship Fairs.
- Take advantage of the On-Campus Interviewing (OCI) Program for full-time jobs.
- Continue to network and conduct informational interviews with employers of interest.
- For Potential Grad Students, have your personal statement critiqued for graduate or professional school applications.

3100 Hornbake Library, South Wing • 301.314.7225 • Schedule an appointment online! • www.Careers.umd.edu • www.PresidentsPromise.umd.edu
All About Internships

Internships offer you on-the-job experience—the number one factor employers consider when hiring employees. Internships can be full- or part-time, short- or long-term, paid or unpaid, for or not for credit, or any combination of the above. Above all, an internship needs to be a supervised work experience that enhances a student’s academic and/or career skills.

**INTERNSHIP FAQS**

What important steps should I take before seeking an internship? Self-assess. What skills and strengths do you have to offer an organization? What career field is most of interest to you? Are you open to a part-time fall or spring semester internship? Where geographically do you want to intern and do you have connections in that location?

When should I begin searching for an internship? Now! It is best to start searching at least one semester in advance to allow time to research internships, prepare application materials, and practice interviewing skills.

Do I get paid for my internship? Many internships are unpaid; however, some pay regular hourly wages or offer a small stipend. Some organizations require that unpaid interns seek academic credit. Questions regarding credit should be addressed to the internship coordinator in your department.

Do you have to be a junior or a senior to have an internship? While many internships are advertised for juniors and seniors, opportunities exist for students of all academic levels.

What are the guidelines for an internship for academic credit? You need to arrange credit with your department or internship coordinator, or contact University Career Center staff for assistance.

**HELPFUL INTERNSHIP WEBSITES**

- Careers4Terps: careers.umd.edu
- Federal Government Internships: usa.gov
- Non-profit internships: idealist.org
- All industries: indeed.com & internships.com

**BRIGHT FUTURES: UNPAID SUMMER INTERNSHIP SCHOLARSHIP**

Each spring, our Center accepts scholarship applications for unpaid summer internships. For more information on this undergraduate opportunity, visit www.Careers.umd.edu/Scholarships

www.PresidentsPromise.umd.edu
**COMMUNICATIONS SKILLS**

- Good writing skills
- Excellent oral communication skills
- Listens well, compassionate and empathetic
- Excellent problem-solving and analytical skills
- Creative and innovative

**LEADERSHIP SKILLS**

- Organizational skills and attention to detail
- Accepts and handles responsibility
- Action-oriented and results-driven
- Loyal to employers
- Customer-focused
- Team-spirited; understand group dynamics
- Always willing to help others
- Mature, poised and personable
- Diversity aware; treats others with respect and dignity

**ORIENTED TO GROWTH**

- Acceptance of entry-level position; doesn’t view tasks as “menial”
- Academic excellence in field of study
- See organization’s full picture, not just area of specialization
- Willing to accomplish more than required

**KNOWLEDGE OF COMPUTERS**

- Established word processing, spreadsheet, database and presentation software skills
- Excellent computer literacy

**ADAPTS TEXTBOOK LEARNING TO THE WORKING WORLD**

- Quick learner
- Asks questions
- Analytical; independent thinker
- Willing to continue education and growth
- Committed to excellence
- Open-minded, willing to try new things

---

**Preparing Your Resume**

Did you know the average amount of time an employer spends reviewing a resume is 30 seconds?! Clarity and brevity are important qualities for your resume, but don’t forget to include RELEVANT details about your experiences. Tailoring your resume to the job’s required skills and experiences is a MUST. A well-written resume should include highlights such as relevant coursework, relevant skills and experience.

A good resume = a potential interview!

**SUGGESTED CONTENT**

**Contact Information:**
Name (do not use nicknames), Permanent Address and Phone Number, School Address and Phone Number, your customized LinkedIn URL and Email Address. Be sure your voicemail message is a neutral greeting, and that you use an email address that is professional.

**Objective:**
A brief statement of the type of position for which you wish to be considered. It should be tailored to each employer you contact. May be stated (1) by job title, (2) by level or type of responsibility, (3) in terms of skills you wish to use or develop, or (4) as a combination of all three.

Examples:
- Job title: To obtain a position as a market researcher.
- Level or type of responsibility: To work in a social service agency with responsibility for program planning and implementation.
- Skills: A position in the conservation field using skills in lobbying, fund raising, and grant writing.
- Combination: (1) Sales representative with (2) responsibility for identifying and building a client base (3) employing organizational and interpersonal skills.

**Experience:**
- List job position title
- Organization/company name
- Location (city, state)
- Dates (month/year)
- ALWAYS start with action verbs, such as a “maintained, managed, and coordinated,” to describe job tasks, activities performed and accomplishments.
- Emphasize what you have learned, such as ability to work independently or in a team.
- Provide specific examples and quantify accomplishments using statistics and numbers to strengthen your resume. For example, “Handled cash receipts of approximately $500 per shift” has more impact than “Worked on tables.”
- Include paid experiences, such as full- and part-time work, internships, summer jobs, volunteer experiences, extended research projects, assistantships, and extracurricular activities. Also, don’t forget unpaid experiences, including volunteer positions, internships or class projects that often lead to the acquisition of valuable new knowledge and skills.
- Always use present tense verbs to describe the job you are in now and past tense to describe previous jobs.

**Activities:**
List activities in or out of school, if not already covered in the experience section. Include activities relevant to the position, or where you have developed significant transferable skills, such as leadership and public speaking.

**Skills:**
- Computer (hardware and software)
- Foreign language proficiency (literacy, fluent)

**Honors and Awards:**
List any awards and honors you may have received.

**Professional Affiliations:**
List memberships in professional organizations, offices and dates held.

**Other Pertinent Information:**
Citizenship, special licenses, certificates, clearances.

**References:**
Do not list references directly on your resume. Writing “References available upon request” at the bottom of the resume is not necessary. See Guide article on References for more information.

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**FCPS is hiring in the following areas:**
- Administration
- Finance
- Human Resources
- Information Technology
- Instruction
- Office Personnel
- Support
- Transportation

Full-time and part-time opportunities available!
Create an account and apply online for jobs at careers.fcps.edu

**FCPS...Where the Jobs Are! EOE**

---

**GO**

Your own cubicle? Or your own business.

**CHOOSE WISELY.**
Choose the Enterprise Management Training Program. This tells the world you’re serious. Serious about learning how to run a million-dollar business, serious about joining an industry leader, and serious about having fun with a team that’s as motivated as you. That’s why we have repeatedly been recognized as a great place to launch a career.

**THIS IS WHERE IT ALL STARTS.**

**SADIE EDMONDS**
Talent Acquisition Manager
sadie.medmonds@erac.com
301-212-7454
Top 10 Pitfalls in Resume Writing

1. Too long. Most new graduates should restrict their resumes to one page. If you have trouble condensing, get help from a technical or business writer or a career center professional.

2. Typographical, grammatical or spelling errors. These errors suggest carelessness, poor education and/or lack of intelligence. Have at least two people proofread your resume. Don’t rely on your computer’s spell-checkers or grammar-checkers.

3. Hard to read. A poorly typed or copied resume looks unprofessional. Use a plain typeface, no smaller than a 12-point font. Asterisks, bullets, underlining, boldface type and italics should be used only to make the document easier to read, not fancier. Again, ask a professional’s opinion.

4. Too wordy. Do not use complete sentences or paragraphs. Say as much as possible with as few words as possible. “A,” “an” and “the” can almost always be left out. Be careful in your use of jargon and avoid slang.

5. Boring. Make your resume as dynamic as possible. Begin every statement with an action verb. Use active verbs to describe what you have accomplished in past jobs. Take advantage of your rich vocabulary and avoid repeating words, especially the first word in a section.

6. Irrelevant information. Customize each resume to each position you seek (when possible). Of course, include all education and work experience, but emphasize only relevant experience, skills, accomplishments, activities and hobbies. Do not include marital status, age, sex, children, height, weight, health, church membership, etc.

7. Obviously generic. Too many resumes scream, “I need a paycheck!” The employer needs to feel that you are interested in that particular position with his or her particular company.

8. Too snazzy. Of course, use good quality bond paper, but avoid exotic fonts, colored paper, photographs, binders and graphics. Electronic resumes should include appropriate industry keywords and use a font size between 10 and 14 points. Avoid underlining, italics or graphics.

9. ReSEARCH, RESEARCH, RESEARCH

10. Too modest. The resume showcases your qualifications in competition with the other applicants. Put your best foot forward without misrepresentation, falsification or arrogance. Make your resume as dynamic as possible. Begin every statement with an action verb. Use active verbs to describe what you have accomplished in past jobs. Take advantage of your rich vocabulary and avoid repeating words, especially the first word in a section.
TALENT SCOUT AND OFFICE ASSISTANT

- Initiated contact with up and coming artists for possible representation
- Helped promote and distribute artists in both physical and digital markets
- Reviewed and edited proofs of CDs/covers, advertisements, and other marketing projects
- Managed the benefits for Youth Concert Series that attracted 200 attendees

SALES ASSOCIATE/VISUALS COORDINATOR

- Assisted customers with finding proper sizes, assembling outfits, and finalizing purchases
- Represented the brand through personal presentation and positive interactions
- Designed and constructed visual layouts including bust forms, window displays, floor sets, and lighting
- Implemented and maintained a system of cost effective operations to keep expenses at a minimum
- Provided quality customer service in a fast-paced environment (at least five tables per hour)

RESIDENT ASSISTANT

- Planned community development programs for 150 residents
- Counseled and responded to the personal needs of residents
- Member of call crisis management rotation for approximately 150 live-in University students
- Served as liaison between University residents and Resident Life administrators
- Logged judiciary, maintenance, and program evaluation paperwork

CUSTOMER SERVICE REPRESENTATIVE

- Directed phone calls and scheduled appointments
- Trained over 10 new student employees
- Communicated with customers to address inquiries, researched accounts, and recorded resolutions

RETAIL SERVICES

- Assured customer satisfaction and diffused stressful situations with customers
- Trained new employees on a touch screen computer program for cashiers
- Presented promotional information and made recommendations based on customers’ needs

TEACHING ASSISTANT

- Facilitated classroom discussion for two sections of 20 students each for Sociology course
- Graded quizzes and reflective journals
- Met with students daily to answer questions and provide feedback on papers and assignments

CAMP COUNSELOR

- Supervised a special-needs camper’s engagement in daily camp activities
- Developed a specialized agenda and facilitated group activities
- Received “Staff Member of the Session” award three times

UNDERGRADUATE RESEARCH ASSISTANT

- Selected for faculty research project with Undergraduate Director of Government & Politics department
- Assisted with assembling a comprehensive database of U.S. Supreme Court briefs
- Analyzed approximately 1,500 Supreme Court Amicus Curiae Briefs
- Recruited and scheduled over 20 students for research experiments
- Coded and organized primary research results onto spreadsheets

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Transferable Skills

WHAT ARE TRANSFERABLE SKILLS?

A transferable skill is a “portable skill” that you deliberately (or inadvertently, if you haven’t identified them yet) take with you to other life experiences.

Your transferable skills are often acquired through:
- A class (e.g., an English major who is taught technical writing)
- Experience (e.g., the student government representative who develops strong motivation and consensus building skills)

Transferable skills supplement your degree. They provide an employer concrete evidence of your readiness and qualifications for a position. Identifying your transferable skills and communicating them to potential employers will greatly increase your success during the job search.

Remember that it is impossible to complete college without acquiring transferable skills. Campus and community activities, class projects and assignments, athletic activities, internships and summer/part-time jobs have provided you with countless experiences where you’ve acquired a range of skills—many that you may take for granted.

Identifying Transferable Skills

While very closely related (and with some overlap), transferable skills can be divided into three subsets:
- Working With People
- Working With Things
- Working With Data/Information

For example, some transferable skills can be used in every workplace setting (e.g., organizing or public speaking) while some are more applicable to specific settings (e.g., drafting or accounting).

The following are examples of skills often acquired through the classroom, jobs, athletics and other activities. Use these examples to help you develop your own list of the transferable skills you’ve acquired.

Working With People
- Selling
- Training
- Teaching
- Supervising
- Organizing
- Soliciting
- Motivating
- Mediating
- Advising
- Delegating
- Entertaining
- Representing
- Negotiating
- Translating

Working With Things
- Repairing
- Assembling parts
- Designing
- Operating machinery
- Driving
- Maintaining equipment
- Constructing
- Building
- Sketching
- Working with CAD
- Keyboarding
- Drafting
- Surveying
- Troubleshooting

Working With Data/Information
- Calculating
- Developing databases
- Working with spreadsheets
- Accounting
- Writing
- Researching
- Computing
- Testing
- Filtering
- Sorting
- Editing
- Gathering data
- Analyzing
- Budgeting

Easy Steps to Identify Your Transferable Skills

Step 1. Make a list of every job title you’ve held (part-time, full-time and internships), along with volunteer, sports and other affiliations since starting college. (Be sure to record officer positions and other leadership roles.)

Step 2. Using your transcript, list the classes in your major field of study along with foundation courses. Include electives that may be related to your employment interests.

Step 3. For each job title, campus activity and class you’ve just recorded, write a sentence and then underline the action taken. (Avoid stating that you learned or gained experience in any skill. Instead, present your skill more directly as a verifiable qualification.)

“While working for Jones Engineering, I performed 3D modeling and drafting.”

Note: “While working for Jones Engineering, I gained experience in 3D modeling and drafting.”

“Identifying Transferable Skills”

As a member of the Caribbean Students Association, I developed and coordinated the marketing of club events.”

Note: “As a member of the Caribbean Students Association, I learned how to market events.”

Step 4. Make a list of the skills/experiences you’ve identified for future reference during your job search.

Additional Tips to Help Identify Your Transferable Skills

1. Review your list of transferable skills with someone in your field(s) of interest to help you identify any additional skills that you may want to include.

2. Using a major job posting website, print out descriptions of jobs that interest you to help you identify skills being sought. (Also use these postings as guides for terminology on your resume.)

3. Attend career fairs and company information sessions to learn about the skills valued by specific companies and industries.

Written by Rosita Smith,

Sample Resume

Undergraduate

Objective

Position in biotechnology industry using knowledge of genetics, lab skills, and interpersonal skills.

Education

Bachelor of Arts, Communication Anticipated May 20XX

Coursework

Media Literacy; Oral Communications; Introduction to Writing

Related Experience

• Established base knowledge in Cardiology, various diseases, and cardiac testing.
  • Assisted physician in establishing database on patients undergoing heart surgery.

Other

• Extensive cash and register handling, provided customer satisfaction, maintained University of Maryland database system

Skills

• Assisted with public relations, press release distribution and log, administrative various activities of the department.

Activities

• Led a group of five students interviewing doctors from local hospitals.
• Worked with graduate students involving the fruit fly
• Involved in a seminar with other students on the topic of developmental biology.

References Available Upon Request.

OLIVIA K. SMITH
Ph.D., Assistant Professor
212/211 Electrical Engineering Building
University of Maryland, College Park, MD 20742

K 

EXPERTISE

• Performing communications skills with interest in Public Relations

EDUCATION

University of Maryland, College Park, MD 20742

EXPERIENCE

Molecular Genetics Lab
• Performed phenotypic screen for developmental and response mutants in A. thaliana.
• Carried out PCR-based cloning of the human genome.

Related Experience

• Intern
  • Established database system

Interesting Facts

• Attended a conference on the latest developments in biotechnology

SKILLS

• Technical writing
• Microsoft Office
• Knowledgeable in Spanish

Sample Resume

Written by Rosita Smith,
Franny Lucky
101 Main Street • Annapolis, MD 21401 • 240.555.4271

OBJECTIVE
A sales representative position using communication, organization and marketing skills.

EDUCATION
Bachelor of Arts, Psychology
Minor in Italian Language and Culture
B.A. in Art History, B.A. in Economics Anticipated May 20XX
Study Abroad, Italy
December 20XX–January 20XX

Overall GPA: 3.0

Proficient in Lexis-Nexis, Microsoft Word, Excel, Access and PowerPoint

American Cultures, College Park Scholars Program
September 20XX - December 20XX

•  Actively participate in three semesters worth of discussion classes which focus on Latin American cultures and histories

Marketing Research Intern
February 20XX – May 20XX

•  Excel in three supporting classes including American Studies, Art and Archeology of Meso-America, and American History after the Civil War

•  Managed and analyzed customer, employee and investor research

•  Traveled to Puerto Rico during winter to experience culture

•   Conducted secondary research analysis using various resources, including Lexis-Nexis

Related Projects:
•   Designed and presented two sessions on financial wellness and career preparation

•  Direct visitors to appropriate locations

•   Demonstrated adaptability to high pressure environment with strict time restraints

ADDITIONAL EXPERIENCE
Resident Assistant
September 20XX–May 20XX

•  Primannum Honor Society

University of Maryland, College Park, MD

•   Planned eight educational programs each semester on topics such as diversity awareness, management of a $2,000 budget

EXPERIENCE
Computer System Administrator
May 20XX – present

•  Set up new computers and peripheral devices

•  Supervised and monitored computer network and server

•   Diagnosed and resolved hardware and software issues

•  Managed network security and access controls

•  Conducted regular backups and data migration

RESEARCH EXPERIENCE
Research position in Mechanical Engineering using proven technical, leadership, and communication skills

Master of Science in Mechanical Engineering
May 20XX

Cumulative GPA: 3.625

Thesis: Manipulation of Luminescent Porous Silicon Structures

University of Maryland, College Park, MD

Process Documentation Intern
June 20XX – August 20XX

•  Established a comprehensive training program for new manufacturing technologists

•  Assisted with data entry to maintain customer focused, high accuracy database

•   Produced documents for ISO 9000 certification using Image Enhancement Software, a Kodak DCS

•  Coordinated and conducted daily team meetings

•  Collaborated with various departments to ensure on-time delivery

•  Assisted users with their problems

•   Created kinematic model of a robot with TELEGRIP created by TERP Robotics, Inc. for use in a telerobotics project funded by the Terrapin National Resource Center.

HONORS AND ACTIVITIES
American Association of University Women
•  American Association of University Women Selected Professions Fellowship

•  Pi Tau Sigma: Secretary (3 semesters), Treasurer (1 semester)

•  Built non-vibrating 1.5-ton aluminum platform for NMR management.

•  Consulted with professor on construction of super-conducting NMR spectrometer.

•  Designed and manufactured integrated circuits in lab.

EXPERIENCE
Research Associate
July 20XX – present

•  Conducted experiments using various materials and equipment

•  Collected and analyzed data using various software programs

•  Prepared reports and presentations for publication

•  Contributed to team projects and discussions

•  Published research findings in scientific journals
SELECTED WORK EXPERIENCE

English Instructor  September 20XX - May 20XX
Pre-College Programs, University of Maryland, College Park, MD
• Instructed and assessed entering freshman and rising high school seniors in contemporary American fiction, poetry, and non-fiction, Rhetoric, writing, and literary analysis.
• Provided additional support in study skills and note taking in college-level classes.

Research Intern  May 20XX - August 20XX
Anacostia Community Museum of African American History, Washington, DC
• Performed archival research on 19th Century Anacostia organizations and communities for the museum's forthcoming “Across the River” exhibit celebrating Anacostia's local and national achievements.

EDUCATION

University of Maryland, College Park, MD
Bachelor of Arts, American Studies  May 20XX

American Federation of Teachers, Washington, DC
• 19th and 20th Century African American Literature
• Designated person for information on teaching standards, classroom procedures, and educational materials
• Relationship between racial and gender perceptions and popular culture
• Literatures of the African Diaspora
• Hemispheric and Transnational Literature

MEMBERSHIP AND AFFILIATIONS

•  University of Maryland African Diaspora Reading Group
•  Modern Language Association

Professional Summary

• Bilingual English and Spanish
• Strong background in African American history, culture, and literature
• Excellent research skills, including training in archival research methods

Special Skills

• Strong background in African American history, culture, and literature including over 8 courses dedicated to African American and minority discourse.
• Proficient in MS Office applications
• Excellent research skills, including training in archival research methods

Objectives

• To obtain a position in the field of American Studies that utilizes my skills and experience in teaching, research, and community engagement.

Career Objectives

Education: Are names and dates of degrees and institutions clear and listed in reverse chronological order? Are specific areas of study, if unusual or particularly relevant, highlighted? Have you included special honors or awards you’ve won or mentioned an especially good GPA (3.0 or better)? If you lack significant work experience, have you presented course projects, special research, or other education-related experiences in which you’ve acquired skills?

Experience: Have you started each bullet point with an action verb? Have you included job responsibilities as well as job titles? Explained actual activities and accomplishments? If listed chronologically, are experiences cited in reverse order, most recent first?

Special Skills: Have you included technical skills (hardware/software)? Language skills?

PRESENTATION CONCERNS

Sequencing of Information: Have you ranked in order the different sections (after your heading and objective) from most to least important? While still maintaining chronological order, did you begin with what you see as most relevant, most impressive about you (education, work, skills, etc.)?

Layout/Appearance: Is your resume visually appealing to you or others to whom you’ve shown it? Does it look professional, i.e., well typed and printed? Is your resume scannable? Have you used “white space” (margins, spacing and capital letters) effectively?

Length/Relevance: Can you provide a rationale for each piece of information included (in terms of its relevance)? Have you presented the material as concisely as you feel is possible?

Writing Style: Does your text convey all of your important qualifications through key words/skills summary paragraph, action verbs and use of appropriate examples? Have you avoided generalities and focused on specific projects, products, etc.? Have you used short, concise statements, and avoided using personal pronouns (I, me, my)?

Grammar, Spelling, Syntax: Have you double-checked any uncertainties regarding spelling, sentence structure, wording, or punctuation?

Bottom Line: Overall, are you proud of the way your resume looks and reads? Also, if you were an employer, would you want to interview the person represented by this resume? Why or Why not?

CONTENT CONCERNS

Heading: Are your name and address clear? Are your phone number(s) and email address included? LinkedIn and/or portfolio URL?

Career Objectives: Is your career objective specific and concise?

Education: Are names and dates of degrees and institutions clear and listed in reverse chronological order? Are specific areas of study, if unusual or particularly relevant, highlighted? Have you included special honors or awards you’ve won or mentioned an especially good GPA (3.0 or better)? If you lack significant work experience, have you presented course projects, special research, or other education-related experiences in which you’ve acquired skills?

Experience: Have you started each bullet point with an action verb? Have you included job responsibilities as well as job titles? Explained actual activities and accomplishments? If listed chronologically, are experiences cited in reverse order, most recent first?

Special Skills: Have you included technical skills (hardware/software)? Language skills?
123 Elm Street
College Park, MD 20740
April 1, 20XX

Nicole Thomas
Director, Quality Control
Merck & Company, Inc.
410 Georgia Avenue, NW
Washington, DC 20001

Dear Ms. Thomas:

At the University of Maryland Fall Career Fair, I had the opportunity to speak with a recruiter and learn about the entry-level Quality Control position available with Merck & Company, Inc. I will graduate in May with a Bachelor of Science in mathematics, specializing in statistics. My interest in corporate production and plant management has prompted me to contact you about this opportunity.

As you can see from my resume, my production internship with Kraft Foods last summer included valuable experience in both quality control and operations management. I have also taken many related courses, which I’m certain will provide a strong theoretical foundation for employment in this area. These courses include Applied Research Methods, Business Statistics, Collective Bargaining and Operations Management. I have also been active in many business-related campus activities. My self-motivation and independent work ethic, along with my aptitude for statistics, make me a strong candidate for this position.

Recognizing that the reader will be receiving more than just your resume, assume the responsibility for the next step—“I will call your office next week to see if a mutually convenient time can be arranged.” (And then do it!) In the interim, restate your contact information (telephone number(s) and email address(es)) and your accessibility to provide any further supportive information (e.g., references, portfolio, writing samples, etc.). Thank the reader for their time and consideration.

Sincerely,

Jason Vincent

JVIN28@umd.edu

Enclosure

Your Name (Typed)
Email and/or phone number

000 Third St.
College Park, MD 20740
January 13, 20XX

Ms. Sarah Jones
Director of Marketing
United Widget Corporation
000 Maple Ave.
Orlando, FL 32821

Dear Ms. Jones:

I am happy to accept your offer to join the United Widget Corporation’s new product development department at a starting salary of $38,000 per year.

Thank you for your assistance with my relocation to central Florida; your help will certainly make my transition to southern living quite smooth. As requested, I will keep receipts for reimbursement purposes.

I will report to your office on February 7, 20XX, eager to contribute to the new product development department and UWC.

Sincerely,

Linda Smith

LindaSmith22@umd.edu

Enclosure

Sample Thank-You Letter

3543 Larchwood Drive
Silver Spring, MD 21103
June 14, 20XX

Ms. Leslie A. Jones
Personnel Director
Fielder Associates
2341 18th Street, N.W.
Washington, DC 20003

Dear Ms. Jones:

Thank you for taking the time to meet with me yesterday regarding the Youth Services vacancy at your organization. The interview strengthened my enthusiasm for the position and interest in working for your growing organization.

As I had mentioned, my part-time work and internship experiences in scheduling activities and organizing programs would seem a good background for the position. In addition, I believe my energy and rapport in working with youth would aid in the success of the program.

Please contact me at (301) 256-1321 if you need additional information. I look forward to hearing from you.

Sincerely,

Leonard S. Goodyear

Goodyear1@umd.edu

Sample Letter of Acceptance
Email is a powerful tool in the hands of a knowledgeable job-seeker. Use it wisely and you will shine. Use it improperly and you’ll brand yourself as immature and unprofessional.

Email is often the preferred method of communication between job-seeker and employer. There are general guidelines that should be followed when emailing cover letters, thank-you notes and replies to various requests for information.

**New Message**

To: John Doe <jdoe@xyzcorp.net>

From: Jane Smith <smith_jane@terpmail.umd.edu>

Subject: Thank you!

Dear Mrs. Jones:

I just wanted to send a quick note to thank you for yesterday’s interview. The position we discussed is exactly what I’ve been looking for, and I feel that I will be able to make a positive contribution to your organization. I appreciate the opportunity to be considered for employment at XYZ Corporation. Please don’t hesitate to contact me if you need further information.

Sincerely,

Jane Smith

**EMAIL SUBJECT**

Use a meaningful subject header—one that is appropriate to the topic.

**TITLES**

Address the recipient as Mr., Ms., or Mrs. and always verify the correct spelling of the recipient’s name.

If the person uses initials such as J.A. Smith and you are not certain of the individual’s gender, then begin the email: “Dear J.A. Smith.”

**CONTENT**

- Be brief. Don’t overload the employer with lots of questions in your email.
- Save the emoji for the friends and family.
- Do not use strange fonts, wallpapers or multicolored backgrounds. Stick to standards like Times New Roman, 12-point or Helvetica, 10 point.
- Avoid using slang.

**LAST CHANCE**

ALWAYS proofread and spell-check before sending. Your emails say far more about you than you might realize. If you are sloppy and careless, a seemingly trivial communication will stick out like a sore thumb.

**THANK-YOU NOTES**

If you’ve had an interview with a prospective employer, a thank-you note is a good way to express your appreciation. The note can be emailed a day or two after your interview and only needs to be a few sentences long. See the above example.

**SIGNATURE**

Sign using your full name. Make sure any social networks mentioned in your (optional) signature block have been reviewed, deemed safe for work and useful to your professional brand. Also remove all irrelevant quotes, links and images.
94% of recruiters plan to use social media for recruiting
93% of recruiters are likely to look at social profiles
92% of recruiters hired through LinkedIn
78% of recruiters hired a candidate introduced through social media

CONTROL YOUR IMAGE
Review your online representation before promoting yourself online. How do you present yourself on Facebook? YouTube? Blog? Remove anything questionable that could damage your reputation. Sites like Reppler are a great way to automate the process and receive alerts if anything new pops up.

UTILIZE CAREERS4TERPS
As a Terp, you can belong to an exclusive career and internship database that only UMD students and alumni can access. Recruiters post to Careers4Terps because they believe in Maryland students. Set up search agents that notify you when positions of interest are posted and post your resume for employers to find.

BE ACTIVE ON LINKEDIN
Each month, 187 million users visit LinkedIn. Create a profile that displays both your personality as well as your qualifications. Join groups in fields of professional interest and join in the discussions. Build your network with quality contacts. Optimize your profile for search engines (SEO) so that recruiters can find you through keywords.

USE TWITTER
Employers connect with potential employees and post job opportunities on Twitter. See if your ideal employers have Twitter handles to follow. Engage them via Twitter to learn more. You’re checking for good fits as much as recruiters are. Search for handles dedicated to widespread job postings such as @USA_Internship and @NYFashionJobs.

PROMOTE YOURSELF
LinkedIn isn’t the only network worth posting on. If you have established social networks already, use them. Let your friends and family know the type of job you’re looking for and you might just get a hit. Six degrees of separation is a real thing, especially in the digital age. Just avoid bombarding feeds with your job search woes.

RESEARCH INDUSTRIES & SEARCH JOB POSTINGS
Remember to check the large job databases, but also industry-specific boards that cater to your demographic. Once you’ve found something promising, research the company. Companies engage with potential hires on Pinterest, YouTube and even infographics to show what it’s like to work with them. Envision yourself there. Do you like it?

MAINTAIN ONLINE ETIQUETTE
Your online interactions are a demonstration of your communication skills. Remember to maintain professional language when connecting with employers online. Avoid too many follow up contacts—this can be perceived as creepy or needy. When tweeting, don’t try fitting so much into a one post that you must resort to netspeak.

30% of candidates are internal applicants or come from an employee referral
64% of recruiters consider referrals their highest quality sources, beating social media by 5%
65% of recruiters highly favor volunteering when profiling a candidate
80% of jobs go to someone with a connection to the company

SET UP INFORMATIONAL INTERVIEWS
Spend 20 minutes with someone in the field to research a position, industry, or company you’ve targeted and add contacts to your network. They’ll be more likely to want to help you and possibly put in a good word on your behalf or hand-deliver your resume. Tap your network by asking, “Do you know anyone who works in ___?” and confirming it’s okay to contact them. At the end of the interview, ask for more leads so you can meet others.

MASTER STORYTELLING & CASUAL CONVERSATION
Learn how to slip in bits about your job search while discussing general topics of interest. Later, practice relaying more detailed, career-related information about yourself. Share specific skills and talents. In interviews, you’ll deliver memorable examples. In the gym or coffee shop, you’ll engage innumerable eyes and ears to help your job search.

GET INVOLVED
Now is a great time to volunteer for a nonprofit or industry group. You’ll get out of the house, feel a sense of accomplishment, and pick up some new skills. While helping out, you could make some valuable new industry contacts that you might never meet otherwise.

NETWORK FROM WITHIN
Taking a job that isn’t exactly a perfect fit at your dream company is a great way to gain footing for the position you really want. If you want to work in marketing for Sony Records but you’re offered a quality control position, take it. In a few years you may be right where you want to be. Experience within a company you fit well with increases your chance of inside mobility.

NURTURE YOUR NETWORK
Even after you’re hired, don’t stop adding to your network and nurturing your contacts. 80% of jobs go to someone with a connection to the company. Be that someone. Put forth a positive attitude and memorable conversation, engage new people, and be the total package that Terps are known to be.
Savannah River Nuclear Solutions

Savannah River Nuclear Solutions manages and operates the Savannah River Site, a 310-square-mile facility owned by the U.S. Department of Energy near Aiken, S.C. We’re also home to the Savannah River National Laboratory.

We operate diverse nuclear and research facilities, and manage infrastructure and support systems akin to those of a small city.

Savannah River Nuclear Solutions offers full-time employment positions including disciplines such as engineering, science, business, information technology and other technical fields.

We also offer an extensive internship program in the same disciplines for uniquely skilled students who want to enhance their education with hands-on experience.

www.savannahrivernuclearsolutions.com
Follow us on Facebook, Twitter, YouTube and Flickr.

U.S. Citizenship Required
John Smith
Worker’s rights advocate seeking non-profit opportunities in D.C. | Graduating 2018
Washington D.C. Metro Area | Philanthropy

Current
University of Maryland

Previous
Global Organizing Institute, University of Maryland

Education
University of Maryland College Park

www.linkedin.com/in/johnsmith/

Background
I went into college with sights on a Criminal Justice degree. By spring semester my sophomore year, I was staying up late planning meetings and holding discussions with fellow members of the student organization Justice at Maryland (JAM). By my junior year, I was elected JAM’s President. My interest expanded from campus to the surrounding area and onto a national level. This past summer I was involved with the United Auto Workers Union, helping broadcast social media messages and spreading workers’ rights issues in five major cities.

After graduation I want to dedicate my time to an opportunity that understands the value of public image and social media in their fight for quality working conditions for our nation’s workforce.

I have spoken with hundreds of workers and employers from varying backgrounds in D.C., Baltimore, MD; Miami, FL; Canton, MS; and Atlanta, GA. During my Presidency in JAM, I also spoke with decision-makers on multiple levels, both local and national media outlets, and rooms of 100+ engaged community members and activists.

I think Big. I keep calm in the face of a dozen microphones (or those who disagree). I’m all about the group AND the individual. I’ve been known to blast “Eye of the Tiger” before a rally or two.

Specialties: Event planning, policy, social media, grassroots marketing, Spanish.

Recommendations

President, Justice at Maryland
University of Maryland

Ariel La
HR Specialist at National Institutes of Health

“John was one of the most passionate and well-organized student leaders I encountered during my time advising student activists at the University of Maryland. He took project ideas and transformed them into amazing events that made a real difference in our campus community. It was a great honor to know and work with John and I can only imagine what his next move will be!”

Since its creation in May 2003, LinkedIn has changed the shape of recruiting. 92% of recruiters reported successfully hiring someone on LinkedIn in 2013.

LinkedIn search results come from scanning the user’s 1st, 2nd and 3rd degree connections for the search query. Recruiters often use trending, industry-specific keywords and phrases in their queries. Incorporating industry-specific keywords and phrases into your profile can increase your visibility. This is called Search Engine Optimization (SEO).

As you build your LinkedIn presence, remember that SEO is a major contributor to LinkedIn success.

Check out even more helpful tips at www.University.LinkedIn.com.
## Searching Strategies

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<tr>
<th>Strategies</th>
<th>Getting Started</th>
<th>Tools/Resources</th>
<th>Tips</th>
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<tbody>
<tr>
<td>Networking</td>
<td>Tap into the hidden job market by gaining industry-specific information and employment leads through personal, academic, professional, and social contacts.</td>
<td>• Faculty and advisors within major&lt;br&gt;• Alumni/classmates&lt;br&gt;• Friends, neighbors, or relatives&lt;br&gt;• Co-workers and employers&lt;br&gt;• Internship supervisors&lt;br&gt;</td>
<td>Develop an ongoing, give-and-take relationship with your connections.</td>
</tr>
<tr>
<td>Targeted Search</td>
<td>Identify what type of organizations are of interest and contact (via mail, email, or in person) the organizations to share your interest and inquire about potential openings, regardless of an advertised position.</td>
<td>• Online/print directories&lt;br&gt;• Chamber of Commerce&lt;br&gt;• Newspaper&lt;br&gt;• Career Insider: Employer Guides&lt;br&gt;</td>
<td>Many positions are never advertised, so you must network or implement a targeted job search to locate them! This is a commonly used strategy and especially useful for small organizations.</td>
</tr>
<tr>
<td>On-Campus Recruiting</td>
<td>Employers recruit on campus by advertising openings in Careers4Terps, attending campus fairs, and leading information sessions. Employers also conduct on-campus interviews for positions.</td>
<td>• Career4Terps database and complete your profile. Review upcoming recruiting events by clicking “Tweets.” Complete a quick interview search on the home page of Career4Terps by clicking “Campus Interviews</td>
<td>Identify a target based on your values (i.e., specific location, industry, existing contact, organizations ranked within an industry, or diverse workforce).</td>
</tr>
<tr>
<td>Posted Positions</td>
<td>Search and locate advertised openings and follow the instructions to apply for positions.</td>
<td>• A list of keywords or job functions that are of interest. A thorough list will assist you in filtering through 1,000s of advertised positions. Establish search alerts, sign up for email alerts, or follow RSS feeds based on your keywords whenever possible.</td>
<td></td>
</tr>
<tr>
<td>Social Media</td>
<td>Utilize any online socially based platform to connect with others, locate opportunities, research organizations, or create self-branding.</td>
<td>• LinkedIn&lt;br&gt;• Twitter&lt;br&gt;• Facebook&lt;br&gt;• Blogging Platforms (Wordpress, Tumblr)&lt;br&gt;• Google+</td>
<td>Remember that social media is primarily for networking and researching. To get to a position you will have to take a connection offline, so utilize information gained online as a conversation facilitator.</td>
</tr>
<tr>
<td>Employment Agencies</td>
<td>Agencies work for employers to locate job seekers with specific skills to fill short term positions.</td>
<td>• Use the Center’s free online career assessment tool to identify your skills. Locate an agency in your area using yellowpages.com.</td>
<td>Utilize the Center’s free online career assessment tool to identify your skills. Locate an agency in your area using yellowpages.com. The initial interview may include tests to assess your skills. Prepare for this interview as you would a traditional interview.</td>
</tr>
</tbody>
</table>

## Informational Interviews

Informational interviewing is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals.

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

## Job Market Questions

If you are preparing to enter the job market, you may wish to ask questions such as:

1. What experiences would make an entry-level job seeker competitive?
2. What are the major challenges/problems that your organization is facing and would like solutions for?
Many employers use career fairs—both on and off campus—to promote their opportunities and to pre-screen applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to giant regional career expos held at major convention centers.

Most career fairs consist of booths and/or tables staffed by recruiters and other representatives from each organization. For on-campus events, some employers also send alumni representatives. Large corporations and some government agencies have staffs who work the career fair “circuit” nationwide.

An employer’s display area is also subject to wide variance. It could be a simple table with a stack of brochures and business cards and a lone representative or an elaborate multimedia extravaganza with interactive displays, videos, posters and a team of recruiters.

In order to maximize your career fair experience, you must be an active participant and not just a browser. If all you do is stroll from one booth to another, you will fail to make the transition into “self-marketing mode” without the formality and possible intimidation of a one-on-one job interview. It’s an opportunity that’s too valuable to miss.

**You’re a Prospector—Start Digging**

The questions you ask at a career fair depend upon your goals. Are you interested in finding out about an internship or full-time job? Then focus your questions on the application and interview process, and ask for specific information about that employer.

By all means, try to attend at least one career fair before beginning your formal job interviewing process. For new entrants into the professional career marketplace, this is a good way to make the transition into “self-marketing mode” without the formality and possible intimidation of a one-on-one job interview.

**Career Fair Etiquette**

1. **Don’t interrupt the employer reps or your fellow job-seekers.** If someone else is monopolizing the employer’s time, try to make eye contact with the rep to let him or her know you’re interested in speaking. You may be doing a favor by giving the recruiter an out. If all else fails, move to the next exhibit and plan to come back in the future.

2. **If you have a real interest in an employer, find out the procedures required to secure an interview.** At some career fairs, initial screening interviews may be done on the spot. Others times, the career fair is used to pre-screen applicants for interviews to be conducted later (either on campus or at the employer’s site).

3. **Sincerity always wins.** Don’t lay it on too thick, but don’t be too blasé either. Virtually all employers are looking for candidates with good communication skills.

4. **Don’t just drop your resume on employers’ display tables.** Try to get it into a person’s hands and at least say a few words. If the scene is too busy and you can’t get a word in edgewise, jot a note on your resume to the effect of, “You were so busy that we didn’t get a chance to meet. I’m very interested in talking to you.” Look around the display for the recruiter’s business card (or at the very least, write down his or her name and get some literature with the company’s address) and send a follow-up note and another copy of your resume.

5. **If you know ahead of time that one of your “dream companies” is a career fair participant, do some prior research (at minimum, visit their website).** A little advance preparation goes a long way and can make you stand out among the masses of other attendees.

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**Networking Scenario**

“Hi! My name is Mary Land. I’m a senior Psychology major at the University of Maryland. I’ve completed a broad range of psychology courses, my focus being on interpersonal relationships and cross-cultural psychology. My interests led me to complete a 100-hour internship related to Human Resources, researching discrimination claims, assisting payroll with paperwork and developing questions for employee interviews. The internship strengthened my analytical, problem-solving and communication skills and confirmed that I’m very interested in going into the field post-graduation. Can you tell me more about your Human Resource Department or suggest a colleague I may speak more with?”

**Career Fair Scenario**

“Hello, I’m Terra Pinn. I’m a junior English major. I’m hoping to work in public relations. I noticed that you posted a PR internship on Careers4Terps. Currently I work as a part-time sales associate at a large department store. I love working in retail. Now I’m hoping to move into the corporate side in a PR role. Would you tell me a little more about your internship?”

---

**30-Second Commercial**

A 30-second commercial, also known as an elevator pitch, is a prepared self-presentation. It is used during networking exchanges, when attending career fairs or during internship/job interviews. A well-thought-out commercial often translates that you are well spoken, qualified and prepared.

A 30-second commercial, also known as an elevator pitch, is a prepared self-presentation. It is used during networking exchanges, when attending career fairs or during internship/job interviews. A well-thought-out commercial often translates that you are well spoken, qualified and prepared.
Top 10 Personal Branding Tips

1. BE AUTHENTIC.

Who are you and what do you want? What have you accomplished so far? What are you passionate about? What are your goals? Ask friends or relatives to describe your best qualities and greatest achievements or take a self-assessment test online or through your college career center.

2. LEARN HOW TO INTRODUCE YOURSELF.

Once you know who you are, the next step is being able to communicate that to others. “Tell me about yourself” is a much harder assignment than it seems, especially in professional situations. Learn how to concisely, confidently say who you are, your professional history and your goals, then practice, practice, practice until you’re comfortable telling your own story.

3. SHOW YOUR CONFIDENCE.

While it’s never a good idea to project arrogance, many students err on the side of self-deprecation. Even if you feel inexperienced or awkward in professional situations, never make fun of yourself or put yourself down. If you project confidence and comfort with yourself, others will be comfortable with you.

4. DEVELOP THE TOOLS OF THE TRADE.

Just as a company or product needs marketing materials, you need various items to “market” yourself to recruiters, networking contacts, grad school admissions committees and others. These materials include your resume, cover letters, email address, voice mail message, online profiles and website or blog. Every representation helps to reinforce the brand you want to present, so be professional and consistent across each medium.

5. SHOW YOUR CARDS.

Business cards are a great way to show your professionalism and desire to keep in touch with the people you meet, and they are increasingly popular among career-minded students. Don’t worry if you don’t have a title or company; just print simple, professional-looking cards with your name, phone number and email address and, if you’d like, your college and major. VistaPrint is a good resource for free or inexpensive business cards.

6. DRESS FOR SUCCESS.

Make sure your personal appearance matches the image you want to project. Find out what kind of clothes are appropriate for your desired industry and invest in the best you can reasonably afford. When in doubt, err on the side of formality.

7. BUILD A PROFESSIONAL ONLINE IMAGE.

Everyone is Googling everyone else these days, so be vigilant about your online identity. Even if your social network settings are tight, take down any photos of partying, drinking or “unprofessional” behavior just in case. Then, enhance your brand online by creating a strong profile and becoming active on LinkedIn, the professional social network.

8. TAKE A WRITING CLASS.

Guess why the “Judge You When You Use Poor Grammar” group on Facebook has over 400,000 members? Even in the days of IM, texting and Twitter, writing and speaking skills still matter. Use proper grammar, capitalization and spelling in all professional communications (that means no LOLs, BRBs or ROTFLs).

9. ASK FOR FEEDBACK.

Find a professional you trust—a friend, relative, professor, etc.—who will be candid with you and ask this person to tell you if there are any areas where you’re getting in your own way. For instance, do you say “like” or “you know” too much? Do you come across as hyper, entitled or uninform ed? If necessary, take a class or get some coaching in any area where you could use some polish.

10. REASSESS YOUR PERSONAL BRAND REGULARLY.

Your experience, ideas and ambitions are going to evolve as your career develops, so make sure your personal brand is keeping up. Just as you should regularly update your resume, remember to regularly revisit your self-introduction, wardrobe, online profiles and other elements of your personal brand every few months. Be flexible.

CAREERS4TERPS

Tip Sheet

Setting up a Search Agent will allow you to receive notifications whenever a new position is posted, as long as it matches your search query.

1. Login to Careers4Terps at www.Careers.umd.edu and select Careers4Terps Jobs from the Job Postings menu.

2. Click Advanced Search and select attributes (major, position type, etc.) and submit.

3. Title the current search under Saved Searches. Schedule it to run as a search agent. There is no limit to the number of saved searches or search agents.

4. Return to Saved Searches when you want to edit the settings for any Search Agent.

SIGN UP FOR ON-CAMPUS INTERVIEWS

Connect with employers in our Center!


2. Make sure your profile is up-to-date and your current resume is uploaded.

3. To the right under Quicklinks, select “Campus Interviews I Qualify For.”

4. Review the listings. Apply for the positions you are interested in. Note: You may want to tailor your resume and upload different versions.

5. Typically employers have a week after a position’s application deadline to review applications and select candidates they wish to interview. Review your status at any time via Interview Requests, under the Interviews Tab.

If you are selected: You’ll receive an email. Login as soon as possible to select a interview time.

If none of the available interview times work with your schedule, contact our Center or the employer directly to see if other arrangements can be made.

If you are selected as an alternate: You are not guaranteed an interview, but can sign up for any available slots after invited students have had a chance to sign up. You will receive an email in advance of the alternate sign-up date to inform you of when to check for available slots.

If you are no longer interested: Decline as soon as possible so employers can select an additional candidate.

If you need to cancel: Check if you can cancel via the Interviews tab under “Scheduled Interviews.” If the cancellation deadline has passed, contact our Center as soon as possible to cancel.
Dressing for the Interview

Depending upon your fashion style, whether you follow the latest trends for the club scene or prefer college senior casual, a job interview may be cause for some drastic wardrobe augmentation.

For your interviews, some of your individualism might have to be shelved in order to present the most appropriate professional impression. In most business and technical job interviews, when it comes to your appearance, conservatism and conformity are in order.

While many organizations have adopted the “office casual” dress code, don’t try to set new standards in the interview. When in doubt, it is better to be too conservative than to be too flashy. A suit is the best bet. Here are some guidelines:

- A two-piece suit will suffice in most instances with pants or a knee-length skirt
- Solid colors and tighter-woven fabrics are safer than bold prints or patterns
- Wear a tailored, collared shirt or blouse under your suit jacket
- Ties, if worn, should have a simple pattern
- Wear polished, closed toe shoes
- Wear makeup and jewelry only in moderation (avoid strong perfume or cologne)

For recent graduates just entering professional life, additions to wardrobes or complete overhauls, are likely needed. Limited funds, however, can be an obstacle. Image consultant Chris Lazzarini suggests “capsule wardrobes.” For example, when mixing and matching, she says, an eight-piece capsule wardrobe can generate up to 28 ensembles.

STAYING WITHIN A BUDGET

“Office casual” is becoming the accepted mode of dress at more and more organizations. The rules, however, for casual attire are subject to tremendous organization-to-organization variance. At some offices “casual day” is a Friday-only observance, where the dress code is slightly relaxed—a sport coat or sweater and slacks. At others, especially entrepreneurial computer companies, shorts and sandals are worn nearly every day.

The safest fashion rule for new employees to follow is to dress about the same as your most conservatively attired co-worker. As a new hire, don’t try to “push the boundaries” of casual attire.

Fashion Arrests

- Never wear denim jeans or shorts unless the vast majority of others do
- Don’t dress too provocatively—you’re at work, not a dance club
- “Casual” doesn’t mean “sloppy”—your clothes should always be free of stains and holes
- Workout wear belongs at the gym.

Play it Safe

- Khaki or black pants are usually a safe bet
- As for formal business attire, buy the best that your budget will allow.
- If you will be seeing clients, dress appropriately for their workplace, not yours.
- Go to the mail—most department and specialty stores have sections devoted to this style of office attire.
- When in doubt, stick with “neutral” colors, such as black, khaki, dark navy, or grey.
- Avoid visible body piercings or tattoos until you learn about what the organization’s formal (or informal) policies may be.

And, of course, your appearance is only as good as your grooming. Create a final checklist to review before you go on an interview:

- Neatly trimmed hair (consider pulling back long hair)
- Conservative makeup
- No runs in stockings
- Shoes polished and in good condition (some suggest wearing your sneakers on the way to an interview and changing them before you enter the interview site)
- No excessive jewelry
- No missing buttons, crooked ties or lint
- If suit is new, make sure to remove any tags or labels (sometimes found on the suit’s sleeves)

MEETING & GREETING

- Firm handshake
- Maintain eye contact.
- Rise when introducing or being introduced.
- Provide information when making introductions—you are responsible for keeping the conversation going.
- Unless given permission, always address someone by his or her title and last name.

DINING

- Arrive on time, if not early.
- Wait to sit until the host/hostess indicates seating arrangement.
- Interviewers usually take care of the bill and tip, but bring small bills for your part just in case.
- Keep hands in lap unless you are using them to eat.
- Practice proper posture: sit up as straight as you can with your arms close to your body.
- Eating
- Wait to eat until everyone is served
- Eat at the same pace as everyone else
- Bring food to your mouth, not your head to the plate

TAKING A CASUAL APPROACH

Adapted from article by Jennie Hunter, a professor at Western California University

Want more? Check out our Internship Board and Career Center!
What Happens During the Interview?

IT STARTS BEFORE YOU EVEN SAY HELLO

Arrive 15-20 minutes early and prepare to meet people who are not part of your formal agenda. Be courteous to everyone regardless of his or her position; you never know who might be watching you and your actions once you arrive in town.

Typical interviews start before you enter the interview room. The recruiter begins evaluating you the minute you are identified. Shake the recruiter’s hand upon being introduced. Don’t be afraid to extend your hand first. This shows assertiveness.

THE RECRUITER HAS THE FLOOR

The main part of the interview starts when the recruiter discusses the organization. Ask questions if the recruiter uses vague generalities about the position and you want more specific information. Have a clear understanding of the job and the company.

As the interview turns to talk about your qualifications, be prepared to deal with aspects of your background that could be construed as negative, i.e., low grade point average, no participation in outside activities, no related work experience. Convince the recruiter that although these points appear negative, positive attributes can be found in them. A low GPA could stem from having to fully support yourself through college; you might have no related work experience, but plenty of experience that shows you to be a loyal and valued employee or that you possess related transferable skills.

IT’S YOUR TURN TO ASK QUESTIONS

When the recruiter asks, “Now do you have any questions?” it’s important to have a few ready. Questions should bring out your interest in and knowledge of the organization. Don’t ask questions with answers easily found online.

By asking intelligent, well-thought-out questions, you show the employer you are serious about the organization, want more information and indicates you do your homework.

Prepare some questions while you are still interested in the position and why.

Expect the unexpected

During the interview, you may be asked some unusual questions. Don’t be too surprised. Many times questions are asked simply to gauge your reaction. For example, a recruiter may ask, “Tell me a joke” or “What time period would you like to have lived in?” While these questions are not always used, they are intended to force you to react under some stress and pressure. The best advice is to think and give a natural response.

The site visit/interview

After an on-campus interview, strong candidates may be invited to visit the employer’s facility. An invitation to an on-site interview is NOT a guarantee of a job offer, but a chance to examine whether or not you will be a good match for the job and organization. If invited, respond promptly if you are sincerely interested. Decline politely if you are not. Never go on an on-site interview for the sake of the interview.

The interview isn’t over until you walk out the door. During the conclusion the recruiter is assessing your overall performance to be sure that not only can you do the job, but you want to do the job and would fit in with their organization’s office culture.

The close counts, too

The interview isn’t over until you walk out the door. During the conclusion the recruiter is assessing your overall performance to be sure that not only can you do the job, but you want to do the job and would fit in with their organization’s office culture.

Final power to offer a job, your demeanor during the entire interview process gives you a great deal of power, too.

Questions Employers Ask

PERSONAL

1. Tell me about yourself.
2. What are your hobbies?
3. Why did you choose to interview with our organization?
4. Describe your ideal job.
5. What can you offer us?
6. What do you consider to be your greatest strengths?
7. What are areas of growth for you?
8. Have you ever had any failures? What did you learn from them?
9. Of which three accomplishments are you most proud?
10. Who are your role models? Why?
11. How does your college education or work experience relate to this job?
12. What motivates you most in a job?
13. Have you had difficulty getting along with a former boss/manager/colleague and how did you handle it?
14. Have you ever spoken to a group of people? How large?
15. Why should we hire you rather than another candidate?
16. What do you know about our organization (products or services)?
17. Where do you want to be in five years? Ten years?
18. Do you plan to return to school for further education?

EDUCATION

19. Why did you choose your major?
20. Why did you choose to attend your college or university?
21. Do you think you received a good education? In what ways?
22. In which campus activities did you participate?
23. Which classes in your major did you like best? Least? Why?
24. What elective classes did you like best? Least? Why?
25. How do you feel about working in what you studied over what would you change about your education?
26. Do your grades accurately reflect your ability? Why or why not?
27. Were you financially responsible for any portion of your college education?

EXPERIENCE

29. What job-related skills have you developed?
30. Did you work while going to school? In what positions?
31. What did you learn from these work experiences?
32. What do you consider to be your greatest strengths?
33. Give an example of a situation in which you provided a solution to an employer.
34. Have you ever quit a job? Why?
35. Give an example of a time in which you worked under deadline pressure.
36. Have you ever done any volunteer work? What kind?
37. How do you think a former supervisor would describe your work?
38. Do you prefer to work under supervision or on your own?
39. What kind of boss do you prefer?
40. Would you be successful working with a team?
41. Do you prefer large or small organizations? Why?
42. What other types of positions are you considering?
43. How do you feel about working in a structured environment?
44. Are you able to work on several assignments at once?
45. How do you feel about working overtime?
46. How do you feel about travel?
47. How do you feel about the possibility of relocating?
48. Are you willing to work flextime?

Before you begin interviewing, think about these questions and possible responses and discuss them with a career advisor. Conduct mock interviews and be sure you are able to communcate clear, unrehearsal answers to interviewers.

TYPES OF INTERVIEWS

Phone Conference Behavioral Group
Video Conference (Skype) Technical Site Visit/Interview

Partially adapted from Rosanne R. Bensky, Career Services, New Mexico State University.
Questions to Ask Employers

1. Please describe the duties of the job for me.
2. What kinds of assignments might I expect the first six months on the job?
3. Are salary adjustments geared to the cost of living or job performance?
4. Does your company encourage further education?
5. How often are performance reviews given?
6. What products (or services) are in development stage now?
7. Do you have plans for expansion?
8. What are your growth projections for next year?
9. Have you cut your staff in the last three years?
10. How do you feel about creativity and individuality?
11. Do you offer flextime?
12. Is your company environmentally conscious?
13. In what ways is a career with your company better than one with your competitors?
14. Is this a new position or am I replacing someone?
15. What is the largest single problem facing your staff (department) now?
16. May I talk with the last person who held this position?
17. What is the usual promotional time frame?
18. Does your company offer either single or dual career-track programs?

19. What do you like best about your job/company?
20. Once the probation period is completed, how much authority will I have over decisions?
21. Has there been much turnover in this job area?
22. Do you fill positions from the outside or promote from within first?
23. What qualities are you looking for in the candidate who fills this position?
24. What skills are especially important for someone in this position?
25. What characteristics do the achievers in this company seem to share?
26. Is there a lot of team/project work?
27. Will I have the opportunity to work on special projects?
28. Where does this position fit into the organizational structure?
29. How much travel, if any, is involved in this position?
30. What is the next course of action? When should I expect to hear from you or should I contact you?

Practice your responses with InterviewSteam conducted using the webcam on your computer. Go to www.Careers.umd.edu for more info.

Are You Ready for a Behavioral Interview?

Today, more than ever, each hiring decision is critical. Behavioral interviewing is designed to minimize personal impressions that might cloud the hiring decision. By focusing on the applicant’s actions and behaviors, rather than subjective impressions that can sometimes be misleading, interviewers can make more accurate hiring decisions.

How to Prepare for a Behavioral Interview

- Recall recent situations that show favorable behaviors or actions, especially those involving coursework, work experience, leadership, teamwork, initiative, planning and customer service.
- Prepare short descriptions of each situation: be ready to give details as asked.
- Be sure each story has a beginning, a middle and an end; i.e., be ready to describe the situation, your action and the outcome or result.
- Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).
- Be honest. Don’t embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.
- Be specific. Don’t generalize about several events; give a detailed accounting of one event.

We offer an excellent compensation and benefits package in a corporate culture based on learning and growth. To learn more about SGH and current job opportunities, visit our web site at www.sgh.com.

SGH is an Equal Opportunity Employer and we value diversity in our workforce. We are committed to providing equal opportunities to all job applicants and employees. We consider all qualified applicants, and encourage individuals with disabilities and protected veterans to apply.

From top left: Gables, MIT, Simmons Hall. Cambridge, MA. facade ornamentation using large-access, University of Arizona, Phoenix, Health Sciences Building.

SIMPSON GUMPERTZ & HEGER INC. (SGH) is a national engineering firm that designs, investigates, and rehabilitates structures and building enclosures. Our award-winning work encompasses building, nuclear, transportation, water/wastewater, and science/defense projects throughout the United States and in more than 30 other countries.
How to Prepare for Video Interviews

**KNOW THE PROGRAM**

Oovoo, Skype, iChat, Yugma. The list goes on and on. Before your interview, make sure you’ve played around with the program enough to know how it works.

**TEST THE CONNECTION**

Do you have a readily available power source? Is the wifi signal strong? Do you have access to a phone, and if it’s a cell phone, strong service? Even if everything is checked beforehand, technology can still fail you. Make sure you have the interviewer’s phone number, just in case!

**AMBIANCE**

Dress professionally, silence distractions (i.e. cell phones, pets, roommates, etc.), and avoid situating yourself in front of any noisy backgrounds. Also avoid harsh backlight that will turn you into a silhouette.

The Art of Negotiating

**NEGOTIATING A JOB OFFER**

An area of the job search that receives too little attention is negotiating. Once you have been offered a job you have an opportunity to discuss the terms of employment. Negotiating doesn’t have to be an uncomfortable experience. Rather than a win-lose proposition, negotiating is about each party understanding what’s most important to the other and finding common ground.

**WHAT’S NEGOTIABLE**

For an entry-level position there are limits on what’s negotiable. Benefits packages are usually fixed according to a position’s classification level. That includes health care and other insurance options, retirement plans, the number of days allotted for vacation and the rate of accrual. The terms aren’t usually negotiable. Advancement opportunities may also be structured so that employers just must complete trainings, rotational programs, or a series of benchmarks before being considered for the next level. But the following items may be open for discussion.

- Start date. This is usually the most negotiable issue with the exception of training program requirements. Employers understand that you are transitioning into a new life stage and need time to wrap up commitments. Even if there is a mandatory start date for training, it may be possible to arrange unpaid leave time after training concludes.
- Support for professional development. This is sometimes included in the hiring package. But if it’s not, inquire about it. Membership in professional associations, conference attendance, and certifications related to the job are perquisites an employer may be willing to cover, especially if it’s clear how it will enhance performance.
- Signing bonus. A signing bonus is one-time money paid to a recent hire to help offset moving expenses, wardrobe, transportation, or other necessities of a new job. Not all employers award them, but it doesn’t hurt to ask.
- Base salary. This is the most difficult item to negotiate over and the most important for the candidate. Raises are calculated on base salaries, so small increments add up significantly over time. As with signing bonuses, not all employers are willing to negotiate on starting salaries. Those that do will probably not budge more than 5% from the original offer. But if your own estimates suggest a higher offer, you need to consider negotiating. Once hired you will have significantly less latitude to alter your base salary.

**HOW TO NEGOTIATE**

Negotiating requires a deliberate process and a strategy. Each step needs to be executed with sensitivity to how the employer may respond. The best advice: Don’t negotiate without taking to someone. Call the career center and ask for an individual appointment. If they know you’re on a tight timeframe they will often slot you in quickly.

1. Buy time. After receiving an offer ask how soon the employer will need a response. Hopefully you will have more than a few days. This will give you a chance to fully evaluate the job and decide if you want to negotiate.
2. Find out if it’s possible to negotiate. It’s a good idea to allow a day to pass before posing this question back to the employer. Why? You’ll want the employer to know you’ve thoroughly reviewed the offer before taking this step. Otherwise it may seem like you’re just haggling to get as much as you can. If the employer is open to negotiating, explain that you will respond quickly with some thoughts.
4. Determine a strategy. Under what terms would you accept the offer? As stated, which means you would still accept if the employer doesn’t budge (and suggests you might not want to negotiate at all)? With some incremental increase (which might be less than you actually ask for)? Know where you stand for every possible response.
5. Compose a thoughtful counter offer. In an email, spell out your thinking on why you are asking for a higher salary or other allowance. Share the calculations for how you arrived at the figure and the sources for your reasoning. “Bookend” the note with affirmations of the opportunity: that is, begin the note with words that express how excited you were to get the offer and finish with how great it’s going to be joining the team. Frame the negotiation as the only item you need to resolve in order to say “yes.” IMPORTANT: Send the email before the deadline you were originally given.
6. Follow up with a phone call. A few hours later or the next morning. Negotiations are personal and need to be done with lots of sensitivity. Your emailed counter offer gave the employer a chance to understand your priorities and concerns before a conversation occurs. But you will talk through the negotiation.
7. Conclude with poise and tact. If the employer agrees to your terms, express excitement and gratitude. If the employer meets you halfway—and that’s enough for you to say yes—express excitement and gratitude. If the employer doesn’t move far enough or says no, express gratitude and indicate that you still need some time to consider the offer. Follow up the next day with a phone call and politely decline. Again, express gratitude for the offer. (You never know when your paths will cross again.)

As stated above, don’t tackle the negotiation process on your own. Get advice from a career professional so that you can make informed, objective decisions.
The benefits that accompany a full-time job salary may represent a substantial portion of the overall offer. Benefits that cover key costs that would otherwise be big out-of-pocket expenses can differentiate a good offer from a great one.

What kinds of benefits can you expect at your first job out of college? That depends. Not all benefits programs are created equal, and most have certain rules, limitations and exclusions, particularly in regard to health plans. The benefits described below will give you a general overview of what many companies offer employees:

**GENERAL OVERVIEW OF BENEFITS COMPANIES MAY OFFER**

- **Medical insurance.** The most basic and important benefit you can receive. Limits an employee's financial liability in the event of illness or injury and often covers routine physicals.
- **Disability insurance.** Provides income in the event of a long-term disability.
- **Life insurance.** Provides benefit payment to family members in the event of the employee's death.
- **Dental insurance.** Basic dental coverage usually includes cleanings, scalings and x-rays.
- **Prescription drug plan.** Typically allows employees to pay a fixed co-payment for each prescription.
- **Vision.** Defrays the cost of eye exams and corrective lenses.
- **Retirement plans.** The most common are employer-funded 401(k) plans supplemented by matching funds from the employer. In some companies there is a specified waiting period before new employees can participate.
- **Flexible spending accounts.** Allow employees to set aside untaxed dollars for dependent care and other health-related expenses.
- **Tuition reimbursement.** Covers the cost of continuing education as long as classes pertain to the job and certain grade levels are maintained.
- **Vacation.** A set number of days off with full pay. Longevity with the company may increase the number of vacation days awarded.
- **Sick time.** Paid leave in the event of illness.

There are also soft benefits that aren't monetary but may make an offer more attractive. Flextime, for example, allows employees to partially determine the start or end time of a work day as long as core hours—typically between 10:00 AM and 3:00 PM—are respected. Similarly, telecommuting (working virtually from home) may be allowed under certain circumstances. Depending on the industry or professional field, there may be a flexible dress code. Or, if it’s a formal environment, there may be “dress down Fridays” that allow employees to wear business casual.

Understanding all the components of a benefits package takes time. It can be helpful to consult with a human resources or experienced professional familiar with benefits.

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The following is a selection of cities where many graduating students accept offers. The cost of living index is based on the composite price of groceries, housing, utilities, transportation, health care, clothing and entertainment in each city listed. Use the calculation to compare salaries in different cities. For further information about the data below, refer to www.bestplaces.net/cost-of-living.

To compare information from other sources, refer to these websites:

- www.salary.com

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<thead>
<tr>
<th>City</th>
<th>Cost of Living Index</th>
</tr>
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<tbody>
<tr>
<td>New York City</td>
<td>168</td>
</tr>
<tr>
<td>Washington D.C.</td>
<td>154</td>
</tr>
<tr>
<td>New York City equivalent of a $50,000 salary in Washington, D.C.?</td>
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<td>$50,000 salary in Washington, D.C.?</td>
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*Adapted from John Martalo, a freelance writer based in San Diego.*
### Recommended Budget Strategy

<table>
<thead>
<tr>
<th>Category</th>
<th>Recommended Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Debt (credit card, loan, etc.)</td>
<td>10%-20%</td>
</tr>
<tr>
<td>Housing</td>
<td>20%-35%</td>
</tr>
<tr>
<td>Food</td>
<td>6%</td>
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<tr>
<td>Transportation</td>
<td>15%-30%</td>
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<tr>
<td>Utilities</td>
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</tr>
<tr>
<td>Clothing</td>
<td>4%-7%</td>
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<tr>
<td>Miscellaneous (travel, entertainment, etc.)</td>
<td>3%-10%</td>
</tr>
<tr>
<td>Personal Care</td>
<td>2%-4%</td>
</tr>
</tbody>
</table>

### Notes

-
-
-
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-
- [Personal Care]
- [Miscellaneous]
- [Transportation]
- [Utilities]
- [Clothing]
- [Miscellaneous (travel, entertainment, etc.)]

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### Monthly Expenses

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<td>Home</td>
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<td>- Housing Cost (Rent/Mortgage/Taxes)</td>
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<tr>
<td>- Utilities (Electric/Gas/Water/Sewage, etc.)</td>
<td>$</td>
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<tr>
<td>- Internet/Home Phone/Cable/Netlix</td>
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<tr>
<td>- Home Repairs/Maintenance</td>
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</tr>
<tr>
<td>- Groceries</td>
<td>$</td>
</tr>
<tr>
<td>- Laundry/Cleaning</td>
<td>$</td>
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<tr>
<td>Transportation</td>
<td></td>
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<tr>
<td>- Public Transportation</td>
<td>$</td>
</tr>
<tr>
<td>- Car Loan</td>
<td>$</td>
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<tr>
<td>- Insurance</td>
<td>$</td>
</tr>
<tr>
<td>- Parking/Tolls</td>
<td>$</td>
</tr>
<tr>
<td>- Car Repair/Maintenance</td>
<td>$</td>
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<tr>
<td>- Gas</td>
<td>$</td>
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<td>Bills</td>
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<td>- Student Loans</td>
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<td>- Credit Cards</td>
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<td>- Cell Phone</td>
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</tr>
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<td>- Subscriptions</td>
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<td>Health</td>
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<tr>
<td>- Doctor Appointments/Co-pay</td>
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<td>- Prescriptions</td>
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<td>- Gym Memberships</td>
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<tr>
<td>- Over-the-counter Medication</td>
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<td>Entertainment &amp; Personal</td>
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<tr>
<td>- Movies/Concerts</td>
<td>$</td>
</tr>
<tr>
<td>- Dining Out (coffee, snacks, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>- Travel/Vacation</td>
<td>$</td>
</tr>
<tr>
<td>- Clothing</td>
<td>$</td>
</tr>
<tr>
<td>- Personal Hygiene</td>
<td>$</td>
</tr>
<tr>
<td>- Gifts</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous (charity, church, childcare, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Total Monthly Expenses</td>
<td>$</td>
</tr>
<tr>
<td>- Total Monthly Income</td>
<td>$</td>
</tr>
<tr>
<td>+ Total Monthly Expenses</td>
<td>$</td>
</tr>
<tr>
<td>= Total Savings</td>
<td>$</td>
</tr>
</tbody>
</table>

### What’s My Income?

**INCOME**

<table>
<thead>
<tr>
<th>Income Description</th>
<th>Monthly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (after taxes/Benefits)</td>
<td>$</td>
</tr>
<tr>
<td>Other income (after taxes)</td>
<td>$</td>
</tr>
<tr>
<td>Total monthly income</td>
<td>$</td>
</tr>
</tbody>
</table>

### Budget Strategy

- **Recommended Worksheet**
- **Monthly Total**
- **NOTES**
- **Personal Care**
- **Miscellaneous**
- **Transportation**
- **Utilities**
- **Clothing**
- **Miscellaneous (travel, entertainment, etc.)**
- **Personal Debt** (credit card, loan, etc.)

### Marketing Your Liberal Arts Degree

As liberal arts graduates enter the job market, their direction may not be as obvious as that of their technically trained counterparts. For the most part, engineering or computer science majors know exactly where to target their efforts. Liberal arts majors are less fortunate in that regard—such a heading cannot be found in the want ads. Yet if they learn to target their aptitudes, they have as good a chance as anyone to find meaningful work.

What you need to do, explains one career advisor, is to find out what you really want to do—regardless of your major. Students often ask, “What can I do with a major in philosophy?” That’s the wrong question. The real questions are, “What fascinates me? How can I connect my interests with a job? What do I really want to be doing in 20 years?”

Once you have answered those questions, look at possibilities for matching your interests with a job. There are more options than you might think. Don’t get stuck on titles. As a liberal arts major, you have to do much more work in terms of researching different job markets and finding out where there is a demand. Conduct in-depth research on any companies that appeal to you, and try to match their needs to your wants. You must be specific, however. It is possible to be too general, too open and too flexible.

To be successful, you should combine your long-term vision with short-term specificity. Present yourself to your potential employer as someone who both understands the broad goals of the company and has the ability to grow and contribute in the long run. But most importantly, show how you can excel in that specific job. As you will see below, many of the top skills employers seek can be found in your liberal arts major. Once you’ve taken the time to determine your real interests and have set some long-term goals, map out a plan—long- and short-term—on how to get there.

Your liberal arts education has equipped you to take a broad topic and research it. Use those skills to make the connection between what you want and what companies need. Once you find job descriptions that match your long-term interests, set about shaping your resume and, if need be, getting the additional specific skills, training or certification to get that first job.

Your first job may not match your long-term goal. But it’s the first step. And that, at this point, is the all-important one.

---

### What Liberal Arts Graduates Are Doing

A sampling of the wide range of positions filled by liberal arts graduates:

- Accountant
- Administrative assistant
- Advertising account executive
- Air traffic controller
- Artistic
- Auditor
- Bank manager
- Business systems analyst
- Buyer
- Child support enforcement officer
- Claims examiner
- Communications specialist
- Computer specialist
- Copywriter
- Counselor
- Customer service representative
- Editor
- Employee relations specialist
- Engineering planner
- Financial consultant
- Graphic designer
- Hotel manager
- Human resource specialist
- Industrial designer
- Interpreter/translator
- Journalist
- Librarian
- Management consultant
- Marketing representative
- Medical/dental assistant
- Museum coordinator
- Office administrator
- Outpatient therapist
- Paralegal
- Photographer
- Probation officer
- Product specialist
- Psychologist
- Public relations specialist
- Quality engineer
- Recreation administrator
- Research analyst
- Restaurant manager
- Retail manager
- Sales representative
- Social worker
- Speech pathologist
- Stockbroker
- Systems analyst
- Tax consultant
- Teacher
- Technical writer
- Transportation specialist
- Underwriter
- Urban planner
- Writer
Federal Employment

There are more than 120+ federal departments and agencies. USAJOBS.gov has roughly 30,000 vacancy announcements on their site at any given time. 84% of federal government jobs are outside of the D.C. area.

THE LARGEST EMPLOYER IN THE U.S.

Federal agencies hire thousands of new employees each month. With the University of Maryland’s close proximity to Washington D.C., it is an employment option UMD graduates frequently use. Visit Careers.umd.edu/CareerLinks for useful federal job hunting links.

GETTING A JOB WITH THE FEDS

Each agency manages its own hiring. The U.S. Office of Personnel Management (OPM) simplified the federal job search by developing USAJOBS (USAJOBS.gov). The site lists most, but not all, federal jobs.

It is very important to have in hand or save online the full vacancy announcement, the appropriate forms, the closing/deadline dates for applications, specific duties of the position, whether a written test is required, educational requirements, etc. Then follow the application instructions. Most Federal jobs can be applied for by submitting a federal-style resume using the Resume Builder at USAJOBS. Some applications require special forms available at the agency’s website or at OPM.gov/forms or additional steps. Read the vacancy announcement.

Some federal agencies are independent from the OPM hiring system and are not required to post positions in USAJOBS, although some do. Consult these agencies directly through their websites and see a list of exempt agencies at OPM.gov/forms.

Some federal agencies are independent from the OPM hiring system and are not required to post positions in USAJOBS, although some do. Consult these agencies directly through their websites and see a list of exempt agencies at OPM.gov/forms.

HOW DO I LOCATE AGENCIES OF INTEREST?

Use the resources below to research and identify agencies of interest based on their mission statement, mission-critical hiring needs, areas of work, populations they serve, etc. Create an agency target list by writing down all federal agencies that spark your interest.

• The Partnership for Public Services oversees a survey of the Best Places to Work in the Federal Government: BestPlacesToWork.org/BPTW
• The Partnership also offers information on the mission-critical positions in current demand in their publication Where the Jobs Are: Data.wherethejobsare.org/wjla/home
• Even the smaller organizations hire for a variety of positions. You may even have less competition. Review a list of all federal departments and agencies: USA.gov/directory/federal-service-agencies.

HOW CAN I NETWORK WITH THE FEDS?

Networking and information gathering are also important for a federal job. Learn about career positions by contacting federal employees and taking with them hiring officials. Many agencies attend the University Career Center’s annual job fairs or participate in the Center’s panels and programs. Do not forget to consider internship (fall/spring terms are less competitive than summer) and part-time job opportunities with the federal government.

When can I apply?

Applicants may apply for government jobs up to nine months before graduating. Appropriate documentation must be submitted (e.g., an official copy of your college transcript) at the time of application.

WHAT ARE THE SALARIES LIKE?

Commonly, a federal position is ranked according to the level of responsibility and difficulty and assigned a grade based on the General Schedule (GS) classification. The grades range from GS-1 through GS-15, which correspond to salary ranges. Applicants with a bachelor’s degree enter at the GS-5 or GS-7 level. Special pay rates exist for high-cost cities and areas, such as the Washington D.C. metropolitan area, and certain occupations. For more information visit OPM.gov/policy-data-overview/pay-salaries-salaries-wages/
Are you looking for more from your future career than just a steady income? Do you find the traditional employment track unappealing? Do you want to impact your community or the world? Then a career in the nonprofit sector may be the answer.

WHAT IS A NONPROFIT?

Nonprofits (also known as not-for-profits) are organizations that promote a cause or provide a public service and are granted tax-exempt status by the Internal Revenue Service under section 501 of the Federal Tax Code. Nonprofits are often at the forefront of advocacy, social issues and scientific research. Some manage and promote the arts, culture or even history in communities across the nation. Political and labor groups are nonprofit organizations, as are professional and trade organizations. The broad category of nonprofits also includes non-governmental organizations (NGOs) that provide social services to areas affected by war or natural disasters. Some promote environmental issues on an international scale.

IS A NONPROFIT RIGHT FOR YOU?

Most nonprofit employees are not motivated by money or a prestigious title. They find fulfillment in a career that contributes to the welfare of others or advances a particular cause and often work with people with a shared vision and passion. Unlike the private sector or government, there are usually endless entry-level opportunities where related experience is not required. But working for a nonprofit is not all bliss and passion, nor is it an escape from work-related stress. Nonprofit employees may not have to meet sales goals or make money for their shareholders, but they are still held accountable for their decisions by their funding sources and constituents. Some organizations are highly politicized. Resources tend to be limited for staff development, bonuses or the latest equipment. Nonprofit workers learn to work effectively with a broad range of people, including clients, elected officials, volunteers, donors and local civic leaders.

OPPORTUNITIES

Reviewing the current job openings in the nonprofit sector, you will see a broad range of jobs. Positions with arts organizations can include curators, writers, performing artists and event planners. Health agencies often hire counselors, researchers and lobbyists. All nonprofit companies require the services of grant writers, fundraisers (also known as development officers), accountants, information technology workers and office managers. While idealism and passion may be the fuel to energize an organization, solid administrative skills including writing, strong interpersonal skills, multiple business and political contacts, and good business acumen are highly valued and required to ensure the stability and longevity of an organization.

Will I earn enough?

The wide variety of agencies in staff size, organization budget and scope of activities makes paying the bills a challenge. The salary of the executive director of the Red Cross could be six figures, while the executive director of a two-person local organization may be in the low 30s. The Chronicle of Philanthropy (Philanthropy.com) periodically publishes the salaries of top executives in nonprofits. In general, the larger an organization and the wider its scope, the greater the salary—though it may still be below the national average. Career advancement is also more likely within a larger organization.

HOW TO FIND NONPROFIT POSITIONS

Talk to others in the field to help decide if the nonprofit sector is for you. Schedule appointments with three or four directors and program administrators to learn the differences (and similarities) between agencies. Ask about the traits of people typically hired and job types available. Learn what makes the field satisfying—non-political and highly sought skills. Read about different agencies, and volunteer with an agency of interest to become acquainted with the staff and services. Volunteer positions sometimes become paid positions or provide solid leads and the “inside track” to paid positions.

SEARCH RESOURCES

- Idealist ([idealista](https://www.idealista.org)/Comprehensive job, internship and volunteer listings)
- Careers/Tips (Careers.umd.edu): Set up an industry search for the “nonprofit sector”
- National Scholarships Office (Scholarships.umd.edu): Detailed listing of Washington, DC internships with nonprofits, think thanks and embassies
- AmeriCorps (NationalService.gov): Federal program offering extensive service opportunities, typically (though not always) completed after graduation from college

INTERNATIONAL STUDENTS & THE JOB HUNT

Looking for a job is seldom easy for any student. For you, the international student, the job search process can be especially confusing. You may lack an understanding of U.S. employment regulations, or perhaps you are unaware of the impact your career choice has on your job search. You may also be unsure about your role as the job-seeker and the resources used by American employers to find candidates.

Additional information about the employment process and related topics can be found through the Center’s website at www.Careers.umd.edu and elsewhere on the Internet.

ROLE OF EMPLOYERS

It is the employer’s responsibility to find the right people for his or her company—not to help you find a job. The interview is successful when both of you see a match between the employer’s needs and your interest and ability to do the job.

The employer (through hiring managers, human resources staff or employment agencies) will most likely use several resources to find employees, including:
- College recruiting
- Campus or community job fairs
- Posting jobs on the company website or on national job boards
- Posting jobs in major newspapers or trade publications
- Posting jobs with professional associations
- Resume searches on national online services
- Employee referrals
- National and national conferences
- Employment agencies (‘headhunters’)
- Professional social networking sites

TIPS FOR FINDING A JOB

- Begin internship search early
- Target multinational firms
- Apply to firms with a good reputation for hiring international students
- Be knowledgeable about the visa paperwork and process to obtain an internship

Adapted from an article written by Rosita Smith.
Students with Disabilities: Acing the Interview

The traditional face-to-face interview can be particularly stressful when you have a disability—especially a visible disability. Hiring managers and employers may have little prior experience with persons with disabilities and you may instinctively react with discomfort or even shock to the appearance of a wheelchair, cane or unusual physical trait. This scenario robs you of the opportunity to present your credentials and could prevent the employer from identifying a suitable, qualified candidate for employment.

Interviewing is not a passive process where the interviewer asks all the questions and you simply provide the answers. You, even more than applicants without disabilities, must be skilled in handling each interview in order to put the employer representative at ease. You must also be able to demonstrate your ability to manage your disability and be prepared to provide relevant information about your skills. You may have to inform the employer of potential, reasonable accommodations that you will need to perform the job tasks.

WHEN YOU GET THE INTERVIEW

As stated earlier, it may not be wise to hide the disability (especially a visible disability) until the time of the interview. The employer representative may be surprised, uncomfortable or assume that you intentionally hid critical information. As a result, more time may be spent asking irrelevant and trivial questions because of nervousness, rather than focusing on your suitability for the position. Get assistance from contacts in human resources, your career center or workers with disabilities about the different ways to prepare the interviewer for your arrival. Take the time to prepare yourself for the interview. It may be more prudent to acknowledge your disability during the application process to avoid catching the employer representative off guard.

TO DISCLOSE OR NOT TO DISCLOSE

Under the Americans with Disabilities Act (ADA), you are not legally obligated to disclose your disability unless it is likely to directly affect your job performance. On the other hand, if your disability is visible, it will be evident at the time of the interview so it may be more prudent to acknowledge your disability during the application process to avoid catching the employer representative off guard.

REASONS FOR DISCLOSING

You take a risk when you decide to disclose your disability. Some employers may reject your application based on negative, preconceived ideas about persons with disabilities. You may feel that the issue is too personal to be publicized among strangers. On the other hand, if you provide false answers about your health or disability on an application and the truth is uncovered later, you risk losing your job. You may even be held legally responsible if you failed to inform your employer and an accident occurs that is related to your disability.

TIPS ON MANAGING THE INTERVIEW

Prior to the Interview
1. Identify a career staff services person to help you prepare employers for their interview with you.
2. Arrange for several taped, mock interview sessions to become more confident in discussing your work-related skills and in putting the employer representative at ease; rehearse ahead of time to prepare how you will handle inappropriate, personal or possibly illegal questions.
3. If your disability makes oral communication difficult, create a written narrative to supplement your resume that details your abilities.
4. Determine any technical support, resources and costs that might be necessary for your employment so that you can respond to questions related to this topic.
5. Be sure that your career center has information for employers on interviewing persons with disabilities.
6. Seek advice from other workers with disabilities who have been successful in finding employment.
7. Review the general advice about interviewing outlined in this Guide.

During the Interview
1. Address any visible disability (if you have not done so already).
2. Maintain appropriate control of the interview by tactfully keeping the interview focused on your abilities—not the disability.
3. Inform the employer of any accommodations needed and how they can be achieved, thereby demonstrating your ability to manage your disability.
4. Conclude the interview by reiterating your qualifications and giving the interviewer the opportunity to ask any other questions.

Written by Rosita Seth.

Resources for LGBT Students & Alumni

As a lesbian, gay, bisexual or transgender (LGBT) student or alumnus(a), you may have additional questions as you transition from college to the working world. While most universities provide a vibrant support network for LGBT students, the workplace can be different and you may have to engage in additional career exploration and research to best align your values and goals with a supportive work environment.

In particular, you may have questions about how “out” you want to be on your resume, in your interview, on the job and in work-sponsored social gatherings. You may also have questions about appropriate interview or workplace attire in relation to your gender identity.

As you explore potential workplaces, you may want to research some or all of the following:
- Organizational climate
- Partner benefits
- Employee Resource Groups (ERGs)
- Non-discrimination policies
- Ways to combat and respond to workplace discrimination
- Changing state and national laws and regulations

Staff members within the University Career Center & The President’s Promise are available to discuss how these issues may impact your job search and to help you clarify your personal goals with a supportive work environment.

The following resources may also be helpful tools as you begin your job search:

www.outforwork.org (National nonprofit providing career information, resources, events, an internship/job board and extensive online library)
www.outandequal.org (Nonprofit seeking to end employment discrimination of LGBT employees)
www.hrc.org (Maintains the “Corporate Equality Index,” which is searchable by employer and/or policy)
www.prideatwork.org (Fosters collaboration between organizations of the LGBTQ community)
www.nglc.org (National LGBTQ Chamber of Commerce)
www.outprofessionals.org (Offers a network of “out” professionals in various fields)

By Kate Jank, Program Director with the University Career Center & The President’s Promise, University of Maryland.

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Is Graduate School Right for You?

At some point in your college career, you must decide what you want to do after graduation—and that includes whether or not to attend graduate school. Here are some pointers to help you make an enlightened decision.

1. SHOULD I CONSIDER GOING TO GRADUATE SCHOOL?

Going might be a good idea if you…

• want to be a professor, lawyer, doctor, investment banker or work in any profession that requires a post-secondary education.
• wish to develop additional expertise in a particular subject or maximize future earning potential and career advancement.
• are deeply interested in a particular field and wish to study it in-depth—and have the time and financial resources to devote to further education.

Going might not be a good idea if you…

• are trying to delay your entry into the “real world” with real responsibilities and real bills.
• are clueless about your career goals.
• aren’t able to devote time and hard work needed to succeed.
• want to stay in school longer to avoid a poor job market.

2. IS IT BETTER TO WORK FIRST OR ATTEND GRADUATE SCHOOL IMMEDIATELY AFTER I COMPLETE MY UNDERGRADUATE DEGREE?

Work first if…

• you want some real-world work experience before investing thousands of dollars in a graduate degree.
• the graduate school of your choice prefers work experience (most MBA and some Ph.D. programs require this).
• you can’t afford graduate school now, and haven’t applied for any scholarships, grants, fellowships or assistantships, which could pay for a great deal of your education.

Go now if…

• you are absolutely sure you want to be a college professor, doctor, lawyer, etc., and need a graduate degree to pursue your dream job.
• you have been awarded grants, fellowships, scholarships or assistantships that will help pay for your education.
• you’re concerned that once you start earning real money, you won’t be able to return to the lifestyle of a “poor” student.
• you worry whether you’ll have the discipline (or motivation) to write papers and study for exams in a few years.

3. I’M BROKE. HOW WILL I PAY FOR TUITION, BOOKS AND LIVING EXPENSES?

Family: You’ve likely borrowed from them in the past; maybe you’re lucky enough for it to still be a viable option.

Student Loans: Even if you’ve taken out loans in the past, another $50,000 - $75,000 may be a sound “investment” in your future.

Fellowships/Scholarships: A free education is always the best option. The catch is you need a high GPA, good GRE/GMAT/LSAT/MCAT scores and the commitment to search out every possible source of funding.

Teaching/Research Assistantships: Many assistantships include tuition waivers plus a monthly stipend. It’s a great way to get paid for earning an education.

Employer Sponsorship: Did you know that some companies pay for you to continue your education? The catch is they usually expect you to continue working for them after you complete your degree to recoup their investment.

4. WHAT ARE THE PROS AND CONS OF GOING TO GRADUATE SCHOOL FULL-TIME VS. PART-TIME?

Benefits of attending graduate school full-time:

• you’re able to complete your degree sooner.
• you can totally commit your intellectual, physical and emotional energy to your education.
• ideal if you want to make a dramatic career change.

Benefits of attending graduate school part-time:

• work income helps pay for your education.
• you can take a very manageable course load.
• you can juggle family responsibilities while completing your degree.
• allows you to work in the function/industry/career of your choice while continuing your education.
• employers may pay for part (or all of) your degree.

5. ASSUMING I WANT TO GO TO GRADUATE SCHOOL IN THE NEAR FUTURE, WHAT SHOULD I DO NOW?

a. Identify your true strengths, interests and values to discover what is right for YOU—not friends or parents.

b. Keep your grades up and sign up (and prepare) to take the required standardized tests.

c. Talk to faculty, friends and family who have graduated to get their perspective about the differences between undergraduate and graduate life.

d. Talk to faculty, friends and family who are in your targeted profession to get a realistic sense of the career path and the challenges associated with the work they do.

e. Investigate creative ways to finance your education—by planning ahead you may reduce your debt.

f. Research graduate schools to help you find a good match.

• Investigate the admissions process and the current student body profile of your targeted schools to evaluate your probability for admission.

h. Have faith and APPLY! You can’t get in unless you apply.

Written by Roslyn J. Bradford.

Personal Statement Guidelines

STEP 1: BRAINSTORMING

Actions:

• Devote time to reflect on the following questions.

• Discuss them with friends or family members.

• Jot down notes. In some cases write sentences.

• Think about the flip side of each question. For example, why are you really committed to the field of biology despite pressure from your parents to become a lawyer or to get a job?

Your answers to some of these questions will form the heart of your personal statement.

1. How did your pre-college education influence your decision to pursue graduate study in your field?

Think about: High school courses, teachers, special, programs, student organizations, and community or volunteer work.

2. How has your college experience influenced your decision?

Think about: College courses, professors, academic interests, research, special programs, student organizations, and your decision-making process you went through to choose your major.

3. How has your work experience influenced your decision?

Think about: Internships, externships, part-time jobs, summer jobs, and volunteer or community work.

4. Who has had the most influence on your decision to pursue graduate study?

Think about: Parents, relatives, teachers, professors, clerical or secretarial friends from the family, college friends, parents of friends, local merchants, supervisors, coaches, doctors, dentists, lawyers, etc.

5. What situation has had the most influence on your decision?

Think about: Family, academic, work or athletic situations. Think about happy, sad, traumatic, moving, or memorable situations.

6. What personally motivates you to pursue graduate study in your field?

Think about: Your personal skills, interests, and values.

STEP 2: WRITING YOUR PERSONAL STATEMENT

Actions:

• Incorporate your responses to the above questions. Begin writing your first draft:

1. Develop an outline of your statement prior to writing. It doesn’t have to be detailed. It can be three or four main points in the order you want to make them.

2. Accentuate your strengths and what makes you unique.

3. Explain your weaknesses in positive ways. For example, refer to them not as weaknesses but as areas for improvement or growth.

4. Paint pictures and tell stories about what makes you spe-

cial. In this way the admissions readers will remember you.

5. Find out the specific orientation and philosophy of the gradu-

ate program. Adapt and refine your statement to fit. This will make you stand out from other applicants who recycle the same personal statement with each application.

Suggested Outline

Your personal statement will likely range from 250-1200 words or 1-6 pages. The typical personal statement should be 2-3 double-spaced pages or 500-700 words. Here is a suggested outline. You should adjust the main points of each paragraph and number of paragraphs depending on the desired length of your personal statement and the areas in your background that you choose to emphasize.

Paragraph 1 A personal human-interest story

Paragraph 2 Your academic interests and achievements

Paragraph 3 Your relevant work and/or research experiences

Paragraph 4 Your career interests

Paragraph 5 Why you are interested in this particular school

Paragraph 6 The qualities you will bring to this school

Personal Statement Guidelines

Write for Success: Preparing a Successful Professional School Application, Third Edition, October 2005 by Evelyn W. Jackson, PhD and Harold R. Bardo, PhD, NAAHP, National Association of Advisors for the Health Professions, Inc.


PERSONAL STATEMENT CRITIQUES

Contact your campus career office and make an appointment with a career counselor to have your personal statement critiqued. Ask a professor if they would review it as well. Having feedback from professionals with different points of view can only make for a stronger personal statement overall.

Adapted with permission from the Office of Career Services at Rutgers University, New Brunswick Campus.
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1. Data as of March 2014
2. According to published information as of April 2014
3. Data as of May 2014

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1 Data as of March 2014
2 According to published information as of April 2014
3 Data as of May 2014

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