

HOOS CAREER GUIDE

tips, tricks & strategies



UVA CAREER CENTER

*your
future
starts
NOW!*

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UVA Career Center

The University of Virginia Career Center provides a wide array of programs and services to empower students to take ownership of their continuous career development process. Career programs are a great way to actively explore interests and develop skills to effectively and efficiently achieve your individual career goals.

Career Counseling

career.virginia.edu/appointments

Meet with an experienced career counselor in a one-on-one session. Schedule an appointment to clarify career goals, develop an action plan, or enhance search strategies for internships or jobs. Log into career.virginia.edu/CAVLink to schedule an appointment or view open office hours and locations.

Workshops and Programs

career.virginia.edu/calendar

Expand your knowledge of a wide variety of careers through interactive panels and speakers that will give you personalized help with goal-setting, networking, interviewing, and resume-building.

Visit career.virginia.edu/calendar for updated events.

On-Grounds Interviewing

career.virginia.edu/ogi

Employers from all across the world travel to UVA to interview students of all majors for available jobs and internships at their organizations.

Visit career.virginia.edu/ogi for policies and procedures.

400+

programs a year conducted
by the UVA Career Center

Virginia Alumni Mentoring

alumnimentoring.virginia.edu

UVA Alumni provide guidance and insight to current Wahoos about career options and planning for their future. Sign up at alumnimentoring.virginia.edu.

Internship Center

career.virginia.edu/internships

Centralized internship resources, connections to experiential learning opportunities, and signature events to connect employers and students.

Graduate and Professional

School Advising

career.virginia.edu/gpsa

Personalized counseling to guide students through the graduate and professional school application process, including Pre-Health and Pre-Law.

CAVLink

career.virginia.edu/cavlink

Search and apply for part-time, internship, and full-time opportunities exclusively tailored for UVA students. Complete your profile to sign up for industry-based career communities.

NEED AN APPOINTMENT?

Schedule an appointment with us online through CAVLink, over the phone at (434) 924-8900, or in person at Bryant Hall.



**SHAPING
THE LIVES
OF THOSE
WHO COME
HERE**

Affiliate Offices

Alumni Career Services

alumni.virginia.edu/career-services
alumnicareers@virginia.edu
Alumni Hall

Curry School of Education

[curry.virginia.edu/academics/
student-services/career-services](http://curry.virginia.edu/academics/student-services/career-services)
Ruffner Hall - Suite 102
(434) 924-7986

Department of Economics

economics.virginia.edu/careerservices
jlh7b@virginia.edu
228 Monroe Hall
(434) 924-7677

**Frank Batten School of
Leadership and Public Policy**
battenschool.virginia.edu/careerservices
battenschool@virginia.edu
Garrett Hall
(434) 924-0812

McIntire School of Commerce

commerce.virginia.edu/career-services
407 Rouss & Robertson Halls
(434) 924-7986

Office of Graduate Studies and Postdoctoral Affairs

gradcareer.virginia.edu
postdoc.virginia.edu
559A New Cabell Hall

School of Architecture

arch.virginia.edu/life/student-opportunities
Campbell Hall
(434) 924-3715

School of Engineering and Applied Sciences

seas.virginia.edu/admin/careerdev
engineeringcareers@virginia.edu
A115 Thornton Hall
(434) 924-3050

Flow Traders wants you to join our New York team!

Flow Traders is a leading global principal trading firm specialized in trading ETPs. We have been notably recognized as the Best ETF Market Maker in Europe and Asia-Pacific and are looking for Traders to join our New York City team!

- Do you see the world in terms of numbers and ratios?
- Do you act to improve inefficiencies as soon as you spot them?
- Do you thrive on outsmarting your competition?

Then, consider a career with Flow Traders!

As a Trader, you can expect:

- A six-month intensive training program in Amsterdam
- Preparation for licensing exams on multiple exchanges
- Opportunity to develop and test new strategies
- Assignment to a desk with experienced traders
- A flat management structure that values teamwork
- Performance based rewards
- Work hard, play hard philosophy

What we look for:

Passion for trading is vital! In addition, you have a relevant university degree, demonstrable interest in global financial markets and a keen interest in IT systems. You are creative, competitive by nature, thrive on innovation and possess the ability to deliver under pressure.



WHERE TO FIND US

www.flowtraders.com

UVA COMMERCE CAREER DAY
Wednesday, September 16th 10:00 am - 3:00 pm
John Paul Jones Arena

INFO SESSION & TRADING COMPETITION
Wednesday, September 16th at 8:00 pm
McIntire School, Room 223
Prizes will be awarded & refreshments served

ON CAMPUS INTERVIEWS
Monday, October 12th @ Bryant Hall
Apply online via CAVLink
APPLICATION DEADLINE: Monday, September 28th

FLOW. WE DARE YOU.

F L O W ■ T R A D E R S

Establish Goals

Making choices about your major, career, or graduate or professional school plan is challenging. The UVA Career Center is here to help guide you through the process and provide you resources to help make you more successful.

Planning Your Future

Instead of imagining the perfect career and working backwards from there, begin with a direction that you will want to go in. From there, you can develop a strategy to discover and create opportunities consistent with your interests, values, and skills.

Assess Your Interests & Values

Career assessments can be incredibly helpful because they confirm and affirm the things you instinctively know to be true. Align your personality, strengths, and interests with potential careers through career assessments provided by the UVA Career Center.

Remember: Career assessments are not always perfect and should not be the only factor you consider. Your own values and preferences are extremely important to that decision as well.

College Major

Most college majors do not offer specific preparation for a single type of work. In a survey of UVA Arts and Sciences graduates, only 27% reported a direct connection between their undergraduate major and their current career. Choose a major based on what you're interested in, what you're good at, and what will develop you as a human being.

You can connect your major to your career by developing skills and qualities that employers seek.

Explore Your Options

Find out more about your career options by doing research, connecting with professionals, and gaining hands-on experience through the UVA Career Communities, volunteering, clubs, and internships.

10 qualities/skills employers want:

1. Leadership
2. Ability to work in a team
3. Communication skills (written)
4. Problem-solving skills
5. Strong work ethic
6. Analytical/quantitative skills
7. Technical skills
8. Communication skills (verbal)
9. Initiative
10. Computer skills

Source: Job Outlook 2015,
National Association of Colleges and Employers

Your Interests

The Strong Interest Inventory is an instrument designed to assess your interests. It compares your preferences to those of people in various careers, so that you can see what types of work you might enjoy most. It also matches your preferences to six broad areas of work environments and provides you with a 3-letter code that you can use to further research careers of interest.

DIRECTIONS

Read about each of the six groups of people inside the hexagon below.

Circle the three groups or types of people you would enjoy spending time with at a party.

Identify potential college courses associated with each group on the next page.

Realistic

People with mechanical and athletic abilities; like working outdoors with tools and objects; prefer dealing with things rather than people.

Investigative

People with math and science abilities; like working alone and solving complex problems; like dealing with ideas rather than people or things.

Conventional

People with clerical and math ability; prefer indoor work, organizing; like dealing with words and numbers rather than people or ideas.

Artistic

People with artistic ability and imagination; enjoy creating original work; like dealing with ideas rather than things.

Enterprising

People with leadership and speaking abilities; like to be influential; interested in politics and economics; like dealing with people and ideas rather than things.

Social

People with social skills; interested in social relationships and helping others solve problems; like dealing with people rather than things.

FIND
YOURSELF.

+ College Courses by Theme

Realistic

Civil Engineering
Computer Engineering
Computer Science
Electrical/Electronics Engineering
Engineering Science
Management/Leadership
Mechanical Engineering
Physical Education

Investigative

Aerospace Engineering
Anthropology
Astronomy
Biological and Physical Sciences
Biomedical Engineering
Biophysics
Chemical Engineering
Chemistry
Clinical Research
Economics
Environmental Science
Genetics
Linguistics
Mathematics
Medical Technology
Medicine
Pharmacology
Physics
Physiology
Systems Engineering

Enterprising

Advertising
Business Administration
Commerce
Entrepreneurship
Global Commerce
International Business
International Marketing
Law
Management
Marketing
Public Policy

Social

African-American & African Studies
American Studies
Bioethics
Counseling
East Asian Studies
Education
Government
History
Nursing
Philosophy
Physical Therapy
Psychology
Public Health
Religious Studies

Artistic

Architecture
Art
Art History
Creative Writing
Dance
Drama
English Literature
English/Writing
Foreign Languages
Landscape Architecture
Music
Urban & Environmental Planning

Conventional

Accounting
Actuarial Science
Administrative Office Management
Business Education
Commercial Banking
Computer Programming
Computer Science
Consumer Economics
Finance
Information Technology
Investment Management
Management of Information Technology
Statistics



We're Hiring Forward Thinkers

LOOKING TO TRANSFORM TOMORROW, TODAY

Leidos is hiring forward thinkers. We're a company with over 40 years of elevating careers and solving national security, health, and engineering problems in ways no one else can. We evolved from SAIC, and we're on the cutting edge of cyber network protection, taking on cancer at a genetic level and re-engineering America's critical infrastructure. Leidos offers internships and is currently seeking problem solvers for entry-level positions in:

- ▶ Computer Science
- ▶ Computer Engineering
- ▶ Electrical Engineering
- ▶ Aerospace Engineering
- ▶ Mechanical Engineering
- ▶ Cybersecurity
- ▶ Geospatial Technologies
- ▶ Biological Sciences
- ▶ Business
- ▶ Civil Engineering

A New Perspective in National Security, Health & Engineering

Help tackle the biggest problems in national security, health and engineering today, to transform the world tomorrow and make the world a better place for generations to come.

Join us at
jobs.leidos.com



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Your Values

Values are beliefs that influence people's behavior and decision making. Research has shown that understanding our values is one of the most important factors in determining satisfaction in our work, relationships, and leisure activities. The Life Values Inventory is designed to help you clarify and prioritize your values and serve as a blueprint for future decision making.

Take the Life Values Inventory on lifvaluesinventory.org and check out majors and careers that link to your values.

+ Your Life Values Inventory Score

Score	Value
	ACHIEVEMENT It is important to be challenged and to work hard to improve.
	BELONGING It is important to be accepted by others and to feel included.
	CONCERN FOR ENVIRONMENT It is important to protect and preserve the environment.
	CONCERN FOR OTHERS The well being of others and helping others are important.
	CREATIVITY It is important to have new ideas, create new things or be creatively expressive.
	FINANCIAL PROSPERITY It is important to be financially successful.
	HEALTH & ACTIVITY It is important to be healthy and physically active.
	HUMILITY It is important to be humble and modest about my accomplishments.
	INDEPENDENCE It is important to have a sense of autonomy with my decisions and actions.
	INTERDEPENDENCE It is important to follow the expectations of my family, social group, team, or organization.
	OBJECTIVE ANALYSIS It is important to use logical principles to understand and solve problems.
	PRIVACY It is important to have time alone.
	RESPONSIBILITY It is important to be dependable and trustworthy.
	SPIRITUALITY It is important to have spiritual beliefs that reflect being.

Target Your Search

Focusing on a particular industry, position, and location will guide your search and enable you to locate and effectively market yourself to the specific employers that interest you. And, of course, if you hear about a great opportunity outside of your focus, you always have the option to apply.

The Basics

- Use industry guides like [vault.com](#), faculty, LinkedIn, and UVA career contacts to zero in on your target. Ask lots of questions.
- CareerShift can help you find potential employers. UVA students have exclusive access to CareerShift through CAVLink (career.virginia.edu/cavlink).
- Conduct informational interviews.
- Focus on no more than 10 to 15 organizations at a time.

1.

Career Field

One way to target your search is by career field (a particular industry or type of organization). Identifying your interests can help. For instance, you might want to work in the fashion industry or in sports, but not be sure about what specific job you want to have. Highlight the career fields you're interested in.

2.

Job Function/Title

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

3.

Location

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

+Potential Career Fields & Job Functions

- Accounting
- Administrative & Support Services
- Adult and Vocational Education
- Advertising, Marketing, Public Relations
- Aerospace and Aviation
- Architecture
- Art
- Art Teachers
- Athletic Directors
- Automotive
- Banking and Financial Services
- Biomedical and Biotechnology
- Career and Employment Counselors
- Chemicals and Pharmaceuticals
- Civil Engineering
- College Professors
- Communications
- Computer Science & Information Technology
- Consulting Services
- Defense Contractor
- Dentistry
- Electronics, Mechanics, Semiconductors
- Energy: Oil, Gas, Minerals, Nuclear, Alternative
- Engineering
- English as a Second Language Teachers
- Entertainment, Sports, Parks and Recreation
- Entrepreneur, Small Business Management
- Environmental Services, Policies and Management
- Event Planning
- Fashion Design

- Government (state, local, federal)
- Graphic Design
- Guidance Counselors
- Healthcare Administration
- Global and Public Health
- Hospitality and Restaurant Management
- Human Resources
- Information Science and Management
- Interactive Design
- International Affairs
- Investment Banking
- Land Development
- Law Enforcement
- Legal Services
- Management
- Manufacturing and Materials
- Media and Publishing
- Medical
- Military Service
- Museums, Galleries, Historical Sites
- Music and Performing Arts
- Non-Government Organization
- Non-Profit, Advocacy, Civic Organizations
- Nursing Instructors
- Optometry
- Pharmacy
- Physical Therapy
- Physician Assistant
- Podiatry
- Politics
- Politics, Public Policy, Activism
- Public Safety
- Recording Industry
- Research
- Sales
- School Administrators
- School Teachers
- Scientific Research

- Security and Investigation
- Social Services
- Special Education
- Telecommunications, Broadcasting, Cable, and Satellite
- Travel/Tourism
- Tutors and Trainers
- Veterinary
- Visual Arts

JOIN A COMMUNITY!

Sign up for one (or more) of the UVA Career Center's new career communities on CAVLink and receive personalized newsletters with jobs and opportunities in your industry!

- Business
- Creative Arts, Media & Design
- Education
- Engineering, Science & Technology
- Government & Law
- Public Service

Career Goals

These steps will help you define your career goals. Begin with a broad career interest area, and move to specific companies, and then to specific entry-level positions.

START HERE

1. Identify your career interest area(s)

Initially, think broadly. Choose up to three career interest areas that you believe match your skills, interests, and values.

My Interest Areas:

2. Identify industry sectors

Most industries have varied divisions and career paths. Search online for associations that are affiliated with your career interest areas. These associations frequently detail the many specialty areas found in their fields of interest.

Associations & Specialties:

3. Target specific organizations

Develop a list of 10–15 employers that interest you, based on company reputation, size, or any other criteria you value.

Employers:

CAVLINK RESOURCES: CAREERSHIFT

Research millions of organizations and access in-depth information about companies including organizational structure on CareerShift. Exclusive paid access for UVA students through CAVLink.

career.virginia.edu/cavlink

CAVLink > Resources > Online Job/Internship Resources

4. Identify the organization's structure

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

Organizational Structure:

5. Identify department setup/ entry-level position

Now target the department in the organization that employs those in your field of interest. Seek out opportunities based on the entry-level job you've identified. Conduct informational interviews to get specific advice on how to be a successful candidate.

LINKEDIN NETWORKING TIP

Try reaching out to alumni in the organization through LinkedIn. The UVA Career Center provides LinkedIn tips that will help you build and network like a pro!

career.virginia.edu/linkedin

<i>Employer</i>	<i>Department</i>	<i>Potential Job(s)</i>	<i>Networking Contacts</i>

All done! You should have a solid understanding of your goals now.

Attention all K-12 Career Seekers...

What: Annual UVa Educators' Expo

When: Friday, February 12, 2016

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

Featuring over 75 organizations from numerous states:

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

Friday, February 12, 9am-12pm: Educators' Expo Job Fair

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

Friday, February 12, 12pm-5pm: Educators' Expo Interviews only

You can arrange interview on February 12th of visit <https://curry.edschool.virginia.edu/career> to see Educators' Expo participants and arrange interviews in advance of event.

- Free Admission and no advance registration for students/candidates
- Public & private/independent schools, charter schools, educator placement agencies and alternatives to the classroom represented
- Full-time and Summer Positions
- Bring Resumes, Dress Professionally and Sign In upon arrival

Discover. Create. Change

Curry Career Services, 434-924-0738

UVA Curry School of Education, Ruffner Hall, Suite 102



Prepare Materials

NEED HELP?

The UVA Career Center can help you build your marketing materials. Sign up for individual appointments, workshops, and big events on career.virginia.edu/calendar. You can also stop by during open office hours around Grounds.

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

Professional material include:

- Cover Letters
- Resumes
- References Page
- Thank you Letter
- LinkedIn Profiles
- Portfolios
- Writing Samples
- Letters to accept/decline an offer

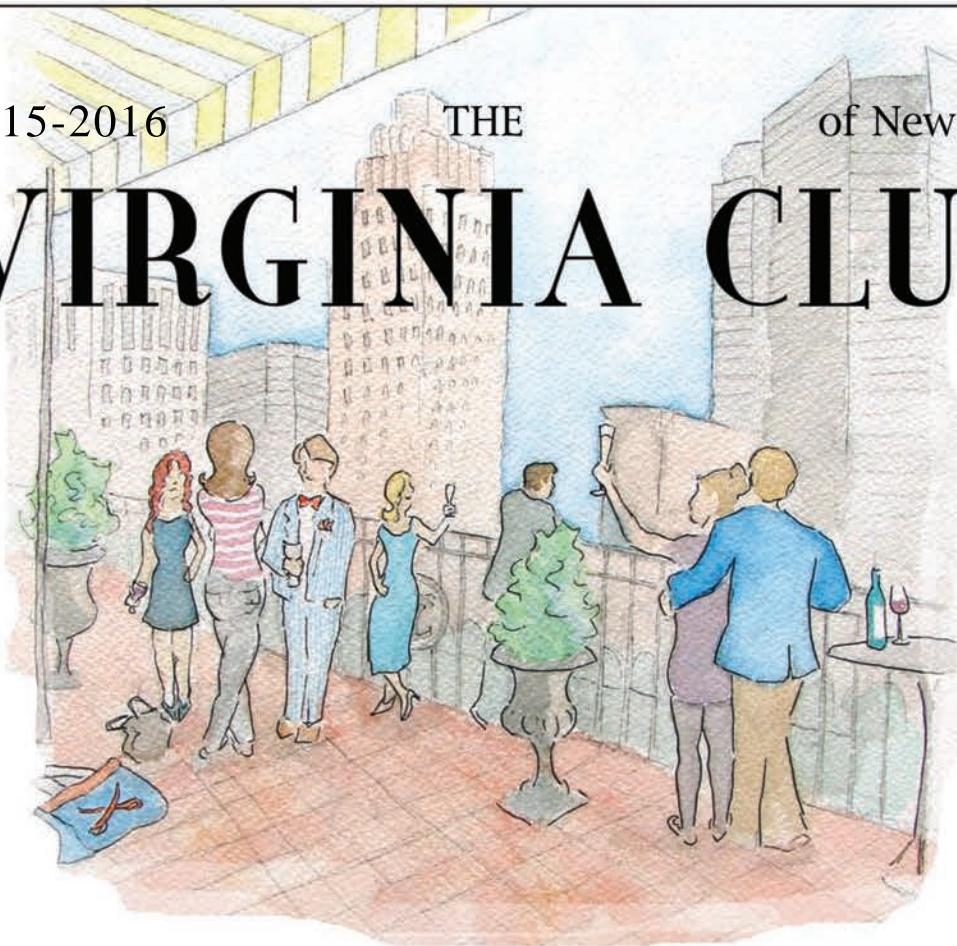
Your cover letter and resume are the primary tools with which to market your skills, abilities, and experiences to employers. The following pages will provide tips on how to write a confident and relevant cover letter, and successfully communicate your skills and experiences in your resume.

2015-2016

THE

of New York

VIRGINIA CLUB



Join the Virginia Club of New York

Clubhouse membership

Since 1995, the Yale Club of New York City has given UVa alumni access to membership in the Yale Club. This membership includes 140 affordably-priced hotel rooms, reciprocal clubs, a full calendar of activities, three restaurants, the historic main lounge and bar, library, gym, squash courts, sauna, and pool.

Please email us or visit our website for more information on membership and events.

Also find us on LinkedIn, Facebook, Instagram, and Twitter! @VirginiaClub

Social membership

Support our volunteer, non-profit organization with a Social membership and get involved! The Virginia Club of New York provides its members with engaging social, athletic, networking, and cultural opportunities. Whether it be a summer softball game in Central Park, a Saturday morning serving food at the soup kitchen in the East Village, or dancing with drink in hand to live swing music at the Holiday Party, the Virginia Club of New York brings together University alumni to enjoy each other's company while taking part in the fun and fulfilling events throughout New York City. Sign up online!

www.uvanyc.org/hooscareerguide
uvanyc@uvanyc.org



**50 Vanderbilt Avenue
New York, NY 10017**

Cover Letters

A cover letter introduces you to a potential employer. By using the position description, you can connect your skills and experience to what they are looking for in a potential candidate. A cover letter could also serve as your introduction to an organization, even if they do not have a position posted. These letters of inquiry are a great way to network yourself into an interview or job. The cover letter should be concise and well-written—if a potential employer reads your cover letter and is intrigued, they will then read your resume. So your cover letter should not repeat your resume verbatim, but enhance it. Together the cover letter and resume can help land you an interview.

When Do I Need One?

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

Structure

The Heading

Your contact information

Your name

Local address

Phone number

Email address

[space]

Include date: month/day/year

[space]

Address of the company

Name of a specific person, Title

Address of company

[space]

Tips

- Explain your experiences in a story-like format that works with the information in your resume.
- Go in-depth about important experiences/skills and relate them to job experiences.
- Show the employer that you tailored the job application.
- Display your written communication skills.

The Greeting should be formal and include a colon, not comma, at the end.

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

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

For example: I think I would be a valuable addition to your organization.

Instead write: I know I will be a valuable addition to your organization.

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

Cover Letter Examples

Patrice Camp

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

March 25, 2015

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

Dear Ms. Nawaz:

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

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

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

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

Best regards,

Patrice Camp

EDUCATION COMMUNITY

Learn how to demonstrate your presentation, organization, and people skills by joining the UVA Education Community.
career.virginia.edu/education

GOVERNMENT & LAW COMMUNITY

Learn how to demonstrate your ability to motivate and direct others, writing talents, and research skills by joining the UVA Government & Law Community.
career.virginia.edu/govlaw

Anna (Thi) Pan
987 Lewis St. Charlottesville VA 22904
annapan@virginia.edu | 434-983-0000

April 22, 2015

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

Dear Mr. Monoco:

I am applying for the position of Office Associate with the Metropolitan Waterfront Alliance (MWA) based on the recommendation of a mutual friend, Kim Power. I will graduate in May 2016 from the University of Virginia (U.Va.) with a Bachelor of Urban and Environmental Planning, a Bachelor of Arts in French and a minor in Architecture. I will be moving to New York City soon and see this position as the ideal opportunity to contribute the skills I have gained from my professional experience, academic studies, and diverse background. I share the belief with MWA that waterfront areas should be accessible for all, and I am strongly motivated to make the New York and New Jersey shores a pleasant place to live, work and play.

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

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

Respectfully,

Anna (Thi) Pan

Enclosure: resumé

BUSINESS COMMUNITY

Learn how to demonstrate your communication, teamwork and data analysis skills by joining the UVA Business Community.
career.virginia.edu/business

CREATIVE ARTS, MEDIA, & DESIGN

Show off your creativity, communication and design skills by joining the UVA Creative Arts, Media, & Design Community.
career.virginia.edu/camd

ONE GLOBAL TEAM WHERE ANYTHING IS POSSIBLE.

At Bain, there are no limits to the personal impact your passion can create, and no end to the opportunities it'll provide.

We invite all 3rd and 4th years to be in great company and attend our **Introduction to Bain & Company** event.

- Tuesday, September 1st, 2015
- 7:00pm
- Newcomb Hall
- No RSVP needed

BAIN & COMPANY 

joinbain.com    



GRADUATE & PROFESSIONAL SCHOOL ADVISING

PRE-HEALTH ADVISING



Connect Today!
uvalpha.blogspot.com

PRE-LAW ADVISING



Connect Today!
uvalaw.blogspot.com

GRADUATE SCHOOL ADVISING



Connect Today!
career.virginia.edu

Pre-Health Course Selection

Curated Opportunities for Clinical & Legal Experience

Application Materials

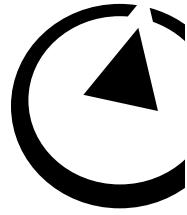
School or Program Selection

Application and Entrance Exam Timelines

Mock Interviews

career.virginia.edu/gpsa

 UVACareerCenter



CBG
BUILDING COMPANY

employee-driven



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Wilson Easton Huffman

983 Culbreth Rd.
Charlottesville, VA 22903

January 25, 2015

Hiring Manager
Garvey, Schubert & Barer
123 14th Street
Los Angeles, CA 90064

Dear Hiring Manager:

Please accept this letter and the attached resume as an indication of my sincere interest in the open legal assistant position at Garvey, Schubert & Barer that I found on CAVLink, the University of Virginia's job database. I graduated in December 2014 with a degree in History and Sociology and would like to gain experience in the legal field before applying to law school. While reviewing your website, I was pleased to see that your firm operates in a wide variety of spheres. The areas of your practice to which I am particularly attracted are the Environment & Natural Resources and Land Use & Condemnation sectors.

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

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

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

Sincerely,

Wilson Huffman

PRE-LAW

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career.virginia.edu/prelaw

DIDN'T FIND WHAT YOU NEED?

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+Cover Letter Worksheet

Use this worksheet to make sure you have everything you need, and organize your skills, abilities, and experiences as they relate to the position description.

Basics

Employer's name
Employer's title
Company name
Company address
Title of position

Position duties and responsibilities:

Your related experience:

IE. internships/employment (including part-time jobs), classes, volunteering, leadership roles and honors, clubs/organizations, etc.

Highlight the skills that you bring to this position.

List any additional educational endeavors that strengthen your application.

These may include study abroad, special programs, independent studies, minors and double majors.

+Cover Letter Checklist

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

Heading

- Your contact information:
 - Your name
 - Local address
 - Phone number
 - Email address
- Include date: month/day/year
- Company address:
 - Name of specific person (if available)
 - Address of company

Proper Salutation and Closing

- Dear (name):
- Sincerely,
- Signature (including if it is electronic)
- Your name typed below signature
- Enclosure/attachment

Visual Style

- No typos or misspellings*
- Formal letter style
- Professional appearance
- Clear print quality
- Resume quality paper (24 lb bond linen or cotton, matched to your resume)
- Same font used as on resume (10-12pt)
- Header matches resume

Letter of Application

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

Letter of Inquiry

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

Tip

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

If you still do not get a specific name, here are some suggestions for appropriate salutations:

Dear Hiring Manager:

Dear Search Committee:

Dear Intern Coordinator:

COVER LETTER GUIDANCE

The UVA Career Center can help you in building your marketing materials.

Sign up for individual appointments, workshops, and big events on career.virginia.edu/calendar. You can also stop by during open office hours around Grounds.

Resumes

Resume Styles

Chronological Resume

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

Functional Resume

A functional style stresses skills and abilities regardless of where and when they were developed or demonstrated. A resume in this format is not arranged chronologically.

Bullet vs. Paragraph

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

Resume Layout

The layout of your resume is very important. It must be visually attractive, well organized and easy to read.

Resume tips include:

Formatting

- Avoid resume templates—the automatic formatting will limit your options. Find a resume you like and copy its style.
- Avoid large blocks of text (i.e. more than 10 lines).
- Keep it to 1 page. As a general rule, one page is the recommended length. This may vary if you have extensive experience.
- Keep margins wide (no smaller than 0.5") and even.

Fonts

- Fonts are important.
- Only use one font type.
- Use standard, readable fonts like Helvetica, Bookman, Arial, and Times New Roman.
- Keep font size within 10-14 points.
- Do not use script fonts or underline. Boldface and italics are better ways to highlight something.

- Don't compress the space between letters; you want your resume to be readable!

Visuals

- Avoid color, graphics, and shading. If you do use lines, put at least 1/4 inch of white space around them.
- Don't fold or staple your resume.

Resume Tips

Whether using bullet or paragraph format make sure to:

1. Use strong action verbs.
2. Use the minimum number of words to convey meaning.
3. List your most impressive descriptions or skills first within each entry.

+Resume Worksheet

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

START HERE

Describe the type of job/career field you are considering/seeking.

Describe the types of organizations to which you will be sending this resume.

Explain why you chose this type of resume format.

List previous or current classes that relate specifically to the type of job/career field you are seeking.

List all (collegiate and high school) activities, previous/current paid and volunteer positions, leadership roles, honors and other experiences that relate specifically to the job/career field you are seeking.

List any additional educational endeavors such as study abroad experiences, special programs, independent studies, minors, double majors, etc.

List the skills you possess that will help you in this particular position and career field.

Leave High School Behind!

Third and fourth year students are generally advised *against* including their high school graduation information on their resumes unless the name of the school will aid in networking, the student was high school valedictorian, or relevant high school positions/activities are listed on the resume. Not sure? Stop in during open office hours or schedule an appointment online using CAVLink.

+Resume Action Words

Indicate action words that you would like to include in your resume.

Communicative

address	contact	edit	interview	persuade	recruit
arbitrate	convince	enlist	lecture	present	refer
arrange	correspond	express	market	promote	report
author	describe	follow-up	mediate	publicize	rewrite
brief	develop	formulate	meet	publish	speak
communicate	direct	influence	moderate	question	suggest
compose	document	inform	negotiate	read	summarize
confront	draft	interpret	network	reconcile	

Creative

act	direct	fashion	invent	rehearse	stimulate
broaden	discover	forge	market	remodel	strategize
compose	draft	found	modernize	renovate	transform
conceive	dramatize	illustrate	originate	replace	
conceptualize	draw up	imagine	perform	revitalize	
conduct	entertain	improvise	pilot	shape	
create	establish	institute	pioneer	sketch	
design	execute	integrate	plan	spearhead	
develop	explore	introduce	redesign	start	

Organizational

approve	cut	identify	operate	retrieve	streamline
arrange	diagram	implement	organize	revamp	stretch
catalogue	dispatch	inspect	pinpoint	revise	substitute
classify	distribute	integrate	prepare	schedule	systematize
collaborate	enlist	interface with	prioritize	screen	tabulate
collect	execute	join	process	set up	target
compile	expedite	list	record	shape	update
conserve	extract	log	reshape	specialize	validate
consolidate	generate	monitor	reorganize	specify	

Managerial

administer	contract	dispense	maintain	propose	set goals
account for	consolidate	employ	orchestrate	protect	schedule
analyze	consult	evaluate	order	realize	supervise
appoint	decide	execute	organize	recommend	terminate
approve	delegate	formulate	oversee	recruit	unify
assign	determine	handle	plan	regulate	withdraw
assume	develop	head	perfect	review	
attain	devote	hire	preserve	revitalize	
chair	direct	leverage	prioritize	reward	
choose	dispatch	manage	produce	save	

+More Resume Action Words

Indicate action words that you would like to include in your resume.

Financial

account for	analyze	buy budget	develop	manage	procure
adjust	appraise	calculate	estimate	market	project
administer	audit	compute	finance	monitor	purchase
allocate	balance	control	forecast	plan	reconcile

Research

acquire	collect	determine	identify	modify	summarize
amplify	compare	disprove	inspect	organize	survey
analyze	conduct	evaluate	interpret	process	systematize
calculate	critique	examine	interview	review	test
chart	diagnose	extract	investigate	research	troubleshoot
clarify	design	formulate	locate	study	

Results

achieve	complete	establish	initiate	pioneer	standardize
accelerate	compound	exceed	introduce	prove	succeed
accomplish	contribute	excel	launch	reduce	transform
add	decrease	expand	lower costs	re-establish	trim
advance	double	extend	map	resolve	triple validate
attain	effect	fortify	maximize	restore	widen
augment	eliminate	improve	measure	selected as	
award	enlarge	increase	obtain	stabilize	

Teaching

accept	coach	educate	identify	modify	set standards
adapt	command	elaborate	implement	motivate	simplify
advise	communicate	elicit	incorporate	observe	solicit
actively	compliment	emphasize	indicate	organize	speculate
analyze	consider	enable	infer	organize	state
apply	cooperate	encourage	inform	persuade	stimulate
appraise	coordinate	evaluate	initiate	ponder	structure
assess	correct	excite	inquire	postulate	synthesize
assign	define	explain	instruct	praise	systematize
attend	demonstrate	explore	interact	provoke	teach
calm	designate	facilitate	integrate	question	tell
categorize	develop	focus	investigate	reinforce	thank
challenge	direct	generate	judge	rephrase	theorize
choose	discipline	guide	listen	reward	
clarify	doubt	hypothesize	model	set goals	

Resume Examples

PHOEBE WILLOUGHBY

ptw2hb@virginia.edu | 434.516.9999

School: 222 Dillard, Charlottesville, VA 22904

Home: 29 Grantville Dr., Wellesley, MA 02481

EDUCATION

University of Virginia, College of Arts & Sciences, Charlottesville, VA *B.A. Expected May 2018*

Business-related coursework: Introduction to Business, Microeconomics, Macroeconomics, Statistics

Current GPA: 3.276

LEADERSHIP & SERVICE

Member, Student Entrepreneurs for Econon

- Provide free consulting services to small businesses
- Consult for Native American Children's Alliance to increase outreach, capital, and social impact
- Researched grant funding on behalf of VE Global, a nonprofit in Santiago, Chile
- Presented research findings in a university-wide symposium

Tip: For majors you have to apply to, consider listing coursework that is relevant to the field. Never list an intended major that you have not yet been accepted to.

Member, Global Development Organization, U.Va.

September 2014-present

- Foster relationships between UVa and international communities
- Sent correspondence to Ghanaian primary school and Guatemalan orphanage

Volunteer, Amigos de las Americas, San Isidro, Costa Rica

October 2011-July 2012

- Lived in a rural community of 109 residents for five weeks with one other American volunteer
- Completed extensive nine-month training and fundraised \$2300 prior to departure

Active Member, Interact, Patrick High School, Wellesley, MA

September 2010-May 2012

- Completed 200 service hours as part of school-community partnership
- Led team of five in implementing community garden service project at low-income housing community

WORK EXPERIENCE

Program Assistant, University Career Services, Charlottesville, VA

August 2014-present

- Manage office Facebook and Twitter accounts and generate daily posts
- Research internship and career-related resources
- Update library handouts and other print materials
- Work as event staff for career fairs, open houses, and other events
- Created a how-to guide for finding work in the nonprofit and social service sectors

Lifeguard, Longfellow Sports Club, Natick, MA (seasonal)

April 2013-present

- Guard pool independently; monitor pool chemicals; open pool at 7am every Sunday
- Worked four days a week as high school senior
- Worked during all school vacations in first year of college

Floor Staff, Regal Entertainment Group, Wellesley, MA

January-December 2013

- Greeted patrons and informed customers of theater information
- Promoted after six weeks for display of leadership on the job

Extra:

Learn how to gain leadership experience that develops your interpersonal skills by joining the UVA Public Service Community.
career.virginia.edu/service

SCHOOL ADDRESS:
1105 MADISON ROAD
CHARLOTTESVILLE, VA 22903

JULIA DREYFUS
JJD8J@VIRGINIA.EDU
TWITTER.COM/JULIADREYFUS
(540) 200-6888

PERMANENT ADDRESS:
130 ROCKY ROAD
FREDERICKSBURG, VA 22400

EDUCATION

University of Virginia, College of Arts & Sciences, Charlottesville, VA (B.A. expected May 2015)

2012-Present

Major: Sociology

Minor: Media Studies

Relevant Coursework: Sociology of Childhood; Media, Culture and Society; Community Organizing and the Arts; Introduction to Learning

TEACHING EXPERIENCE

Assistant Mentor (Light House Studio, Charlottesville, VA)

Fall 2013-Present

- Organized and led 8-week session of 5-10 students from an under-resourced school in the *Keep it Reel* program about documentary filmmaking.
- Connected skills learned from projects and classes with questions and teaching opportunities.
- Available as a resource for both students and staff.

Digital Media Lab Consultant (Clemons Library, Charlottesville, VA)

August 2012-Present

- Helped students with various media projects.
- Taught classes on various software and concepts to University community.
- Tracked equipment use by students and teachers.

Summer Workshop Mentor (Light House Studio, Charlottesville, VA)

Summer 2013

- Guided students through the filmmaking process as they created their own projects.

Summer Programs Instructor (Fredericksburg Parks & Recreation, Fredericksburg, VA)

Summer 2011-12

Up with the Arts-Grades 3-6:

- Created a two-week curriculum that improved the expressive qualities of the students, and enabled them to work as teams to produce joint output.
- Researched and created craft projects for the students.
- Worked with students to perform a series of plays for presentation at the end of the session.
- Coordinated procurement of necessary supplies with program staff.

Summer Fun-Playground Games:

- Created an original curriculum of outdoor playground games for students in three age groups: Kindergarten, Grades 1 – 3, Grades 4 – 6.
- Led the teaching and supervision of the children; oversaw a team of two assistants to coordinate our efforts across the different age groups.

ACADEMIC PROJECTS AND PRESENTATIONS

Community-Based Research: Assessment Project

- Worked with Gallery 5 in Richmond to determine their connection with Virginia Commonwealth University students.
- Created and conducted survey on how students are communicating and finding out about arts events.

Community-Based Research: Individual Paper

- Focused on how students are getting involved in local arts programs.
- Researched how schools incorporated arts and volunteering into curriculum.
- Outlined how volunteering and the arts could be included in curriculum and encouraged by teachers and staff.

COMPUTER SKILLS

Proficient with Microsoft Office Suite (Word, PowerPoint, Excel), Adobe Suite, Final Cut Pro, Social Media & Networking sites, Digital Journal Databases, PC and Mac Environments

EDUCATION COMMUNITY

Learn to demonstrate your presentation, organization, and people skills by joining the UVA Education Community.

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CREATIVE ARTS, MEDIA, & DESIGN

Show off your creativity, communication and design skills by joining the UVA Creative Arts, Media, & Design Community.

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*According to published information as of March 2015

MATCHED!



RYAN CAPPA, MD '15

Child Neurology
University of Virginia
Medical Center

Dr. Cappa was ecstatic to have landed the lone child neurology residency position at the University of Virginia. At SGU, he felt he became a better learner and student, and he's now ready to take his knowledge and skills to residency.

"I feel very proud of myself and SGU to have matched to such a competitive program and I'm excited to start the career I have been dreaming about for years."



St. George's University
THINK BEYOND

Grenada, West Indies

Permanent Address
123 Elm Avenue
Roanoke, Virginia 24002

SARAH SMITH

sss4@virginia.edu
(555) 555-1234

Current Address
4567 Maple Avenue
Charlottesville, Virginia 22903

EDUCATION

University of Virginia, Charlottesville, Virginia
Bachelor of Arts, Political Science, Minor in Biology GPA 3.65

Expected May 2017

Relevant courses: Cell Biology, Biochemistry, Microbiology

CLINICAL EXPERIENCE

University of Virginia Hospital, Charlottesville, Virginia
Volunteer, Renal Dialysis Center

September 2015-Present

- Provide comfort and support for patients receiving renal dialysis
- Engage in conversation with patients
- Work with medical staff to keep pod units fully stocked and running smoothly

Madison House, Charlottesville, Virginia
Volunteer, Adopt-a-Grandparent Program

September 2013-May 2015

- Developed relationship with senior citizen through conversations once a week
- Participated in various activities at nursing home facility including exercise classes and game nights

RESEARCH EXPERIENCE

University of Virginia, Charlottesville, Virginia
Research Assistant, Department of Biology

May 2015-August 2015

- Created single amino acid mutations in an enzyme involved in sulfur metabolism, sulfite reductase
- Cleaned and organized lab equipment
- Ordered and maintained office and lab supplies

Research Assistant, Cellular, Molecular and Developmental Biology

May 2014-August 2014

- Studied cell responses to a mutant yeast protein in a protein trafficking laboratory
- Performed site-directed mutagenesis through PCR to create specific mutants and transformed them into yeast
- Observed protein stability and ubiquitination by immunoblotting and localization by immunofluorescence

SHADOWING EXPERIENCE

Lakeview Clinic, Roanoke, Virginia
Shadowing

December 2014-January 2015

- Shadowed Dr. Susan Johnson a general practitioner for 60 hours
- Viewed Dr. Johnson's interactions with patients, during examination, and throughout explanations of diagnosis
- Gained a greater understanding of the strong communication skills needed to be a physician

University of Virginia Hospital, Charlottesville, Virginia
Shadowing

October 2014

- Shadowed various Emergency Room doctors during two eight hour shifts
- Observed the unpredictability and variety of cases seen in an emergency room setting
- Gained a better understanding of the flexibility, and quick thinking needed to work as a physician in this environment

PUBLICATIONS

Damon GQ, Johnson HC, Smith S. Methods of endocytosis. *Annu Rev Biochem* 2014; 78:843-916.

PRE-HEALTH

The UVA Career Center's expert Pre-Health Advisors can guide you on your journey to becoming a well-rounded candidate for health professional programs.

career.virginia.edu/prehealth

ENGINEERING, SCIENCE & TECHNOLOGY

Learn how to demonstrate your research, problem solving, and analytical skills by joining the UVA Engineering, Science & Technology Community.

career.virginia.edu/est

Sydney Taylor

Permanent Address: 207 Munford Street, Louisville, KY 40203
School Address: 15 St. Stephen Ave, Charlottesville, VA 22904
(434) 444-5555 | lmnno@virginia.edu
www.linkedin.com/in/staylor

Education

University of Virginia, Charlottesville, VA
B.A., Spanish Literature & Culture, May 2016

University of Virginia in Valencia, Valencia, Spain
Spanish Immersion Program, Summer 2014

Retail & Marketing Experience

Elevated Associate, Limited Brands: Victoria's Secret, Charlottesville, VA, August 2013-May 2015

- Met and consistently exceeded daily, monthly and quarterly regional sales goals
- Held sole responsibility for all related training, mentoring and targeted marketing
- Monitored and guided daily communication between co-workers and clients
- Developed regular patrons due to high level of client satisfaction
- Conducted client research to better assess the needs of consumers

Student Caller, University of Virginia Alumni Association, Charlottesville, VA, January 2013-May 2013

- Procured alumni donations for University funds
- Efficiently catalogued and validated alumni contact information
- Tailored specific marketing to clients based on demographic

Sales Associate (seasonal), Walgreens Corporation, Louisville, KY, September 2011-March 2013

- Aided clients in discovering appropriate products for their needs
- Promoted sales via specialty and holiday marketing campaigns
- Encouraged customer retention by building personal connections

Project Management

Chair, UVa Black Student Alliance First Year Representatives, Charlottesville, VA, August 2013-May 2014

- Orchestrated events to engage first year students
- Appointed officers and delegated responsibilities for efficient operation of committee
- Engaged first year students and familiarized them with the University community

Summer Intern, Louisville Metro Housing Authority, Louisville, KY, June 2012-August 2012

- Facilitated the organization and planning of a major citywide conference
- Researched national approaches to neighborhood revitalization issues
- Coordinated the attendance of national and international officials to conference

Activities & Volunteering

Member, Futures in Fashion Association (FIFA), Charlottesville, VA, Fall 2014-Present

Daycare Services, Westminster Child Care Center, Charlottesville, VA, Fall 2013-Present

Merchandise Crew, Pancakes for Parkinson's, Charlottesville, VA, Spring 2015

Med Services, University of Virginia Hospital, Charlottesville, VA, Fall 2015

Skills

- Fluent in written and spoken Spanish
- Proficiency in Microsoft Office suite, including Word, Excel, and Outlook

Extra:

Learn how to demonstrate your communication, teamwork and data analysis skills by joining the UVA Business Community.

career.virginia.edu/business

Current Address:
1114 Stadium Rd.
Charlottesville, VA 22904
Cell: (954) 934-3719
Email: silva@virginia.edu

MARCOS SILVA

U.S. Permanent Resident
Citizen of Brazil

Permanent Address:
12,100 St.
Germain-en Laye, France
Home: 33(1)23.65.7401

OBJECTIVE To obtain an internship/traineeship in field of International Affairs or Government Relations working with diplomats and government officials representing South America.

EDUCATION **University of Virginia**, Charlottesville, VA. May 2016
B.A. in Foreign Affairs with a concentration in Western Europe. GPA: 3.290
B.A. in Latin American Studies. GPA: 3.500; Minor in History. GPA: 3.844

LANGUAGES Fluent in **Portuguese, English, Spanish;** proficient in **French.**

INTERNATIONAL EXPERIENCE Extensive travel throughout Central/South America, North America and Europe.

RELEVANT EXPERIENCE **United Technologies (UTC) International Office, Brussels.** *External Affairs Intern*, Summer 2015
Attended European Commission's Green Week and reported relevant information to international headquarters in Washington, DC. Researched EU directives and legislation regarding renewable energy and the aviation industry. Attended and reported on European Parliament's Environmental Committee Meetings. Co-represented UTC at American Chamber of Commerce, EU monthly meeting.

International Relations Organization. Member, 2014-2015
Met weekly to discuss political issues. Participated as a delegate in Model United Nations Conference (MUNC), Harvard University. Collaborated on Spanish-speaking International Crisis Committee Simulation. Staffed Nuclear Proliferation Treaty Committee for high-school-level MUNC.

Fund for Public Interest Research. Field Manager, Summer 2014
Personally raised over \$10,000 in office that exceeded group fundraising goals by more than 150%. Individually collected 500+ petitions regarding environmental policies, and independently contacted television and newspaper media for press conferences addressing mercury pollution and coal power plants.

LEADERSHIP EXPERIENCE **SUR Magazine. President**, 2015-present
Run bi-monthly meetings and proofread articles for only Latino publication at the University. Develop and present budget proposals for numerous grants. Initiating the creation of a website for the magazine in which all previous publications can be viewed. Foster dialogue and understanding within the University community.

Alianza Coalition of Hispanic/Latino Leaders. Member, 2013-present
Attend weekly meetings with presidents of Latino organizations at U.Va. Co-sponsor events for educational, entertainment, and awareness purposes. Take initiative to increase Hispanic/Latino presence at the University.

Latin Student Union. Social Committee Member, 2013-present
Co-organized and hosted event featuring ambassadors from Brazil, Peru, and Argentina; *Student Mediator* for political discussion, October 2013. Increase awareness of culture by encouraging social interaction among members and participating in semi-annual performances celebrating Hispanic/Latino culture.

ADDITIONAL EXPERIENCE **University Career Services (UCS). Career Peer Educator**, 2014-present
Assist students with books, online programs and job search engines. Participate in informative panels about resources available at UCS. Run resume workshops with other interns and coordinate UCS Open Houses for students. Wrote a book review that was posted on the UCS website. Recipient of C.E.O. Level Award, the highest award granted to interns for outstanding performance, November 2013.

Hispanic/Latino Peer Mentoring Program. Peer Mentor, 2014-present
Meet regularly with and wrote status reports about each student for faculty advisor. Co-organize events including student panels, faculty dinners, and social events to facilitate transition for incoming students.

International Resume Tip

This is an example of a resume seeking international opportunities. For Marcos, it was of value to indicate his citizenship and permanent residence, but displaying this information is not required on US Resumes.

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- Job and Internship Search Strategies
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- Self-Assessments

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- Employer in Residence Programs – *Coffee Chats, Resume Reviews & Mock Interviews*
- Jumpstarting Your Job/Internship Search
- Industry Focused Panel Discussions with Alumni and Employers
- Marketing Your International Experience

Online Resources

- Subscriptions – *Policy, Human Rights, Political and Ethical Jobs and Internships*
- Federal Employment Webinars
- Industry Specific Resources
- Policy Focused Jobs, Internship & Fellowship Listings

***Building Public Servants
Annual Career Conference
April 2016***

Permanent Address:
204 Timber Point Rd.
Charlottesville, VA 22903

COREY D. LUCYSHYN

CDL6T@VIRGINIA.EDU
434-900-6000

Current Address:
333 Sherwood Ave. Apt 12
Charlottesville, VA 22901

EDUCATION

University of Virginia Charlottesville, VA
Candidate for Bachelor of Arts in Economics
Minor in Drama
GPA: 3.07/4.0

May 2016

Northern Virginia Community College Woodbridge, VA
Associate of Science in Business Administration
GPA: 3.8/4.0

Spring 2014

- Nominated for 3 selective scholarships

RELEVANT COURSEWORK

Principles of Accounting, Introduction to Computer Applications & Concepts, Macroeconomics, Microeconomics, Calculus I & II

WORK EXPERIENCE

U.S. Department of Homeland Security Washington, D.C.
Office Automation Clerk

June – August 2015

- Developed cost modeling for security countermeasures
- Completed multiple data calls internally and externally for creation of accurate and reliable budgetary database
- Met tight demand for budgetary deadlines for the Department of Homeland Security
- Collaborated with coworkers in the division on a variety of field security information projects simultaneously

Public Partnerships LLC, Virginia Department of Medical Assistance Services Burke, VA **June – August 2014**

Personal Attendant

June – August 2014

- Formed close relationship with special-needs teen through accompaniment and interaction in community activities
- Provided assistance with direct care needs
- Taught daily life skills such brushing teeth, tying shoes, reading, and personal safety

ACTIVITIES & VOLUNTEER EXPERIENCE

University of Virginia Residence Life Office
Resident Advisor

August 2013 – Present

- Organize 30-40 weekly events each year for 800 residents to foster community and facilitate learning
- Serve as general resource for students for a wide variety of issues concerning University life
- Mentor inexperienced Resident Advisors and guided their learning

Pi Kappa Phi Fraternity

February 2013 – Present

Historian and Alumni Relations Chair; Member

- Established and maintained relations with alumni members after little communication for years, resulting in enhanced involvement of alumni and continued engagement with members
- Coordinated with alumni to organize Chapter's 50th Anniversary, resulting in \$80,000 in fundraising which contributed to house renovations, scholarships, and future reunions
- Promoted annual philanthropy event which raised \$5,000 for PUSH (People Understanding the Severely Handicapped) America Charity which renovates facilities to make them accessible to handicapped individuals

Adopt-a-Grandparent, Madison House Volunteer Organization

February 2013 – Present

- Engage in fun and meaningful activities with seniors at the Charlottesville Health and Rehab Center
- Dedicate one hour per week to the program

Alternative Spring Break Service Learning Trip Death Valley, NV

March 2015

GOVERNMENT & LAW COMMUNITY

Learn how to demonstrate your ability to motivate and direct others, writing talents, and research skills by joining the UVA Government & Law Community.
career.virginia.edu/govlaw

MORE RESOURCES

UVA Career Center can help you in building your marketing materials. Sign up for individual appointments, workshops, and big events on career.virginia.edu/calendar or stop by during open office hours around Grounds.

Federal Resume

Erika J. Ogilvy

ejo@gmail.com

550-599-8777

Permanent: 185 Stony Brook Ave, Sandy Spring, MD 20860

Current: 231 Jefferson Ave, Charlottesville, VA 22902

OBJECTIVE: Veteran Health Intern, Announcement No.: TCF-11-165-MV

PROFILE: Conscientious student and professional. Student of Spanish and Foreign Affairs, interested in further enhancing skills in the promotion of health and education. Proven reliability and competency in a variety of paid and volunteer positions as well as in the academic arena. Able to connect people with diverse backgrounds, experiences, and interests and bring them together to work on projects.

EDUCATION:

University of Virginia, College of Arts and Sciences, Charlottesville, VA 22904
Bachelor of Arts in Spanish and Bachelor of Arts in Foreign Affairs, May 2016
GPA 2.96

Notable course work includes Multicultural Education and Sociology of Gender and Society

Study abroad with University of Virginia in Valencia, Spain, Summer 2013

Stony Brook High School, Sandy Spring, MD 20860
Diploma received May 2012

EMPLOYMENT HISTORY:

CASHIER
August 2014- present
Runk C3 Store-Charlottesville, VA 22904
12 hrs/week
Supervisor: Jeff Trumbull 434-982-7777
Starting salary: \$9.50, Ending Salary: \$9.75/hr

Enter data for dining production sheets to facilitate efficient performance of food production. Train new hires in basic responsibilities. Developed reputation for prompt, efficient service with high level of accuracy, handling more than \$1,000 per shift. Earned seven THRIVE program certificates for excellence in employment performance.

BEHAVIOR MODIFICATION COUNSELOR
June 2012-present
Infinity Care-Sandy Spring, MD 20860
Hours vary per week
Supervisor: Grace Johnson 301-222-1880
Salary: \$12/hr

Provide in-home nursing and therapeutic services for mental patients in activities of daily living. Periodically work five 1 registered nurse.

ATHLETIC TRAINING ASSISTANT

January 2013-May 2014
University of Virginia Athletic Training Room-Charlottesville, VA 22904
15 hrs/week
Supervisor: Ebony Sacco 434-982-0000
Starting Salary: volunteer, Ending Salary: \$1,500/semester

Supervised 15 athletes performing rehabilitation exercises. Facilitated therapeutic care using a multiple modalities approach. Assisted athletic trainer in clinic and on field at 18 games (four away) with the Women's Field Hockey team.

LEADERSHIP EXPERIENCE:

BIG SISTER
August 2014 – present
Madison House Big Siblings Program-Charlottesville, VA 22903
5 hrs/week

Mentor and serve as role model to 10-year-old little sister by encouraging and supporting academic and social growth and development. Participated in child-friendly activities related to self-care, practical skills and athletics.

PUBLIC RELATIONS CHAIR
March 2014 –present
Black Student Alliance-Charlottesville, VA 22904
10 hrs/week

Engage the community and increase attendance of events through creative publicity. Utilize a variety of media, including a semi-weekly email publication, printed flyers, Facebook events and other University-specific methods of communication. Create and manage six-member BSA Publicity Squad to implement effective publicity campaigns. Served as Chair of the planning committee for the 2nd and 3rd Annual Image Awards ceremonies.

PARTICIPANT
March 2015
Alternative Spring Break-Monte Cristi, Dominican Republic

Prepared and executed lessons in Spanish to tutor native Spanish-speaking children in English vocabulary two hours per day in low-income school. Translated Spanish for group members.

LANGUAGE SKILLS: Near fluency in Spanish

FOR MORE IDEAS

Additional resume examples are available at career.virginia.edu/resumes.

Federal resume tips can be found on usajobs.gov.

+Resume Checklist

Heading

- Your Contact information:

- Your Name
- Local Address
- Permanent Address
- Phone Number
- Email Address

- Matches your Cover Letter

Education

- University of Virginia

- City, State
- Graduation date,
- Degree, major
- GPA(s) if 3.0 GPA or above (cumulative and/ or major), rounded to the second decimal
- Work-related coursework
- Academic honors; substantial honors may merit an "Honors" category

- High school information included or excluded appropriately

Content

- No typos or misspellings*
- Accomplishments highlighted
- Abbreviations avoided (besides state, GPA, or degree)
- Personal pronouns avoided, especially "I"
- Titles and organizations highlighted
- Entries within each category ordered consistently—most recent to least recent
- Entries ordered according to what is most impressive overall (title or organization)

Objective

- Specific objective statement (position or field identified)

Work Experience & Activities

- Identified relevant work experience and activities
- Identified position titles
- Identified employers and organizations (organization name and city, state)

- Used action verbs to describe responsibilities
- Past and present tenses used appropriately
- U.Va. vernacular avoided or explained (i.e., Echols Scholar, 4th Year, Grounds)
- Work experiences and/or activities support the objective statement
- Identified skills gained from each activity and experience
 - Enough information is included so employer knows what you actually did
- Laid out information consistently (i.e. chronological v. functional)
- Dates included but not highlighted
- College summers accounted for
- Leadership and management roles well-defined
- Results quantified where possible (numbers, statistics, or percentages)

Visual Style

- Professional appearance
- Clear print quality
- Uncluttered
- Not too brief
- Easy to read
- Same font as on cover letter (10-12pt size)
- Order of categories (Related Experience, Additional Experience, Activities, etc.) allows the most relevant information to lead the resume

Printing

- Resume quality paper (24 lb bond linen or cotton, matched to your cover letter)
- White or cream colored papers

Tip

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

Get to where you want to go

with Alumni Career Services

Resources

Webinars on job search, careers, and professional development. Job sites, how-tos, career events, and more.

alumni.virginia.edu/careers



UVaAlumniCareerServices



@UVaAlumniCareer

UVaAlumniJOBS.com

The job posting site for UVa alumni from all Schools, with jobs for new grads and beyond.

Individual Advising Appointments

Job Search, Career, and Graduate School Advising.
Available by phone, Skype, and in-person.

University of Virginia Alumni, Students & Friends LinkedIn Group

Connect with alumni, employers, and other professionals to network and get advice.

GO FORWARD with confidence

Upon graduation, grads from all Schools are eligible to use Alumni Career Services.



References

Most employers will ask for a list of references as part of the job interview or application. References are important to employers. You can market yourself in whatever way you want, but a recommendation from an outside source is key to showing some of the characteristics and skills that may not be as effectively conveyed on paper.

When creating a references page, use the same heading and format as your resume. Also be sure to include your relationship with the reference.

John Henry Richardson
1234 Rugby Road
Charlottesville, VA 22903
434-123-4567
johnhenry@virginia.edu

Dr. Harvey Brewster
Professor of Psychology
University of Virginia
123 Gilmer Hall
Charlottesville, VA 22903
434-456-1234
hbrewster@virginia.edu
Relationship: Cognitive Psychology Professor

Ms. Beverly Dwyer
Marketing Director
Plimoth Plantation
123 Warren Avenue
Plymouth, MA 02360
567-890-1234
bdwyer@plimoth.org
Relationship: Summer 2014 Internship Manager

Mr. Nicholas Ferrano
Aquatics Coordinator
Intermural Recreational Sports
Aquatics and Fitness Center
University of Virginia
450 Whitehead Road
Charlottesville, VA 22903
434-240-3791
ferrano@virginia.edu
Relationship: Current Supervisor

Etiquette Tip

Always inform someone when you list them as a reference for a job. It reflects poorly on you if the reference is caught off guard and unprepared when your potential employer calls.

Never include "References Available Upon Request" on your resume. It is considered a given. Use that resume space on more valuable content.

10

Steps for Requesting a Reference

1. Choose the right professor, employer, or supervisor. Ask yourself: Does this person know my name? Have I done quality work in their course or organization? Does this person respect me?
2. Prepare your email request at least 5-6 weeks before the due date. Don't wait until the last minute.
3. Address the email properly. You should use their formal title in almost all cases.
4. Use "Reference for [your name]" as the subject line.
5. Start the first paragraph by stating what you want: "I am writing to ask if you would be willing to be a job reference for me." Do not keep him or her guessing.
6. Outline your relationship with the professor in the following paragraph and point out why you have asked them specifically. Tell a little about yourself and why you are interested in the job, scholarship, or internship for which you need the reference.
7. Give them the details. Where does the letter need to go? When do you need it?
8. Close with information on how you will follow-up.
9. Thank them immediately, whether or not they agree to be a reference.
10. If you are fortunate enough to secure the job, send a handwritten thank you note.



THE FUTURE DEPENDS ON WHAT YOU DO **TODAY**

Build Connections

Networking is one of the most successful ways to develop your career path. Connecting with those that you admire, know, and trust can open your eyes to trends, perspectives, and opportunities in your desired career field.

+ Key Networking Rules

1. *Think long term*

Networking relationships should be established for the long term, throughout your college years and business career.

2. *The more you give, the more you'll get*

A genuine quality of giving will separate you from other networkers. This may not seem intuitive because we network to get a job—*right?* Wrong. Focusing only on getting a job gives networking and you a bad reputation. Focusing on the other person's interests and pursuits will build a network for you that will always be there when you need something. Mutually beneficial relationships like these are more likely to be sustained.

3. *Quality over quantity*

We all know more people than we realize and have numerous opportunities to meet new people every day in person and online. These people don't really become a part of our network unless we maintain and expand those relationships.



How Do I Network?

- Visit faculty members during office hours to discuss potential research interests, opportunities, advice on graduate school, and more.
- Update friends, family, past teachers, and other personal contacts about job search plans and goals.
- Attend events relevant to your career or personal interests and engage the speaker in conversation.
- Research potential alumni contacts in your field for informational interviews.
- Create and manage an online portfolio of your work, or your blog, LinkedIn, professional Twitter or professional Facebook presence.
- Perhaps most importantly, look for ways to help others that you know by using your talents in an honest and genuine way.

How to Win Friends & Influence People

By Dale Carnegie

Thousands of professionals, including billionaire Warren Buffett, swear by the principles in this book.

The first ten principles are:

1. Don't criticize, condemn or complain.
2. Give honest, sincere appreciation.
3. Arouse in the other person an eager want.
4. Become genuinely interested in other people.
5. Smile.
6. Remember that a person's name is to that person the most important sound in any language.
7. Be a good listener. Encourage others to talk about themselves.
8. Talk in terms of the other person's interest.
9. Make the other person feel important—and do so sincerely.
10. The only way to get the best of an argument is to avoid it.

“

Sharing my knowledge & resources, time & energy, friends & associates, and empathy & compassion in a continual effort to provide value to others, while coincidentally increasing my own.

Keith Ferrazzi, Never Eat Alone

”



There are no
SHORTCUTS
to places worth
going.

Networking Steps

START HERE

I.

Build Your Base of Contacts

Create a list of 10-30 people you may know. You may be surprised at how many useful contacts you already have! Be sure to list their professions as well.

Who Can I Contact?

- Friends
- Family
- Current and former schoolmates (fraternity, sorority, athletes, classmates)
- Professors, teaching assistants, school administrators, coaches
- Past and current coworkers
- People from your religious organization
- Local business owners
- School reunion attendees
- People with whom you have volunteered
- Neighbors
- Relevant career societies you might want to join that provide information about careers that are meaningful to you (e.g., Public Relations Student Society of America, National Society of Hispanic MBAs)

2.

Conduct industry research using CareerShift, Vault, and the UVA Career Center Website.

Exclusive paid access for CareerShift, Vault, and more are available to UVA Students through CAVLink (career.virginia.edu/cavlink)

CAVLink > Resources > Online Job/Internship Resources

LinkedIn.com

LinkedIn connects you to your trusted contacts and helps you exchange knowledge, ideas, and opportunities with a broader network of professionals. It is a tool that helps you present a professional image online, connect with others to enhance your knowledge of a field, learn about the issues in different professions, and begin to build a track record as a savvy job seeker.

Find and contact UVA alumni, research companies and industries, and expand your network by contributing to professional discussions in the most popular professional social networking site to date.

The easiest way to get started is by visiting help.linkedin.com and getting yourself up to speed before opening an account and creating a profile.

Tip: Participate in key groups. Explore the UVA Career Networking Community, groups that may be run through your college or department, and groups related to your career interests. Upon graduation, you can also join the University of Virginia Alumni, Students, and Friends group.

3.

Update your personal branding materials and social networking profiles.

One in three employers reject candidates based on what they find on their personal social media sites—so do not post anything online that you would not be okay with a potential employer seeing.

What to Update

- Resume
- LinkedIn
- Facebook
- Twitter
- Instagram
- Portfolio

4.

Write a script for telephone calls.

Write a script that highlights the key points of your narrative and demonstrates connection. Most importantly, practice it before you initiate contact. It will change with use, but here's a hint: the most successful sales people use a script and stick with the one that works the best for them.

Sample Scripts

Sample Script #1

1. Hello, my name is _____. I was given your name by/found your company through/ know that you are an expert in _____.
2. Is this a good time for you to talk with me for a moment?
or

Do you have time to talk for a few minutes?

or

I would love to schedule a time to meet with you and discuss your experiences in the _____ industry. I am available this week and next. Does that match with your schedule? If not, when are you available?

Sample Script #2

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

Reminders

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

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

Negative Experiences

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

5.

Create an email template.

Make communications more effective and efficient by building an email template.

Sample Templates

Example 1: Establishing contact with a new potential connection

Subject: U.Va. student — would like to chat about your work at Deloitte

Hi Jane,

My name is Samantha Kerritt. I'm a 3rd year student from U.Va. and I came across your name on our alumni site, HoosOnline.

I'd like to get your career advice for 15-20 minutes. I'm currently interning at Acme Tech Company, but many of my friends work in consulting and each time they tell me how much they like their job, I get more interested. Most of them have told me that if I'm interested in consulting, I should talk to someone at Deloitte.

Do you think I could pick your brain about your job and what motivated you to choose Deloitte? I'd especially like to know how you made your career choices after graduating from U.Va.

I can meet you for coffee or at your office, or wherever it's convenient. I can work around your schedule! Would it be possible for us to meet?

Thanks,
Samantha

*Adapted from the I Will Teach You To Be Rich Blog,
www.iwillteachyoutoberich.com/blog*

Tip: Tell them how you came across their name—it's the professional thing to do.

Tip: Defer to your contact's schedule.
Make your first goal securing their interest.

Example 2: Following up with someone after a meeting or call

Subject: Follow Up from Restoration Ball

Dear Debra,

Thank you for taking the time to meet with me last week. I appreciate your time, and I have taken your action steps to heart regarding professional networking. I don't expect that Delightful Design has an appropriate position available for me at this time, but I would like to stay in touch and continue working with you to prepare myself for the time when the right opportunity does become available.

Sincerely,
Michael Doe

6.

Contact your network.

Your personal pitch, or elevator pitch is a short introduction (30 seconds to 2 minutes) that helps a prospective employer or professional contact understand who you are and what you can do. This can also be a good tool to develop your response to interview questions like "Tell me about yourself" or "Walk me through your resume."

Tips on Preparing Your Introduction

Make a positive and lasting impression in a brief time by preparing your own personal introduction. Introduce yourself by talking about your strongest skills or leadership experiences. Mention your major if you feel it is clearly related to your career goals.

Have some questions prepared so that you can engage the other person after your 30-second personal introduction conversation. Perhaps clarify something you read in an internship/job description, or speak more about a new product or development you noticed on their website or in the news.

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

Professionalism

1. Ask if they are free to talk.
2. Tell them you are researching careers, and that you know that talking with people in a variety of fields is the best way to find out what the jobs are actually like.
3. Say that you are looking for names and people who might know of professionals in the _____ (industry) doing _____ (kind of work).
4. Ask your friends to introduce you to their contacts by phone, e-mail, or in person.
5. When you are given a contact name, send a note saying that you appreciated the referral. If they could not think of anyone to refer you to, your note could say that you appreciate their help and that you will contact them again in case they think of someone who has the kind of experience, job, career or contacts you need.

Sample

I'm a first year here at U.Va, planning on majoring in Psychology. (*Personal*) I've always enjoyed roles where I can serve as a mentor or a teacher, as well as work that focuses on communicating with a diverse group of individuals. (*Passion*) I think that my work as a tutor with Madison House (*Past experience*) helped me hone those communication skills as well as mentoring skills. (*Portable skills*)

I hope that I can further develop those strengths as a [position] with [organization/company] where I can make a real impact on residents serving as a mentor and someone who can listen to their concerns. (*Call to action*)



Develop your personal pitch.

Create your personal pitch using the space below using a job title, organization, or field of interest.

Personal

- What is important for people to know about me right away?
- Where am I in my professional or academic career?
- Where would I like to be?
- What are my goals?

Passion

- What are my interests or passions?
- What do I get excited about?
- What motivates me?
- What makes me want to get up in the morning?
- What am I eager to learn more about?

Past Experience

- What experiences have I had in the past that are important to me?
- What have I learned about myself?
- What have I learned about certain professions or academic fields?
- Where have I started to develop expertise?

Portable Skills

- What skills have I gained that I feel are part of my strengths?
- What activities do I engage in on a regular basis?
- What skills have I developed that I feel confident in using?

Call to Action

- What next steps would I like to happen?
- Why am I interested in this company/role/industry?

8.

Conduct informational interviews with new contacts.

Informational interviewing is an opportunity to speak with and gain information from experienced professionals in the field. They typically last between 30-60 minutes, can take place face-to-face, over the phone, through email or via online tools such as Skype.

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

Things to Consider

Before Preparing for the interview

- Bring a resume for review if you meet in person.
- Prepare a set of questions before the interview. Be sure to ask about job responsibilities, working conditions, career preparation and organization culture.
- Ask open-ended questions that reflect your research into the industry.

Possible discussion topics

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

Meeting on-site

Day of

- Dress in a professional manner.
- Be sure to bring a notepad and pen.
- Be punctual, polite, and friendly. Begin by thanking your host for his/her time, and be sure to show your interest during the interview.
- It is up to you to conclude the interview—keep to the amount of time you specified. Ask for a business card so you can follow up.

After the meeting

After

- Send your host a thank you note within 48 hours.

9.

Follow up and continue the relationship.

Make sure to continue communicating so the experience is not limited to a one-time conversation, but instead grows into an established contact.

Follow Up Tips

- *Note any personal details that you gleaned from your experience.* Record those somewhere safe and easily accessible in the future—that will allow you to tailor your future follow ups to the needs and interests of your contact.
- *Keep your contacts informed about your job search activity.* If you get an interview, an offer, or have any other noteworthy experiences, it is the mark of a professional to take the time to let others know of their success.
- *Thank them promptly and often for their help.* You should certainly take the time to thank someone for agreeing to an informational interview, or providing a direct contact to you. But also consider formally expressing your gratitude any time their advice has been of service to you.
- *Keep yourself updated about the events and activities that might involve or impact your contacts.* Research appropriate news sources for the industry, and follow key players and organizations through social media.
- *Showing that you can act and communicate in a professional manner will make a good impression.* Your interviewee might remember you, should they hear about a job opening. Although informational interviews do sometimes result in job opportunities, never expect to get a job directly from them.

10.

Revisit and update your contact list.

Plan on regularly revisiting your contacts to ensure all information is current.

Congratulations! You're on your way to becoming an expert networker!

**HONOR THE
PAST
RESPECT THE
PRESENT
LEAD INTO THE
FUTURE**

Roadblocks

Reaching out to new contacts can be difficult. People are very busy; sometimes if they do not know you, they may be dismissive. Try not to let this deter you. If someone's tone indicates that she is definitively not interested in speaking with you, be gracious. Simply say thank you, and hang up.

Your first point of contact may also be with an administrative assistant who works with your contact. His or her job is to protect the time and interests of your contact. They are the gatekeepers. Potential resistance from this person is one reason to get personal referrals from people you know. People are more likely to speak to you if someone they know recommended that you call. Always be polite to the administrative assistant. Don't forget, one of the best ways to prevent blocks is to get a personal referrals.

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

Block: We are not hiring.
You Say: I am not looking for job openings at this time. I want your advice only. Could you give me 20 minutes at 4:00 p.m. next Thursday or make a telephone appointment with me?

Block: She is no longer with us.
You Say: Who replaced her in the position?

Block: We just had a lay-off and are not hiring.
You Say: I understand. Your business experience is the only topic I am interested in right now. Would you be willing to meet to discuss this?

Block: She is out.
You Say: Do you know when she will be returning calls?

Block: What is this about?
You Say: I am following up on an email/letter I sent last week. Is she in?

Block: Does she know you?
You Say: Yes. May I speak with her please? (Optional: state how you know her.)

Block: Call Human Resources.
You Say: Since I am looking for advice about what types of jobs there are in advertising, I need to talk with someone who is working in the field. Whom would you recommend I contact?

Block: I am too busy.
You Say: I understand. When is a good time to contact you again?

Interviewing

Interviews occur in different formats, depending on the hiring organization and where you are in the interview process. Your first interview with an organization is often a short screening interview held on Grounds, at the organization's physical site, or by telephone. There can also be panel interviews with multiple interviewees, or video interviews. Each can depend on the number of applicants or the round of the interview you are in.

+Different Interview Formats

On-Grounds

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

Tip: Bring extra copies of resumes and extra documents just in case!

WANT TO PARTICIPATE IN OGI?

Find and submit the On-Grounds Interviewing policy agreement form on CAVLink!
career.virginia.edu/ogi

Panel

Questions may be rapidly paced, and/or framed as follow-ups to your response to someone else's question. It's sometimes more difficult to achieve rapport during this type of interview, so remember to maintain eye contact with and involve each person on the panel, no matter which person asked the question. Get a list of all those in attendance for thank-you notes (you may ask for business cards at the end of the interview).

Tip: Remember that each person on the panel is important.

On-Site/Off-Grounds

On-site interviews offer you an opportunity to see the physical location of a company. You also get the chance to meet different people within the organization. You may be asked to do a presentation. These interviews can range from an hour to multiple rounds to several days. You may be evaluated during meals and travel, so treat everything as the interview.

Tip: Be prepared for anything, including unusual questions.

Telephone

Telephone interviews are often used for initial screening interviews. They're generally brief (30-45 minutes). The purpose of screening is to narrow the pool of candidates before the more intensive in-person interviews. The employer may call to arrange a time for a telephone interview or just begin interviewing. If you are not prepared for a "spontaneous" interview, ask the employer to reschedule or call back in five minutes.

Tip: Standing up during a phone interview can help you feel and sound more comfortable.

Group Interview

Group interviewing is much different from an individual interview because you're directly competing with the competition. It's important to find a balance between getting your opinion across and dominating the conversation.

Tip: Be confident. Make sure to respectfully acknowledge others' opinions, express your views, and work collaboratively within the group.

Types of Interviews

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

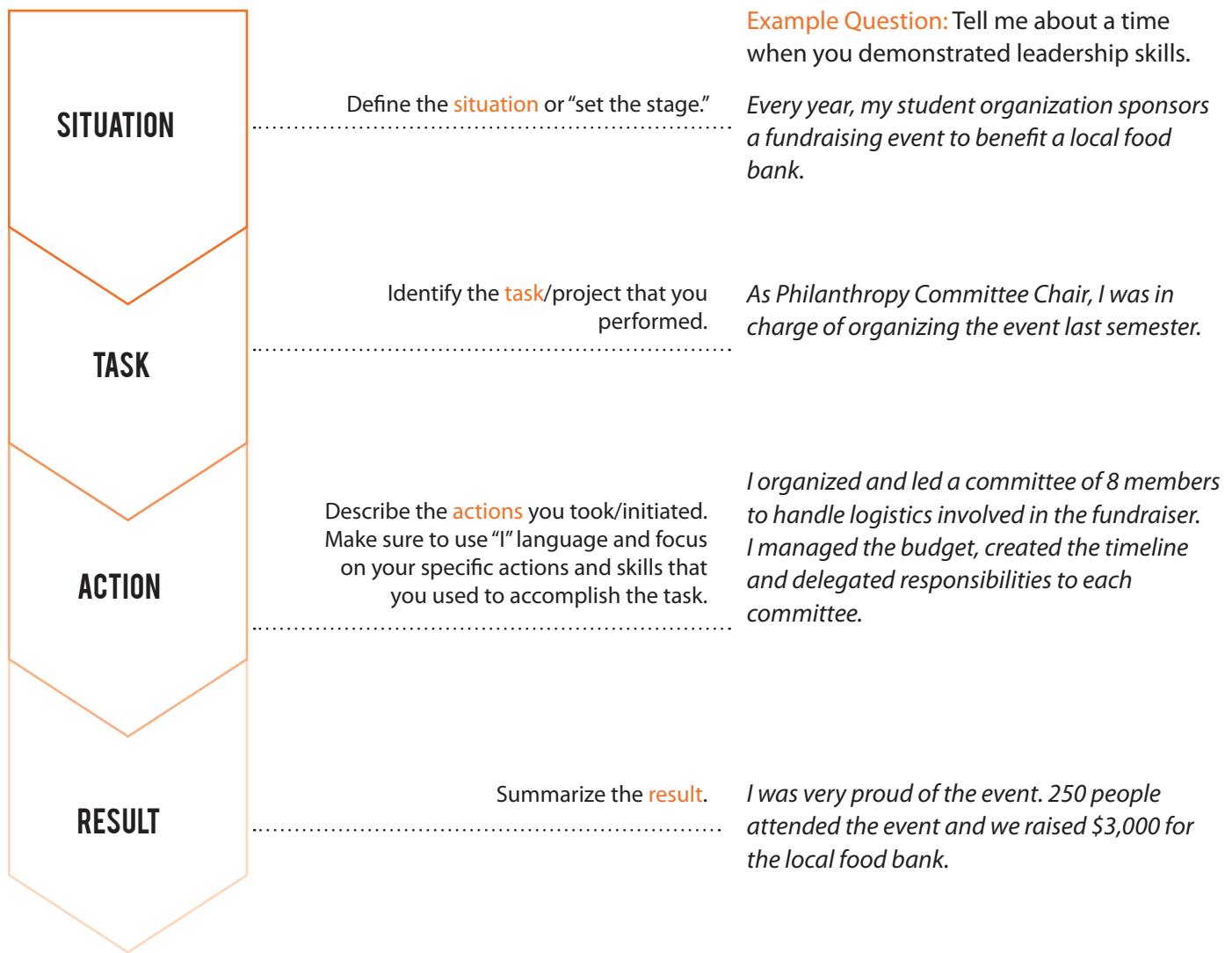
1. Behavioral

Behavioral interviews are based on the premise that past behavior predicts future behavior on the job. They evaluate a candidate's skills, abilities, and interests, reveals willingness to change and gain from experience (both success and failure). Situation-based questions are used.

Ex. "Tell me about a time when you had to work with a team to accomplish something." Employers are looking for a concrete example.

Tip

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



2. Case/Technical

Case Interviews present the interviewee with a problem, or case, to solve. Your answer is not as important as your analysis of the problem. Case interviews are commonly used with consulting firms. Look at the Business Community website for more information about how to prepare for case interviews.

Ex. "Your client wants to undertake a major advertising effort in Chicago as a regional launch for a new concept in hair care. In order to understand how much to spend on this effort your client asks you to estimate the size of the shampoo market in Chicago."

Tip

Think out loud so the interviewer can see how you solve problems. It's okay to ask for more information and you can also ask for a pencil and paper, though it's better to come prepared with your own.

3. Resume-Based

Resumed-based interviews use, of course, the resume as the source for most questions. They focus on past performance in academics, employment, and activities.

Ex. "Tell me about your experience as a facility manager at the AFC."

Tip

Be able to expand on each and every item on your resume. Be prepared to go into great depth if asked for specific details and to address any areas of concern (GPA, gap in employment).

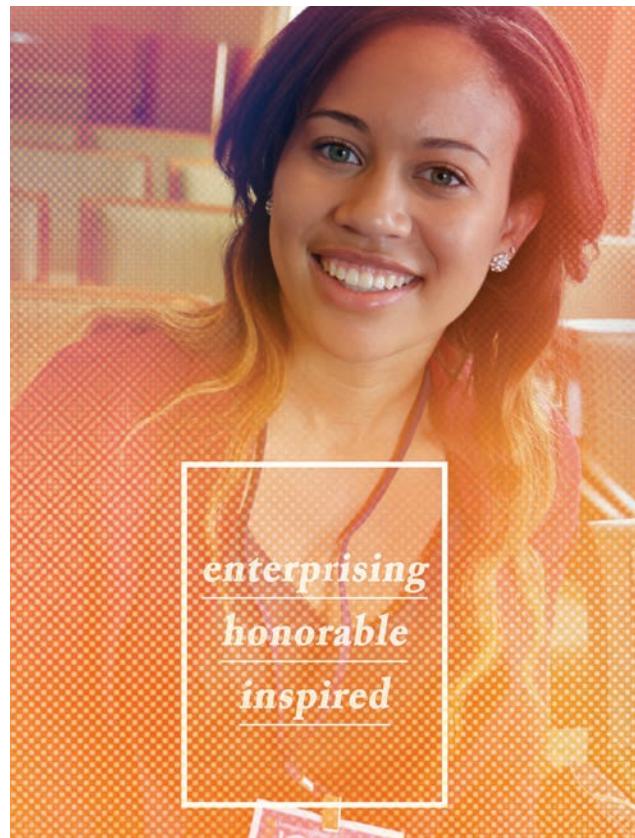
INTERVIEWSTREAM

24/7 interviewing practice! Create custom interviews, get tips on improving your skills, and record and save your interviews. UVA students have exclusive paid access through CAVLink.

[CAVLink > Resources > Online Job/Internship Resources](#)

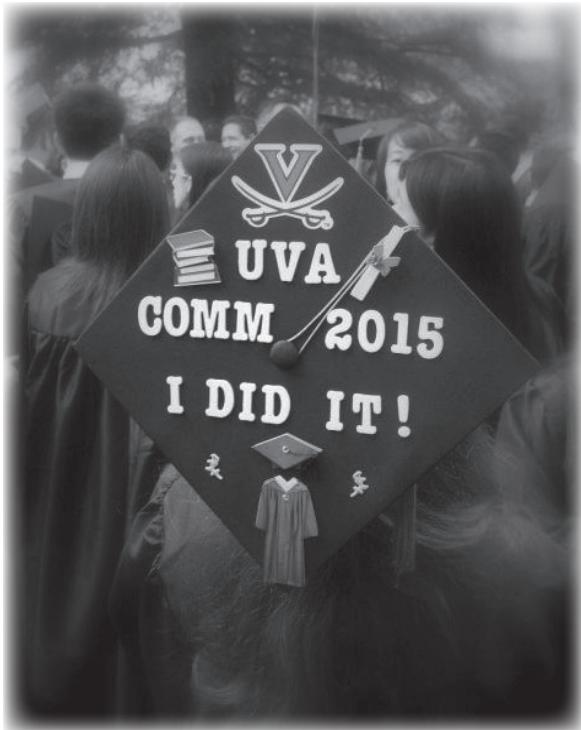
INTERVIEW PRACTICE AT UVA

Mock interviews are a great way to gain experience and confidence with interviewing. Set up a formal practice interview with expert UVA career counselors by calling 434-924-8900.



COMMERCE CAREER SERVICES

- providing superior customer service to our students and employers



EXPLORATION

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

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

PREPARATION

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

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

EXPOSURE

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

- Employer-in-Residence Program offers networking coffees, mock interviews, and resume critiques
- Corporate presentations and workshops
- Commerce Career Day and industry-led panel discussions
- Student trips

COMMERCE CAREER DAY 2015

Tuesday, September 15, 5:15 p.m. and 6:30 p.m. - Panel Discussions - Rouss & Robertson Halls
Wednesday, September 16, 10:00 a.m. to 3:00 p.m. - Career Fair - John Paul Jones Arena, 295 Massie Road

PANEL DISCUSSIONS AND CAREER FAIR OPEN TO ALL U.VA. STUDENTS!

Panel discussions will cover a variety of industry- and career-related topics (accounting, banking, consulting, entrepreneurship, government and non-profits, marketing, real estate, etc.).

Student networking opportunities with over 90 company booths.

Professionalism

Your first task will be to build rapport with the person who greets you at the organization (front desk/reception staff), and later with your interviewer(s). Building rapport involves three things: *attitude*, *nonverbal behaviors*, and *verbal behaviors*.

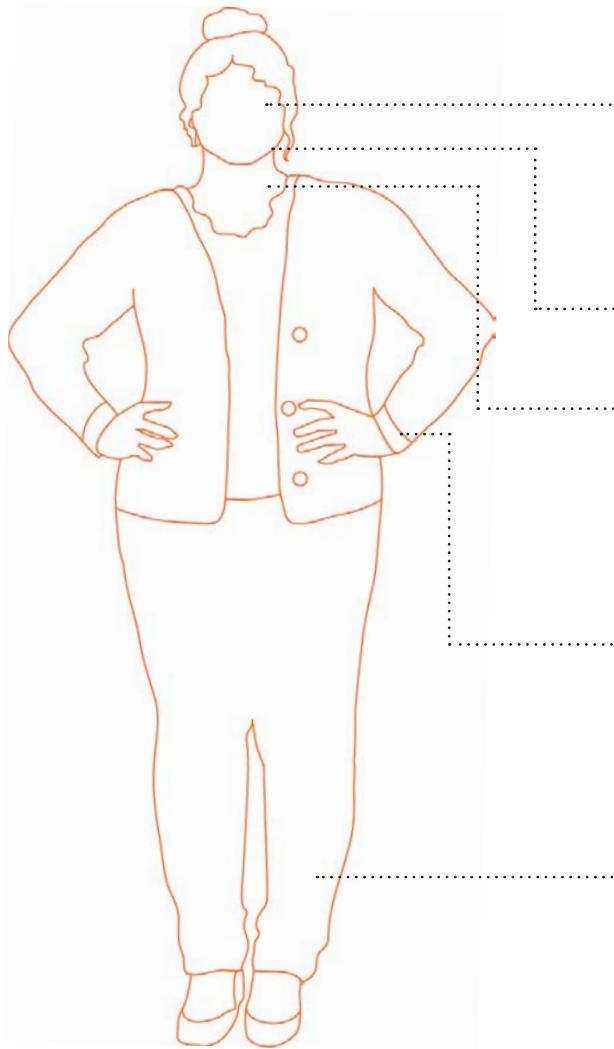
Attitude

Think positively! If you don't think you are the best candidate for the job, how can you hope to convince the employer you are? The fact that they have selected you for an interview shows that they are already interested in learning more about you.

Verbal

How you communicate verbally involves your ability to:

- Use active verb and provide concrete and concise answers (think STAR method!).
- Summarize and make transitions.
- Be positive and confident and "own" what you have done and what you know.
- Create a dialogue by asking relevant questions, requesting more information when you are asked vague or difficult questions, and avoiding yes/no answers that close the conversation.



Non-Verbal

Project positive behaviors that contribute to rapport:

Eye contact: Should be open and direct when listening, asking, and responding to questions. Eye contact is usually broken when concentrating or reflecting on what you want to say or what has been said.

Facial expression: Conveys sincerity, can add to or detract from your words. Don't be afraid to smile!

Voice tone: Should be firm, warm, and relaxed.

Timing: It is alright to pause before and while you are answering a question.

Hands: Should be used in a relaxed way for animation, communicating excitement, interest.

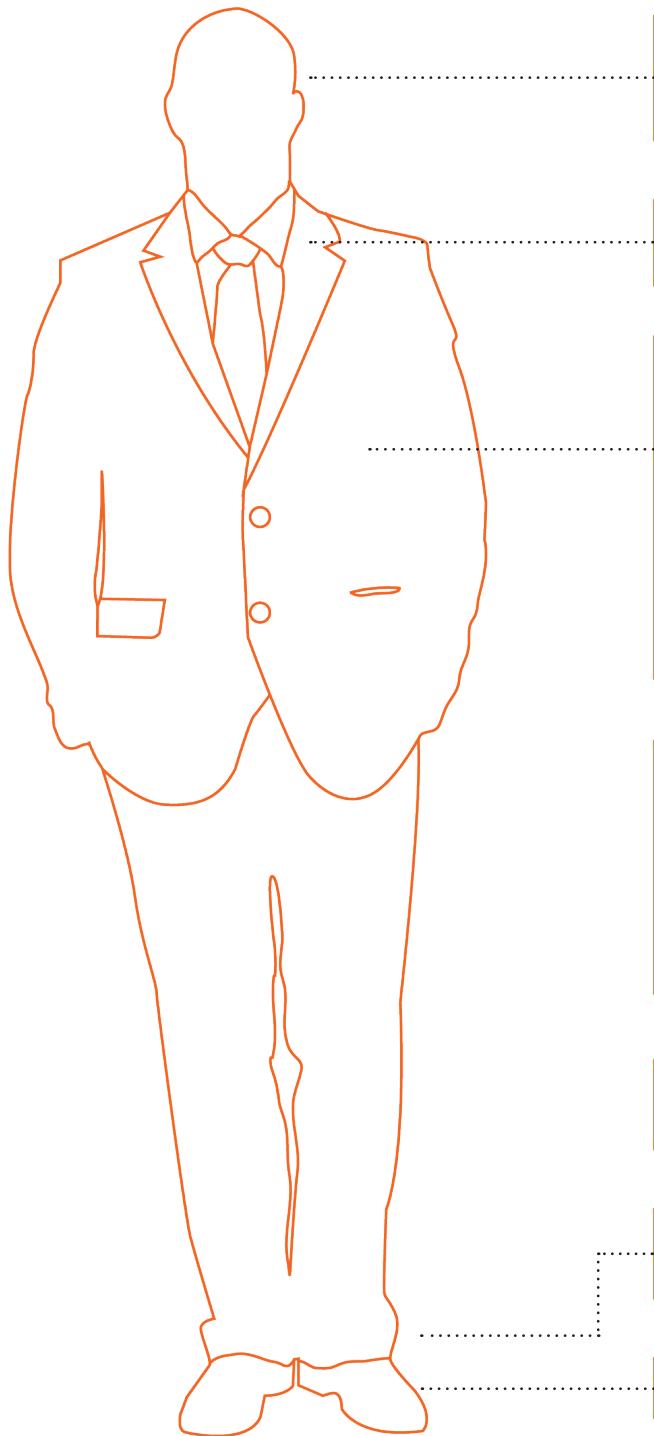
Handshake: Make sure to give a strong, firm handshake when meeting your interviewers.

Posture: Should be well-balanced, upright, relaxed, forward-facing, and open. Know your nervous habits and practice controlling them. Leaning forward slightly can help communicate interest.

93%

*of communication is
non-verbal*

Dress for Success



For Men

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

Ties: Tie with a businesslike print. Avoid clip-on ties and bowties.

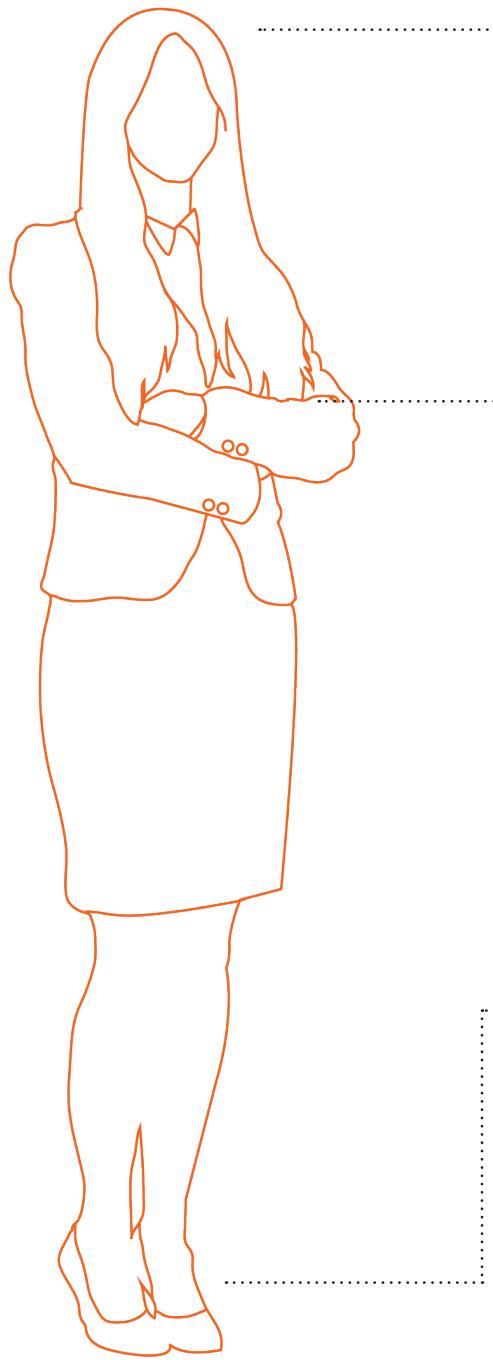
Suit: A single-breasted suit is best for interviews in any field. Color should be charcoal or navy; pinstripe, herringbone and solid are also appropriate. Two- and three-button suits are fine, but the four-button suit is too fashion forward for most interviews. Leave the bottom button undone. Traditional cut suits are the most conservative; they have minimal padding and are less fitted to the body. European-cut suits are also acceptable.

Shirt: Iron your shirt! 100% cotton is best because it breathes well. Wear a white t-shirt underneath to hide perspiration and protect your suit. Point collars without buttons are best; make sure to leave yourself an index finger's worth of breathing room. Your shirt should fall $\frac{1}{4}$ to $\frac{1}{2}$ inch below your suit sleeve.

Accessories: Leather belt that matches the color of your shoes.

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

Shoes: Comfortable black shoes with laces.



For Women

Grooming: Wear a neat professional hairstyle; don't try anything new the day of your interview. Use minimal, natural looking makeup, and don't wear perfume. Nails should be clean and neat, with either no polish or a neutral color.

Suit: Skirt or pant suits are both appropriate. Color should be charcoal, navy, black, or brown. Skirt suits should be knee-length with conservative slit.

Shell/Blouse: Wear a professional top and be prepared to take off your jacket. The color should be conservative (pastels or neutrals).

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

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

Tip

Note that these are general guidelines. The standards of dress may vary between industries and even companies. Be sure to research prior to the interview to adhere to company culture.

Questions Employers May Ask

“Tell me about yourself.”

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

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

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

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

Suggestion: Think about what motivates you. Try not to use “Getting into UVA” as this is an accomplishment common to everyone attending this University. Choose other accomplishments to describe that make you unique.

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

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

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

“How did you prepare for this interview?”

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

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

“Describe your ideal supervisor.”

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

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

“What do you know about this organization?”

Employer Motivation: To check your knowledge base and interest.

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

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

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

Suggestion: Give examples of your strengths (Ex. “I’m an excellent writer. Most of my teachers have commented on my ability to organize my thoughts and communicate with a variety of audiences.”). With weaknesses, be honest, but always end on a positive note. Explain how you work around your weaknesses or try to strengthen them. Sometimes a relevant weakness is the opposite of one of your strengths.

“Why did you choose your major?”

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

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

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

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

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

Questions Employers May Ask

“What have you learned from your past jobs?”

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

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

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

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

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

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

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

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

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

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

Suggestion: Pick a specific example that has a positive ending and about which you are proud. Be sure to discuss the role you played as a part of the team.

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

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

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

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

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

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

“Tell me about an unpopular decision you made.”

How did you make the decision? In retrospect, how do you think you handled it?”

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

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

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

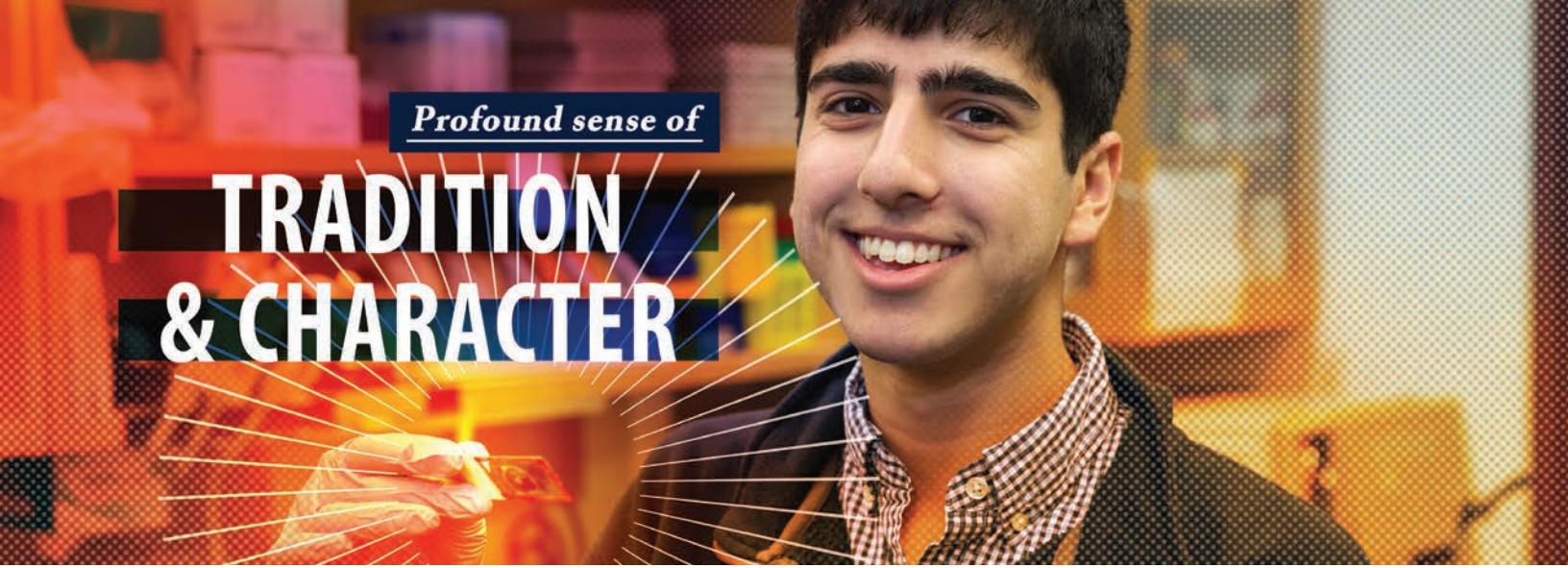
Employer Motivation: To gauge your long-term career goals and how they fit with the particular organization.

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

“Why should we hire you?”

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

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



Profound sense of

TRADITION & CHARACTER

+ Questions You Can Ask Employers

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

Avoid asking questions that begin with "is," "are," and "do." These questions lead to yes/no answers. Instead begin your questions with "who," "what," "when," "where," "why," and "how." Do not ask questions that could be answered by the job posting. *You should always have questions for the employer.*

17

*Questions you can ask
during an interview*

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

+Interviewing Worksheet

Basics

Company and Website

Recruiter Name

Email

Telephone Number

Address

Directions

Date/Time of Interview

Interviewing With

Dress Plan

Date of Thank You Note

Interview Will Be:

- in-person
- by phone
- by video
- panel
- other _____

Job Description Review

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

Company is seeking:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

I can show evidence through:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Practice Questions

1. Why are you interested in this job?
2. What do you know about our organization?
3. Tell me about a time when you had performed well beyond your supervisor's expectations?
4. Formulate several good questions on topics such as hiring timeline, company research, organizational culture, etc.

Tips

..... **Genuine interest is important to the recruiter.**

..... **See Researching Employers for key facts to know.**

..... **This is a behavioral question. Use the STAR technique on pg. 53.**

Thank You Letters

A thank you letter should be written after every interview with an employer. Send the letter within a week after the interview. However, if a week has passed and you still haven't written your letter, send the letter anyway. A late letter is better than no letter at all. Even in cases where your interest in the company is low, a simple thank you note as a follow-up to your interview can help keep your options open for the future. You should always try to leave a good impression.

A thank you note may be word-processed or handwritten. If you mail a letter, it should be written on plain white, gray or off-white stationery and follow the business letter format. The letter should be addressed to the person with whom you had the interview. Check to make sure you have the person's correctly spelled name and title before sending the letter. If you had an interview with more than one person, you should send letters to each person with whom you spoke. If you met with more than 6-8 people, however, you can simply send a letter to the person who coordinated the visit and mention the names of all the people you met. (Emailing a thank you note is acceptable if you and your employer have already used email for correspondence.)

Content

A thank you note usually has three main paragraphs.

First Paragraph: thank the interviewer for meeting with you and refresh his or her memory by stating the time and date of your meeting as well as the position discussed and the topics that were covered.

Second Paragraph: reaffirm your interest in the organization. You may want to mention any personal characteristics, work experience, or other information that may be pertinent to the position but was not mentioned in the interview. If you feel any of your responses were inadequate during your interview, this is also the opportunity to provide a more well thought out response.

Final Paragraph: wrap up what you have said in the preceding paragraphs and offer the employer a phone number where you can be reached for further questions. Another phrase thanking the employer for his or her time and consideration is usually added to close the letter.

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

March 23, 2015

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

Dear Mr. Smith:

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

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

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

Thank you for your time and consideration.

Sincerely,

Claude T. Fitsall

Claude T. Fitsall

Accept or Keep Looking

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

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

Checking off your wishes as you go can help you sort through your thoughts and ideas and is a great resource to show a career counselor.

Lifestyle Values

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

Geographic Location

- Cost of living
- Taxes
- Relocation information
- Appeal of city or town
- Climate
- Commuting time

Benefits

- Relocation expenses
- Tuition assistance
- Vacation/Leave time
- Professional development opportunities
- Commitment to diversity
- Signing bonuses (separate from the salary and benefits package)
- Health insurance
- 401K plans/retirement benefits
- Domestic partner benefits
- Stock options
- Flex-pay
- Childcare/Eldercare
- Wellness programs

COST OF LIVING CALCULATOR

Try using [salary.com](#) to compare the cost of living in different locations.

Benefits Tip

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

Engineers have specific needs when it comes to developing a career plan for the future.

**If you want to be competitive, get started now! Come in to see us -
we're here to help with a wide range of services for every academic level.**

Our Services:

- Individual Career and Professional Development Advising
- Job and Internship Search Strategies
- Graduate School Applications
- Resume, Cover letter & LinkedIn Profile Construction & Review
- Professional Networking
- Interview Preparation
- Self Assessments and Exploring Major and Career Options

Workshops:

- Developing Effective Resumes and Cover letters
- Interview Preparation
- Making the Most of Career Fairs
- Developing a LinkedIn Profile
- The Art of Networking
- Applying to Graduate School
- Job & Internship Search Strategies
- Preparing for an Internship or Job
- Business Etiquette
- Evaluating and Negotiating a Job Offer
- Personal Branding
- Finances after Graduation

Events:

Engineering, Science and Technology Career Fairs

- Largest recruiting events for engineers!
- Full time, and internship opportunities
- Network with employers
- All students welcome!

Fall 2015 Career Fair:

September 14-15, 2015
10:00 am - 3:00 pm
Newcomb Hall

Spring 2016 Career Fair:

Early February 2016
10:00 am - 3:00 pm
Newcomb Hall

Company Information Sessions

First Year Open House

Recruiter-In-Residence Program



Center for Engineering Career Development

A115 Thornton Hall · Mon. - Fri. 8 am - 5 pm
Phone - 434-924-3050
Email: engineeringcareers@virginia.edu
Web site: www.seas.virginia.edu/careerdevelopment

Culture & Values

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

Examples of this information:

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

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

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

The answers to the points above will depend on industry (e.g. non-profit vs. government vs. for-profit businesses).

Negotiations

Should you try negotiating?

Deciding whether or not to negotiate the terms of an offer can be tough. However, by conducting some research in advance, you can make an informed decision. You can also utilize your alumni contacts. Alumni are often helpful in determining which organizations and industries are typically receptive to bargaining. These steps can help:

1.

Identify the Issue

First, identify the primary issue that you want to negotiate using the results of the values assessment you have completed thus far. Some students need to negotiate immediately for more time to make a decision. Other common examples of negotiation points are salary and start dates. Think carefully about what terms and alternatives are acceptable to you. For example, if your request for a higher starting salary is denied, you might then negotiate for a performance and salary review earlier than they are typically conducted.

2.

Should I Negotiate?

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

- discover that you will be unable to make ends meet with the offered salary (see Budget Worksheet)
- have experience or other qualifications that exceed those of other candidates offered similar positions by the organization
- learn that similarly qualified candidates have been offered more appealing employment packages by the same organization in the same location
- will only accept the offer if the organization will negotiate the terms

3.

Other Considerations

This final condition suggests three other significant points:

- Enter into negotiation only if you plan to accept the offer if your needs are met. Don't attempt to engage organizations in a bidding competition.
- While it is not common for employers to rescind offers to students who attempt negotiation, it is possible. With a tactful approach, you should be able to avoid putting your offer in jeopardy.
- Meet with a UVA Career Center counselor to discuss your thoughts, develop a plan, and practice your approach.

How to Negotiate

1.

Determine the actual salary that you are seeking.

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

Utilize the following resources to secure that information:

- First Destinations or McIntire Placement Report
- NACE Salary Calculator
- Bureau of Labor Statistics Publications: Monthly Labor Review
- Professional Associations and Publications
- Personal Contacts and Alumni
- Salary Sites (salary.com, glassdoor.com, naceweb.com)

2.

Be mentally prepared for negotiation.

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

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

3.

Start the formal negotiation process.

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

4.

Be prepared for possible responses, including:

"What salary are you willing to accept?"

Respond by providing a salary range with your ideal salary as a mid-point.

"That figure is beyond our salary range for this position."

You have the opportunity to make another counter-offer if you are willing to consider a salary lower than your targeted range.

The salary we offered was at the top of the range for your position."

-OR-

"We are offering all of our new hires the same, non-negotiable salary."

In this case, you may wish to talk about alternate methods of achieving your financial goals. This could be a signing bonus, a 60-, 90-, or 120-day performance and salary review, or bonuses during the year (signing bonus options depend on the industry and are not always available).

5.

Respond to the company's negotiated offer.

If you feel you can agree, you should be prepared to accept the offer. If you can't agree on a mutually satisfying compromise, you do not have to accept the offer. If the employer's counteroffer is not what you expected and you are unsure about accepting the terms of the negotiated offer, you can ask for a short period of time to reconsider. No matter what the outcome is, always be professional as you never know how these interactions will help or hurt you in the future.

Making a Decision

As a job seeker, you are well within your rights to ask for more time if, for example, you have competing offers or are simply unsure of whether or not to accept the opportunity. While these are legitimate issues, you need to realize that the longer you take to decide on an offer, the more companies will pressure you to come to a decision. They are concerned that the probability of receiving an acceptance from you will decrease as time passes. Also, if you are not accepting the offer, they need to make an offer to someone else. Listed below are some ideas to present to employers if you find yourself in this situation.

If you have other offers

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

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

Explain that you need time to explore other opportunities, for the reason stated above.

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

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

Accepting an offer

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

- Once you have accepted an offer, you have made a commitment and should withdraw your application from any other companies.
- Confirm your acceptance by phone, e-mail, or in a letter to the company. Reiterate the details of the offer, including your salary, starting date, title, and any pertinent details you have negotiated. Send thank you letters to your references, in appreciation for their recommendations.
- Contact the Career Center regarding offers and acceptance. Records of students' employment offer us and other students valuable data.

Declining an offer

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

SAFEGUARD YOUR JOB SEARCH!

Be wary of high pressure offer techniques! Check out the UVA Career Center's tips for ensuring an offer is legitimate:
career.virginia.edu/safeguarding



You Got the Job! Now What?

The paper trail...

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

Relocation issues

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

Training preparation for your new position

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

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



**BY DAY,
YOU WORK FOR YOUR
NYC INTERNSHIP**



**BY NIGHT,
EHS HOUSING
WILL WORK FOR YOU**

EHS—the perfect place to live as you move to the top.

Your internship happened because you are motivated, dedicated, and passionate. So when it comes to finding housing, why would you settle for “just a bed.”

With Educational Housing Services (EHS), you’ll get a clean, spacious room that includes amenities like 24-hour security, private bathrooms, air conditioners, fitness facilities and more. Give us a call or visit us online for more information.

+Planning Your Budget

	<i>Monthly</i>	<i>Yearly</i>
15% <-\$36k salary->27%		x12
Car property tax		
	Total	
Food		
Food for home		x12
Packed lunches		
Lunches/dinners out		
Coffee		
	Total	
Housing		
Rent		x12
Security deposit		
Furniture/decor		
Renter's insurance		
Storage		
Parking fees		
Cell phone		
Electricity		
Utilities (water/gas/sewage)		
Cleaning supplies		
	Total	
Savings		
Personal savings		x12
Emergency fund		
	Total	
Vacations/Holidays		
Travel		x12
Lodging		
Dining out		
Sightseeing/souvenirs		
Transportation		
Birthdays		
Gifts		
	Total	
Entertainment		
Going out		x12
Gym		
Fees/admissions		
Video/game subscription		
Internet/cable		
Movies/plays		
Reading material		
Hobbies		
Sports		
Tobacco/Alcohol		
	Total	
Other Expenses		
		x12
	Total	

	<i>Monthly</i>	<i>Yearly</i>
Car payment		
Gas		x12
Car maintenance/repair		
Vehicle registration/taxes		
Car insurance		
Tolls/parking		
Public transportation		
Tickets/citations		
	Total	
Finances		
Bank fees		x12
Credit card payments		
Loans		
401K/403B/IRA		
Tax preparation		
	Total	
Healthcare		
Medical services		x12
Prescriptions		
Personal care		
	Total	
Attire		
Business attire		x12
Personal attire		
Special occasion attire		
Shoes/accessories		
Personal grooming		
Haircut/salon		
Dry cleaning		
Laundry		
	Total	
Donations		
Charities/nonprofits		x12
Religious donations		
	Total	
Insurance		
Health		x12
Life		
Disability		
Dental		
	Total	
Your Total		
Taxes		Transportation
Food		Finances
Housing		Healthcare
Savings		Attire
Vacations/Holidays		Donations
Entertainment		Insurance
Other		
	Total	

Graduate & Professional School

Graduate and Professional School

Many students consider additional education after completion of their undergraduate experience. Advanced degrees fall into two categories: graduate and professional. These programs differ from undergraduate study in multiple ways, but a key difference is that a graduate or professional education provides specialization in an academic discipline or profession.

Graduate programs are academic in nature and designed to contribute original research and a body of knowledge to a particular academic discipline such as the natural sciences, humanities, or social sciences, for example. Professional programs are designed to prepare you for a specific profession such as law, medicine, business, education, etc.

Many fields are open to you. You do not necessarily have to study in the field you pursued as an undergraduate, although you may be expected to complete specific coursework to prepare for graduate level study in a different field.

Graduate and Professional School Advisors in the Career Center are available to support you in the preparation and application process for graduate and professional school. If you wish to pursue an advanced degree, affiliate career offices as well as faculty in your area of interest are also a great resource.

Levels of Degrees

Master's Degree

An advanced degree in a specific area of study. For example:

- Master of Arts (M.A.)
- Master of Science (M.S.)
- Master of Education (M.Ed.)
- Master of Business Administration (M.B.A.)
- Master of Fine Arts (M.F.A.)

Specialist degree

Study beyond the master's level. For example:

- Specialist in Education (Ed.S.)

Professional degree

A degree that prepares individuals for entry into specific professions. For example:

- Juris Doctor (J.D.)
- Doctor of Medicine (M.D.)
- Doctor of Veterinary Medicine (D.V.M.)
- Doctor of Dental Surgery (D.D.S.)

Doctoral degree

The highest post-undergraduate degree. Most require completion of an academic program, a comprehensive exam, and a dissertation. Some examples include:

- Doctor of Philosophy (Ph.D.)
- Doctor of Education (Ed.D.)
- Doctor of Psychology (Psy.D.)

Post-Doctorate

A post-doctorate includes advanced study, research or training in a specific area. Many are completed at the end of a Ph.D.

Joint degrees

Some schools offer joint degree programs, such as the J.D./M.B.A. and M.D. / Ph.D. programs. Many programs have an accelerated structure that allows students to finish two degrees more quickly as a joint degree than they could separately.

Questions to Consider

Pursuing an advanced degree is a big commitment in terms of time, money, and hard work. Remember, graduate or professional school in itself is not your long term plan, but rather a step in the plan. Before moving forward in the application process to graduate or professional programs, look closely at your motivations and commitment to advanced education.

Here are some questions to consider:

- Are you prepared to spend the next 2 to 7 years studying while living on a limited budget and/or accruing loan debt?
- Are you prepared right now for more years of schooling?
- Does your desired profession require an advanced degree or heavily favors people with advanced degrees?
- Do you have a passion for your field of interest and appreciate the rigors of scholarly work?
- Are you a viable candidate for graduate schools?
- Do you meet the requirements for programs of interest to you?
- Do you have the work or practical experiences needed to help you gain admission to graduate or professional programs?

Prepare

Graduate or professional school programs vary in competitiveness for admission and in what they most expect in candidates. Many institutions have two separate sets of requirements: a centralized graduate school unit as well as individual departments in which you wish to study. While schools may publish minimum requirements for acceptance, a greater predictor of acceptance is how a candidate compares to the average qualifications of other accepted applicants.

Keep these general categories of performance and experience in mind:

Solid Academic Performance	Grade-point average. Keep in mind that schools calculate GPA's in multiple ways. If you have completed coursework at multiple institutions, they commonly calculate a cumulative GPA based on all grades at all institutions. Some schools also look at subset GPA's such as a major GPA or specific discipline GPA (i.e. science GPA for health professional programs).
Competitive Test Scores	Most graduate and professional programs require candidates to complete an entrance exam which can be used as a standard measure for all applicants (i.e. GRE, GMAT, MCAT, LSAT, PCAT, etc.).
Substantial Career Exploration/Relevant Experience	Experience that demonstrates you have sufficiently explored the field for which you want to enter. This can be gained through internships, volunteering, research, independent studies, and so forth.
Strong Letters of Recommendation	Look for opportunities to interact with your professors and be intentional about getting to know them. Make sure to develop contacts with professionals in your field of interest as well. When you are ready to collect letters, consider purchasing a subscription to the Interfolio third party letter service.
Additional Life Experience	This could take many different forms such as full time work experience, a bridge year opportunity, or travel experience, for example. While not necessarily required for all graduate or professional programs, it often adds to your maturity level as well as the experiences and perspectives you contribute to your program.



OPPORTUNITY

Selecting a School or Program

Once you decide to pursue and prepare for a graduate or professional degree, you need to consider your school or program choices. Selecting a school or program requires careful research. After you identify the programs in your chosen career field you will start gathering information on these programs. Seek information from:

Faculty

Members of the faculty in your discipline are a valuable resource. They can speak to potential career paths as well as research options. Some of these individuals may also write your letter of recommendation.

Program/School Websites

Get an idea of the school's mission and goals. Review aspects of the program like curriculum, faculty profiles, and student support services. Identify how the school's structure and culture supports your success and career aspirations.

Industry Professionals

Conduct an informational interview with professionals in your desired career. Ask questions about current trends and challenges in the field. They can inform you about programs that are reputable and valued by employers.

Students and Alumni

Get insight from individuals with first-hand experience in the programs. Students and alumni of the programs can highlight the pros and cons of a school from a student perspective that your personal research does not capture.

Professional Associations

Most professions are supported by a professional association. These associations provide useful information on how schools are accredited and the licensing and training you will need in your chosen career field. Research how programs are evaluated and compare the options in your field.

Considerations & the Process

Questions to Ask When Choosing a Program

- Are you a competitive applicant for the program? How do your qualifications stack up against the profile of accepted students? Does your previous experience reflect your interest in the career field?
- What is the culture of the program? Is the culture friendly/inviting or competitive/driven? Do the faculty members have good reputations as mentors? What is the graduate student/faculty ratio?
- What is the quality of the program? Is the program accredited? Are faculty published? Are faculty recognized in the field? What kind of placement assistance does the program/department offer? Where are recent graduates of the program employed?
- How will you finance your degree? What does the program cost and what forms of assistance are available? Is there affordable health insurance for graduate students?
- What additional features of the program are important? What is the length of the program? What is the typical degree completion time frame? Does the program require a comprehensive exam or a thesis/dissertation? What do students say about the geographical location? How can I balance my studies with my personal life?

Application Timeline

Proper planning is essential in the application process. Carefully consider your necessary preparation and speak with a Graduate and Professional School Advisor to discuss your unique individual application timeline. The timeline below is approximate. Use this as a starting point and adapt to your personal situation.

Second Year

- Begin evaluating your career aspirations. Look over the questions on pg. 73.
- Talk to alumni, faculty, and current graduate school students
- Look into school requirements
- Explore various graduate school programs

Third Year Fall

- Continue to explore your career options and possibilities
- Continue targeted research and information gathering
- Research information on entrance exam testing

Third Year Spring

- Prepare for your entrance exam
- Obtain applications from specific schools you are interested in attending
- Take entrance exam

Third Year Summer

- Take entrance exam if not previously taken
- Begin drafting application essays and your personal statement

Fourth Year Fall

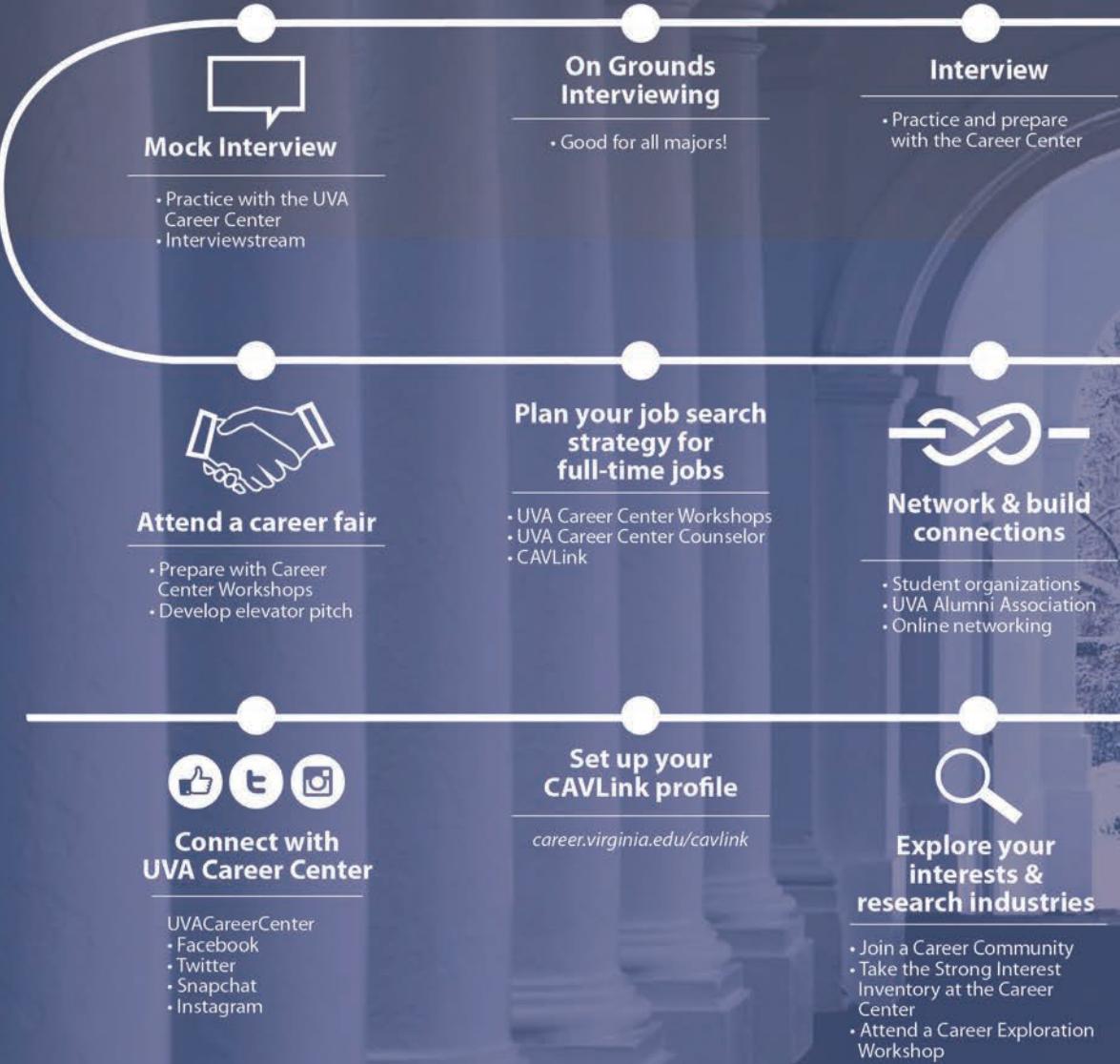
- Meet with school representatives
- Visit schools
- Have application essays critiqued
- Ask for letters of recommendation
- Conduct a mock interview
- Submit materials for early decision if applicable
- Research scholarship, fellowship and assistantship opportunities
- Complete financial aid documents
- Submit all application materials to schools

Fourth Year Spring

- Continue visiting schools if possible
- Ensure your application is submitted by the appropriate school deadlines
- Keep track of acceptances and rejections
- If you have multiple acceptances, make a final decision on which school you plan to attend
- Notify the schools that you plan not to attend



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WRITE THE FUTURE.
where do you start?**



Graduate!

Check out graduate school

- UVA Graduate School Advisors
- Pre-Health

Land the job you want



Apply for internships and part-time jobs

Gain experience

- Join student organizations
- UVA Internship Center

career.virginia.edu/internship-center

Develop your goals

- Get advice and resources from a Career Counselor

Develop your job search plan

- Get advice from the Career Center
- UVA Internship Center
- CAVLink

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