HOOS CAREER GUIDE
TIPS, TRICKS, & STRATEGIES
REAL STUDENTS AND INTERNS.
REAL HOUSING.
REAL NYC.

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studenthousing.org
888-466-8056

#StudentLivingEHS
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HELPFUL INFORMATION

UVA CAREER CENTER
The University of Virginia Career Center provides a wide array of programs and services to empower you in taking ownership of your continual career development process. Career programs are a great way to actively explore interests and develop skills to achieve your individual career goals.

SERVICES

CAREER COUNSELING
career.virginia.edu/appointments
Meet with an experienced career counselor in a one-on-one session. Schedule an appointment to explore various majors, clarify career goals, develop an action plan, or enhance search strategies for internships or jobs.

CAREER COMMUNITIES
career.virginia.edu/career-communities
Connect with one or more Career Communities through Handshake to receive information about various fields of interest. Learn more about tailored programs and industry-specific career advising.

WORKSHOPS, PROGRAMS, & CAREER FAIRS
career.virginia.edu/calendar
Expand your knowledge of a wide variety of careers through programs, job and internship fairs, interactive panels, and speakers that will give you personalized help with goal-setting, networking, industry information, resumes, and interviewing.

PRE-HEALTH & PRE-LAW ADVISING
career.virginia.edu/gpsa
Personalized counseling to guide students through the Pre-Health and Pre-Law preparation and application process.

VIRGINIA ALUMNI MENTORING
alumnimentoring.virginia.edu
UVA alumni provide guidance and insight to current students about career options and planning for their future. Visit the website to create an account and register for a mentor today!

INTERNSHIP SUPPORT
career.virginia.edu/internships
Centralized internship resources, connections to experiential learning opportunities, and signature events to connect employers and students.

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 the link above for further information, including policies and procedures.

HANDSHAKE
career.virginia.edu/handshake
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.
**CENTRAL & AFFILIATE OFFICES**

**UVA CAREER CENTER**
career.virginia.edu
careercenter@virginia.edu
Bryant Hall at Scott Stadium (primary office)
Newcomb Hall 170 (satellite location for office hours)
(434) 924-8900

**ALUMNI CAREER SERVICES (ALL SCHOOLS)**
alumni.virginia.edu/careers
alumnicareers@virginia.edu
Alumni Hall
(434) 243-9000

**CURRY SCHOOL OF EDUCATION**
curry.virginia.edu/career-services
Ruffner Hall, Suite 102
(434) 924-0738

**DATA SCIENCE INSTITUTE**
dsi.virginia.edu/career-services
(434) 924-4262

**DEPARTMENT OF ECONOMICS**
economics.virginia.edu/career
econ-eco@virginia.edu
228 Monroe Hall
(434) 924-7677

**FRANK BATTEN SCHOOL OF LEADERSHIP AND PUBLIC POLICY**
batten.virginia.edu/careers
battenschool@virginia.edu
Garrett Hall
(434) 982-2536

**MCINTIRE SCHOOL OF COMMERCE**
commerce.virginia.edu/career-services
Rouss & Robertson Halls, Suite 407
(434) 924-7986

**OFFICE OF GRADUATE AND POSTDOCTORAL AFFAIRS**
gradcareer.virginia.edu
aclobes@virginia.edu
559A New Cabell Hall
(434) 924-1032

**SCHOOL OF ARCHITECTURE**
arch.virginia.edu/career-development
Campbell Hall
(434) 924-3715

**SCHOOL OF ENGINEERING AND APPLIED SCIENCES**
seas.virginia.edu/admin/careerdev
engineeringcareers@virginia.edu
Thornton Hall, Room A115
(434) 924-3050
EXPLORATION

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. Use the following pages to start exploring your options.

CHOOSING A MAJOR

Some students think that choosing a major means choosing a job. Although a handful of jobs require specific majors, most careers can be reached through countless different majors.

Most college majors do not offer specific preparation for a single type of work. In a survey of UVA Arts & Sciences graduates, only 27% reported a direct connection between their undergraduate major and their current career.

Your choice of a major is only one factor in determining your future job prospects and career path. Your grades, electives, activities, experiences, and skills often tell employers more about you than your major does.

What can you do to choose a major that you enjoy?

• **Identify Your Interests**: You’ll excel the most in a major that interests you.
• **Explore Your Values**: Reflect on topics that are important to you.
• **Acknowledge Your Abilities**: Build on your strengths with just enough challenge to keep growing.
• **Know the Requirements**: Review the requirements for the major to see if it fits with your timeline.
• **Clarify the Career Connection**: Research career interests and their related majors.
• **Talk to People in the Know**: Talk to faculty, recent graduates, and professionals.

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MAJOR MATCH QUIZ

The following job titles are actual jobs that recent graduates pursued as their first destination after UVA. Review the list and match each job title to one academic major.

**MAJORS**

| (A) Anthropology          | (I) Government       |
| (B) Art History           | (J) History          |
| (C) Biology               | (K) Math             |
| (D) Chemistry             | (L) Music            |
| (E) Economics             | (M) Psychology       |
| (F) English               | (N) Religious Studies|
| (G) Environmental Sciences| (O) Sociology        |
| (H) Foreign Affairs       | (P) Spanish          |

**JOB TITLES**

1. ___ Scientific & Educational Programs Assistant, American Society of Clinical Oncology
2. ___ Copy Editor, Apex Learning
3. ___ Children’s Book Sales Rep., Bendon Publishing
4. ___ Arts Instructor, Birmingham Museum of Art
5. ___ Annual Giving Officer, Corcoran Gallery of Art
6. ___ Office Manager, Department of Treasury
7. ___ Sound Assistant, Heritage Reparatory Theater
8. ___ Accountant, K Line American, Inc.
9. ___ Clinical Research Coordinator, Metropolitan Liver & GI Center
10. ___ Mortgage Management Trainee, NVR/Ryan Homes
11. ___ Children’s Counselor, Rock Springs Ranch
12. ___ Junior Environmental Analyst, SRA International
13. ___ IT Consultant, Strategic Analysis, Inc.
14. ___ 7th Grade Science Teacher, The Field School
15. ___ Publicity Operations Intern for US Open, US Tennis Association
16. ___ Reporter, WVIR-TV
YOUR INTERESTS

The Strong Interest Inventory is an assessment to identify your interests while connecting that information to potential majors and careers. It compares your preferences to those of people in various careers, suggesting similar career matches so you can see what types of work you might enjoy most. Interests and work fall into six broad categories.

DIRECTIONS

1. Read about each of the six groups of people listed below the hexagon.
2. Circle the three groups or types of people you would most enjoy talking to and spending time with.

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

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

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

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

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

We’re looking for a new breed of talent—because this is not your typical financial institution

Join us in creating products that reimagine what money can be. Apply for our open roles on Handshake.

Visit us on campus and learn more about our internships and full-time roles for Hoos.

September 13
Commerce Career Day

September 14
Fall Finance Night

September 25
Full Time Interviews

October 10
Summer Analyst Interviews

mizuhocareers.com | A Mizuho Financial Group Company
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 as well as serve as a blueprint for future decision making.

DIRECTIONS

1. Take the Life Values Inventory on lifevaluesinventory.org.
2. Record your scores below.
3. Check out majors and careers that link to your values!

YOUR LIFE VALUES INVENTORY SCORE

<table>
<thead>
<tr>
<th>SCORE</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Achievement</td>
</tr>
<tr>
<td></td>
<td>It is important to be challenged and to work hard to improve.</td>
</tr>
<tr>
<td></td>
<td>Belonging</td>
</tr>
<tr>
<td></td>
<td>It is important to be accepted by others and to feel included.</td>
</tr>
<tr>
<td></td>
<td>Concern for Environment</td>
</tr>
<tr>
<td></td>
<td>It is important to protect and preserve the environment.</td>
</tr>
<tr>
<td></td>
<td>Concern for Others</td>
</tr>
<tr>
<td></td>
<td>The well-being of others and helping others are important.</td>
</tr>
<tr>
<td></td>
<td>Creativity</td>
</tr>
<tr>
<td></td>
<td>It is important to have new ideas, create new things, or be creatively expressive.</td>
</tr>
<tr>
<td></td>
<td>Financial Prosperity</td>
</tr>
<tr>
<td></td>
<td>It is important to be financially successful.</td>
</tr>
<tr>
<td></td>
<td>Health &amp; Activity</td>
</tr>
<tr>
<td></td>
<td>It is important to be healthy and physically active.</td>
</tr>
<tr>
<td></td>
<td>Humility</td>
</tr>
<tr>
<td></td>
<td>It is important to be humble and modest about my accomplishments.</td>
</tr>
<tr>
<td></td>
<td>Independence</td>
</tr>
<tr>
<td></td>
<td>It is important to have a sense of autonomy with my decisions and actions.</td>
</tr>
<tr>
<td></td>
<td>Interdependence</td>
</tr>
<tr>
<td></td>
<td>It is important to follow the expectations of my family, social group, team, or organization.</td>
</tr>
<tr>
<td></td>
<td>Objective Analysis</td>
</tr>
<tr>
<td></td>
<td>It is important to use logical principles to understand and solve problems.</td>
</tr>
<tr>
<td></td>
<td>Privacy</td>
</tr>
<tr>
<td></td>
<td>It is important to have time alone.</td>
</tr>
<tr>
<td></td>
<td>Responsibility</td>
</tr>
<tr>
<td></td>
<td>It is important to be responsible and trustworthy.</td>
</tr>
<tr>
<td></td>
<td>Spirituality</td>
</tr>
<tr>
<td></td>
<td>It is important to have spiritual beliefs that reflect being.</td>
</tr>
</tbody>
</table>

VALUES CARD SORT

To learn more about how your personal values relate to your career goals, meet with a counselor to complete the Values Card Sort activity.

ANALYZING WORK PREFERENCES

Learn more about how your interests, values, and skills relate to your work preferences and goals by making an appointment with a career counselor at career.virginia.edu/handshake!
YOUR SKILLS

Your skills are activities you do well that are either learned (e.g. basketball) or innate (e.g. coordination) and can be developed through numerous majors and experiences.

Look through the following skill families and check any that you have demonstrated. Then, circle words or phrases meaningful to you.

ADMINISTRATIVE/MANAGERIAL

☐ Managing
  Being responsible for the work of others; having responsibility for the processing of information or data; guiding the activities of a team; having responsibility for meeting the objectives of an organization or department

☐ Organizing
  Bringing people together for certain tasks; gathering information and arranging it in interpretable form; arranging political activity; rousing the public to action

☐ Delegating
  Distributing tasks to others; giving responsibility to others on a work team

☐ Administering
  Following specific specifications to produce a product or process, activity, test, pamphlet, etc.

☐ Deciding
  Making decisions about the use of money, making decisions involving others, making decisions about alternative courses of action

☐ Timing
  Organizing time efficiently so that many tasks are completed in a time period

☐ Coordinating
  Arranging numerous events involving different people, great quantities of information, activities in different locations, events in time sequence

☐ Supervising
  Directly overseeing the work of others; overseeing a building, set of apartments, etc.

INTERPERSONAL SKILLS

☐ Rehabilitating
  Helping people to resume use of physical limbs; working with people with disabilities through non-physical media, such as art, music, etc.

☐ Meeting the Public
  Acting as receptionist, giving tours, greeting; being a public representative of an organization; selling products in a public place; polling the public

☐ Mediating
  Being a peacemaker between conflicting parties; acting as liaison between competing interests

☐ Recruiting
  Attempting to acquire the services or support of other people

☐ Serving
  Providing a service to an individual, serving a product to individuals

☐ Advising
  Giving counsel to others

☐ Coaching
  Guiding the activities of an athletic team, tutoring

☐ Negotiating
  Between individuals or groups in conflict

☐ Committee Working
  Attaining objectives through committee processes, creating and implementing committee structures

☐ Confronting Issues
  Obtaining decisions from reluctant others, giving bad news to others, resolving personal conflicts with others

☐ Group Facilitating
  Facilitating the positive interaction of members of a group; specific facilitation involving therapy

☐ Managing Complaints
  From customers, from citizens to government agencies, from parents of students, etc.

☐ Teaching
  In school or college classrooms; individuals to perform certain tasks; tutoring

COMMUNICATION SKILLS

☐ Remembering
  Large quantities of information, names, faces, places, long sequences of events or instruction

☐ Motivating
  Others for peak physical performances; others for psychological efforts, helping others overcome their inertia

☐ Politicking
  Generating support for one’s ideas, generating financial support for an organization or project, attempting to influence policy

☐ Explaining
  Making ideas clear to others; justifying one’s actions to others

☐ Fundraising
  Procuring money on a person-to-person basis, such as door-to-door collecting for charity; or from large foundations, organizations; or for political candidates; or through sale of products and services; or through advertising

☐ Reading
  Large amounts of material quickly; reviewing written materials with great care

☐ Writing
  Copywriting for sales, creative writing, prose, poetry, expository writing, essays, reports, research papers

☐ Proposal Writing
  Creating documents for funding; for revising organizational operations

☐ Editing
  Newspaper, magazine pieces, manuscripts

☐ Rewriting
  Technical language into popular form, revising articles or manuscripts

☐ Interviewing
  Evaluating people orally for specific purpose, obtaining information from others

☐ Corresponding
  Answering inquiries by mail, initiating letters with others, soliciting information by direct mail

☐ Speaking
  Publicly to an audience, individually to many people, on radio or television

☐ Selling
  Persuading others to adopt ideas, products, or policies

☐ Listening
  To extended conversations between others; to extended conversations from one person in order to help him/her
**5 TOP SKILLS EMPLOYERS LOOK FOR**

- **Teamwork**
- **Problem-Solving Skills**
- **Written Communication**
- **Strong Work Ethic**
- **Verbal Communication**

Source: Job Outlook 2016, National Association of Colleges and Employers

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**NUMERICAL/ANALYTICAL**

- **Measuring**
  Obtaining accurate scientific measurements, creating surveys
- **Calculating**
  Performing mathematical computations, assessing the risks of an activity that is contemplated
- ** Updating**
  Keeping a file of information up-to-date; completing records; acquiring information on an old topic
- **Budgeting**
  Outlining the costs of a project; assuring that spending will not exceed available funds; using money efficiently, accounting for expenditures
- **Developing Mathematical Models**
  For scientific phenomena; for behavioral phenomena; for economic phenomena
- **Working with Precision**
  With numerical data; in time and space situations calling for little error
- **Auditing**
  Assessing the financial status of an organization or program
- **Record Keeping**
  Orderly keeping of numerical data records; keeping log of sequential information; creating and maintaining files; keeping clear and accurate financial records

**DESIGN/PLANNING SKILLS**

- **Imagining**
  New ways of dealing with old problems; theoretical relationships; artistic ideas or perspectives
- **Anticipating**
  Staying one step ahead of moods of the public; being able to sense what will be fashionable in consumer goods; expecting a problem before it develops, seeing the first signs
- **Handling Detail Work**
  Doing numerous small tasks within a short period of time; making sure small details are not left unattended
- **Initiating**
  New ideas, ways of doing things, new approaches; new ways of solving mechanical problems; personal contacts with strangers
- **Dealing with Unknowns**
  Making decisions based upon severely limited information; making hypotheses about phenomena virtually unknown; guesstimating
- **Making Layouts**
  For printed media, newspapers, etc. or for public displays, as in posters
- **Sketching**
  Pictures of things, people, diagrams, designs
- **Predicting**
  Forecasting physical phenomena, outcomes of social interaction, outcomes of contests
- **Designing**
  Interiors of rooms, buildings, plans involving processing of information
- **Displaying**
  Ideas in an artistic form, pictures for public display, products in store windows, etc.
- **Synthesizing/Conceptualizing**
  Parts of a system into a whole; non-observable physical phenomena; ideas from surface events

**INVESTIGATIVE/RESEARCH**

- **Researching**
  Extracting information from library, people, physical observations, the internet
- **Analyzing**
  Quantitative data, physical or scientific data, human/social situations
- **Investigating**
  Seeking information which individuals may attempt to keep secret, seeking the underlying causes for a problem
- **Interpreting**
  Other languages, obscure phrases or passages in English, meaning associated with statistical data
- **Compiling**
  Gathering numerical, statistical data, accumulating facts in a given topic area
- **Reviewing**
  Reassessing the effects of a program, the performance of an individual, evaluating a book, movie, etc.
- **Evaluating**
  Assessing a program to determine its success in meeting its objectives, judging the performance of an individual
- **Inspecting**
  Physical objects to meet standards, people to determine criteria or detect information
- **Appraising**
  Evaluating programs or services, judging the value of something, evaluating performance of individuals
- **Classifying**
  Sorting information into categories, deciding about placement of people into programs

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**MANUAL/PHYSICAL**

- **Assembling**
  Technical apparatus or equipment
- **Using Instruments**
  Of a scientific nature, or a medical nature, related to motion, transportation
- **Repairing**
  Mechanical devices, equipment, furniture, etc.
- **Constructing**
  Mechanical apparatus, physical objects
- **Operating**
  Scientific equipment, mechanical devices, vehicles, electronic data equipment, etc.
- **Moving with Dexterity**
  Being able to move athletically, with speed and grace
NOW WHAT?

After taking a closer look at your interests, values, and skills, you now have information to help you explore potential majors and career options.

Here’s an example of the type of conclusions you might draw from these exercises:

“I seek opportunities in which communicating both verbally and in writing is central. Specifically, I’m good at compiling information from a variety of sources into a final report form. I am better at writing factual rather than persuasive material. I enjoy explaining information to individuals or small groups. My organizing skills evident in preparing reports are also demonstrated in my ability to coordinate people and resources to complete a project. In addition to these primary skill areas, I am good at budgeting my time, setting priorities and attending to details.”

DIRECTIONS

Try writing your own paragraph, synthesizing your interests, values, and abilities into a personal narrative and potential career path/job description. Talk about the interests you’d like to focus on, skills you’d like to use, and values you need to consider.

**Bonus:** Try using this information to develop your “personal pitch” (pg 56) that will be helpful for you once you begin connecting with others to market your unique set of skills and abilities.
# Know Your Options

Once you’ve determined what’s meaningful for you, start to research and develop a list of majors and/or potential career paths that might be a fit using the following resources. This is not a comprehensive list, but a starting point to organize your thoughts and ideas.

## UVA Majors/Courses By Theme

### Social
- African American & African Studies
- Anthropology
- Asian Pacific American Studies
- East Asian Studies
- Jewish Studies
- Nursing
- Kinesiology
- Psychology
- Religious Studies
- Sociology
- South Asian Studies
- Speech Pathology & Audiology
- Teacher Education
- Women, Gender & Sexuality
- Youth & Social Innovation

### Investigative
- Anatomy & Physiology
- Anthropology
- Astronomy
- Biological and Physical Sciences
- Biophysics
- Chemistry
- Economics
- Engineering (Aerospace, Biomedical, Systems)
- Environmental Science
- Genetics
- Linguistics
- Mathematics
- Medical Technology
- Physics

### Artistic
- Architecture
- Art History
- Classics
- Comparative Literature
- Drama
- English
- Foreign Languages
- Media Studies
- Medieval Studies
- Music
- Physics
- Studio Art
- Urban & Environmental Planning

### Conventional
- Accounting
- Computer Science
- Finance
- Economics (Financial concentration)
- Information Technology
- Mathematics
- Statistics

### Enterprising
- Commerce (Marketing, Management concentrations)
- Global Development Studies
- Political Philosophy, Policy, and Law
- Politics
- Public Policy and Leadership

### Realistic
- Architecture
- Computer Science
- Engineering (Civil, Electrical, Mechanical)
- Engineering Science
- Nursing
- Physics
- Statistics
- Studio Art

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### Majors Card Sorting

Discover potential majors at the Career Center with our major card sort activity. Schedule an appointment at career.virginia.edu/handshake!

### Association Dean Advising

Meet with your Association Dean to learn more about course requirements and potential majors: college.as.virginia.edu/association-deans

### Directors of Undergraduate Programs

Each major in the College is overseen by a Director of the Undergraduate Program. You can ask these faculty questions about courses and declaring a major in their department: college.as.virginia.edu/ugrad-directors
RESOURCES

CONNECT WITH A CAREER COMMUNITY
career.virginia.edu/career-communities

Career communities are organized by industry, not major, and provide an opportunity to explore various career paths. Joining one, or more, communities gives you access to tailored industry resources and programs along with the opportunity to connect with employers and alumni relevant to your career interests.

Connecting with one or more communities will also give you access to an email newsletter with information on upcoming programs and events, career advice, and jobs and internships—all specific to your field of interest. Connect with communities by updating your Handshake career interests!

CAREER COMMUNITIES

- Business
- Creative Arts, Media, & Design
- Education, Counseling, & Youth Development
- Engineering, Science, & Technology
- Healthcare
- Public Service & Government
- Exploration Community

HANDSHAKE INDUSTRIES

Complete your Handshake profile by answering a few questions about yourself and your career interests to receive tailored recommendations for Career Center events and programs, and job postings you’re actually interested in! Career.virginia.edu/handshake

INDUSTRY RESOURCES

Learn about different career paths by reviewing various occupation descriptions on O*Net or download industry Guides on Vault—both available through Handshake. Career.virginia.edu/handshake

VIRGINIA ALUMNI MENTORING

alumnimentoring.virginia.edu

Find a mentor through Virginia Alumni Mentoring, a program that connects motivated and career-focused students with alumni who have volunteered to provide insights about the process of choosing and starting a career in their specific field.

What is a Mentor?

A mentor provides a mentee with a taste of the real world in the career they are pursuing and the knowledge of what it takes to get there.

Benefits of Having a Mentor

- In-depth knowledge about a specific industry or career field
- Improved communication skills and confidence
- Resume and cover letter feedback
- Regular opportunities to discuss career issues in a safe environment

I found my dream mentor through Virginia Alumni Mentoring!

My mentor gave me specific ways to achieve my goals and is encouraging me to contact career organizations related to my field. Thanks to him, my LinkedIn page and activities are now much more focused and marketable. At my mentor’s recommendation, I will soon submit some of my own work for publication!

Now that I have experienced the value of a match first-hand, I would never want to go through college without a mentor.

VAM Mentee
GAIN EXPERIENCE

Getting involved and gaining experience are some of the best ways to test out a particular career.

STUDENT ORGANIZATIONS AND CIOS

Student organizations are a great way to explore career-related interests and develop transferable skills. Investigate student organizations and speak with upperclassmen about their experiences in leadership.

VOLUNTEER & SERVICE LEARNING

Service learning offers students immediate opportunities to apply classroom learning to support or enhance the work of local agencies that effect positive change in the community.

Volunteer opportunities are a great way to enhance your resume, provide you with transferable skills, and guide you on your career path.

PART-TIME JOBS

Student employment and part-time jobs offer you exposure to different organizations, work cultures, and functional roles. Students who work summer jobs or part-time jobs during the academic year develop strong transferable skills that can be used in internships and professional positions.

INTERNSHIPS/EXTERNSHIPS

Internships are pre-professional work experiences that allow you to explore careers and gain practical skills and knowledge in a specific career field. Internships can be paid or unpaid, for academic credit or no credit, and can take place during the semester or summer. While internships can be pursued in your first or second year, many industries trend toward hiring third-year students due to their greater depth of coursework in a major and experience.

Externships are short-term job shadowing experiences (usually one week), most commonly initiated by students, and are unpaid and not for academic credit.

ACADEMIC COURSEWORK/RESEARCH

One of the easiest ways to test out career interests is through taking a variety of courses to fill your electives your first few semesters. Gaining experience conducting research with a faculty member may also help to establish professional connections and exposure to new academic environments.
EXPLORATION
WHAT’S YOUR PLAN?

SAMPLE ACTIVITIES

• Speak with a Career Counselor by making an appointment or dropping by during office hours in Newcomb Hall
• Complete a career assessment like the Strong Interest Inventory, Myers-Briggs Type Inventory (MBTI), and/or FOCUS 2
• Conduct an informational interview
• Connect with a Career Community through Handshake
• Use Handshake to explore internship opportunities
• Connect with a Virginia Alumni Mentor
• Get involved with a student organization/CIO on Grounds

YOUR PLAN

List 3 goals and associated activities in order of priority.

YOUR GOALS

1

2

3

YOUR ACTIVITIES

PRIORITY

RESOURCES

Brainstorm some resources available to you.
BUILDING MATERIALS

Well developed professional materials will open the door for you to meet and interview with employers, network with alumni, apply for competitive majors, and more.

Professional materials include:

- Resume
- Cover letter
- References page
- Thank you letter
- LinkedIn profile
- Portfolio
- Writing sample
- Letters to accept/decline an offer

Your resume and cover letter are the primary tools you will use to market your skills, abilities, and experiences to employers.

Your professional identity includes your online branding presence on platforms such as LinkedIn, Twitter, Facebook, and Instagram.
RESUMES

A resume is the first impression that a potential employer will have of you. Present your background and skills in a way that captures their attention with these tips.

HEADING
- Name
- Address (permanent and/or temporary)
- Telephone and Email
  - [Optional] E-portfolio, professional blog, LinkedIn

EDUCATION
In reverse-chronological order, this section includes the schools you have attended, dates of graduation or dates of attendance, and degrees sought or completed. Including your GPA is optional—you should feel comfortable including if it is a 3.0 or higher. Other information that might be included: related coursework, scholarships and honors, special projects, certifications, and study abroad.

EXPERIENCE
This section includes work, volunteering, extracurricular activities, research or field experiences. List in reverse chronological order and include the following information for each experience entry:
- Job title or Role
- Company/Organization Name
- Location (city and state OR country)
- Month and year of employment/service

Descriptions should detail level of responsibility, breadth of exposure and acquired skills. Possible headings include:
- Related Experience
- Leadership
- Volunteer Experience
- Involvement
- Research
- Relevant Course Projects

Focus on what you want employers to notice first—they will read top to bottom, so make sure the sections most relevant come at the top of the page after your education.

SKILLS
This section can include information about specific proficiencies you may have, including computer or technical skills, languages, and more.

---

**Jacqueline Garvey**

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>Jacqueline Garvey</th>
<th>School Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 East Street, Kannapolis, NC 28083</td>
<td><a href="mailto:jge42f@virginia.edu">jge42f@virginia.edu</a></td>
<td>Brandon Avenue, Charlottesville, VA 22903</td>
</tr>
</tbody>
</table>

**Education**

<table>
<thead>
<tr>
<th>University of Virginia, Charlottesville, VA</th>
<th>University of Virginia in Valencia, Valencia, Spain</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A., Spanish Literature &amp; Culture, May 2017</td>
<td>Spanish Immersion Program, Summer 2015</td>
</tr>
</tbody>
</table>

**Retail & Marketing Experience**

*Elevated Associate, Limited Brands: Victoria’s Secret, Charlottesville, VA, August 2014-May 2015*
- Met and consistently exceeded daily, monthly and quarterly 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 2014-May 2014*
- Procured alumni donations for University funds
- Efficiently catalogued and validated alumni contact information
- Tailored specific marketing to clients based on demographic

**Leadership Experience**

*Donnie Fontaine, Dean of UVA School of Nursing, Charlottesville, VA* August 2015 – present

- **Dean Leadership Intern**
  - Foster an environment of inclusion and security for underserved and underrepresented student populations in the School of Nursing
  - Discuss, plan, and execute plans on improving inclusion and diversity in the nursing school

*Career Peer Educator, University of Virginia Career Center* August 2015 – present

- **Executive Member of Administration (2016 – present)**
  - Trained on various topics concerning career development (resume, LinkedIn, self marketing, etc.) to work individually with students on their personal branding
  - Deliver career development workshops to audiences of students in large and small group settings
  - Provide customer service to students entering the Career Center for career development guidance

**EXPERIENCE**

*Women’s Rowing Team, UVA* Fall 2011-Present

- **Contributed to team’s 2012 NCAA championship win**
- **Achieved 100% attendance at practices and contests for 2 consecutive years**
- **Provided informational tours of university grounds and athletic facilities to prospective student-athletes and their parents which led to successful recruitment of 4 rowers**
- **Attend programs on topics such as sports betting, alcohol abuse prevention and substance abuse conduct**

**Skills**

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

More information: career.virginia.edu/resumes

RESUME STYLE
In a chronological resume, items are arranged in reverse-chronological order within topic areas (education, experience, etc.). If you have experience that is relevant to a specific industry or job, you can divide your experience into two blocks: “Related Experience” (or “Teaching Experience” for example) and “Additional Experience.” This is the style most commonly recommended for undergraduate students by the Career Center.

BULLETS OR PARAGRAPHS?
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.

So how do you choose? Knowing that employers tend to review resumes quickly, the bullet format is typically recommended. If you are uncertain of which format to choose, feel free to ask a Career Counselor.

RESUME CONTENT
Whether using a bullet or paragraph format, make sure to:
- Use strong action verbs.
- Use the minimum number of words to convey meaning.
- List your most impressive descriptions or skills first within each entry.
- If possible, quantify your experiences.
  - Examples: how many people attended an event, how much money was raised, how many hours were worked/volunteered

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

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. over 10 lines).
- Keep it to 1 page. As a general rule, one page is the recommended length for undergraduates. This may vary if you have a graduate degree or extensive experience.
- Keep margins wide (typically between ½” - 1”) and even.

FONTS
- 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. Boldface and italics are better ways to highlight job titles or names of organizations. Underlining is only acceptable for headings.
- Don’t compress the space between letters; you want your resume to be readable!

VISUALS
- Avoid color, graphics, and shading. If you use lines to divide sections, put at least ¼” of white space around them.
- Don’t fold or staple your resume.

BUILDING BETTER BULLET POINTS
When writing bullet points for your resume, remember to go beyond the “duties” of what was involved with your role.

Try using the “5 W and H” questions to help you brainstorm what to include:
- Who? Who did your job help?
- What? What did you actually do? What was the result of your actions?
- Where? Where did your experience take place?
- When? When did this happen?
- Why? Why did your experience matter? What was the overall impact?
- How? How did you do your work? How does your experience relate to what you’re applying to?

Consider the following formula when writing out your bullet point:
  Skill (powerful verb) + What you did (job/responsibility) + Results/Outcome (how/why)

Ex: Procured (Skill) donations for University funds (What you did) from 25+ alumni (results)
## RESUME WORKSHEET

### START HERE

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

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>YOUR ANSWERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe the type of job/career field you are considering/seeking.</td>
<td>1</td>
</tr>
<tr>
<td>2. Describe the types of organizations to which you will be sending this resume.</td>
<td>2</td>
</tr>
<tr>
<td>3. List previous or current classes that relate specifically to the type of job/career field you are seeking.</td>
<td>3</td>
</tr>
</tbody>
</table>
**TIP: LEAVE HIGH SCHOOL BEHIND!**

Third and fourth year students are generally advised against including 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 with a Career Counselor.

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>YOUR ANSWERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 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.</td>
<td>4</td>
</tr>
<tr>
<td>5 List any additional educational endeavors such as study abroad experiences, special programs, independent studies, minors, double majors, etc.</td>
<td>5</td>
</tr>
<tr>
<td>6 List the skills you possess that will help you in this particular position and career field. Unsure? Go back to pg 10 to identify your skills.</td>
<td>5</td>
</tr>
</tbody>
</table>

TIP: LEAVE HIGH SCHOOL BEHIND!
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### RESUME ACTION WORDS

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

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

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

#### MANAGERIAL
- administer
- account for
- analyze
- appoint
- approve
- assign
- assume
- attain
- chair
- choose
- contract
- consolidate
- consult
- decide
- delegate
- determine
- develop
- devote
- direct
- dispatch
- dispense
- employ
- evaluate
- execute
- formulate
- handle
- head
- hire
- leverage
- manage
- maintain
- orchestrate
- order
- organize
- oversee
- plan
- perfect
- preserve
- prioritize
- produce
- propose
- protect
- realize
- recommend
- recruit
- regulate
- review
- revitalize
- reward
- save
- set goals
- schedule
- supervise
- terminate
- unify
- withdraw
### RESEARCH
- account for
- adjust
- administer
- allocate
- analyze
- acquire
- amplify
- analyze
- calculate
- chart
- clarify
- collect
- compare
- conduct
- critique
- diagnose
- design
- determine
- disprove
- evaluate
- examine
- extract
- formulate
- identify
- inspect
- interpret
- interview
- investigate
- locate
- modify
- organize
- process
- review
- research
- study
- summarize
- survey
- systematize
- test
- troubleshoot

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

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

### FINANCIAL
- account for
- adjust
- administer
- allocate
- analyze
- appraise
- audit
- balance
- buy
- budget
- calculate
- compute
- control
- develop
- estimate
- finance
- forecast
- manage
- market
- monitor
- plan
- procure
- project
- purchase
- reconcile
- survey
- systematize
- test
- troubleshoot
BRIANNA ROBINSON

akr2hb@virginia.edu  |  434.516.9999

EDUCATION

University of Virginia, College of Arts & Sciences, Charlottesville, VA  
B.A. Expected May 2020  
Business-related coursework: Introduction to Business, Microeconomics, Macroeconomics, Statistics  
Current GPA: 3.28

LEADERSHIP & SERVICE

Member, Student Entrepreneurs for Economic Development (SEED), UVA  
September 2016-present  
- Provide free consulting services to small, start-up NGOs and social entrepreneurs  
- 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

Member, Global Development Organization, UVA  
September 2016-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 2013-July 2014  
- 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 2012-May 2016  
- 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 Center, Charlottesville, VA  
August 2016-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 2014-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

TIP: UNDECLARED MAJORS

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.

CAREER ESSENTIALS: LEADERSHIP

Include previous experiences that emphasize your interpersonal and management skills to communicate your leadership potential.
EDUCATION
University of Virginia, College of Arts & Sciences, Charlottesville, VA (B.A. expected May 2017) 2013-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 2014-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 2013-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 2015
- Guided students through the filmmaking process as they created their own projects.

Summer Programs Instructor (Fredericksburg Parks & Recreation, Fredericksburg, VA) Summer 2013-14
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 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

CAREER ESSENTIALS: COMMUNICATION
Include experiences that emphasize your ability to articulate your thoughts and ideas clearly in both written and oral forms to various audiences.
SARAH SMITH

Permanent Address
123 Elm Avenue
Roanoke, Virginia 24002

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 2018

Relevant courses: Cell Biology, Biochemistry, Microbiology

CLINICAL EXPERIENCE

University of Virginia Hospital, Charlottesville, Virginia
Volunteer, Renal Dialysis Center September 2016-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 2014-May 2016
• 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 2016-August 2016
• 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 2015-August 2015
• 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 2015-January 2016
• 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 2015
• 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


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. Visit career.virginia.edu/prehealth for more details.

CAREER ESSENTIALS: PROBLEM-SOLVING
Highlight roles where you have demonstrated your ability to obtain, interpret, and use data to analyze and overcome various challenges.
Corey D. Lucyshyn
cdl6t@virginia.edu
434-900-6000

Education

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

Northern Virginia Community College Woodbridge, VA
Associate of Science in Business Administration
GPA: 3.8/4.0
• Nominated for 3 selective scholarships

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

Work Experience

Office Automation Clerk
• 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
Personal Attendant
• 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 August 2016 – Present
Resident Advisor
• 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 2016 – 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 2016 – 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 2017

CAREER ESSENTIALS: PROFESSIONALISM
Relevant experience can include work in any environment where you have demonstrated professionalism, ethical behavior, integrity, and personal accountability.
MARCOS SILVA

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

Permanent Address: 12.100 St. Germain-en Laye, France

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 2017
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
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, 2015-2016
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 2015
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
SUR Magazine. President, 2016-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, 2014-present
Attend weekly meetings with presidents of Latino organizations at UVA. 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, 2014-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 Center (UCC). Career Peer Educator, 2014-present
Assist students with books, online programs and job search engines. Participate in informative panels about resources available at UCC. Run resume workshops with other interns and coordinate UCC Open Houses for students. Wrote a book review that was posted on the UCC website. Recipient of C.E.O. Level Award, the highest award granted to interns for outstanding performance, November 2015.

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.

TIP: INTERNATIONAL RESUMES
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.
Henry Hoover  
1789 Stadium Road | 516-377-2821| hbh3zq@virginia.edu

Education

University of Virginia, Charlottesville, VA, Cumulative GPA: 3.44
  B.S. Systems Engineering, GPA: 3.50
  B.A. Economics, GPA: 3.33

Semester at Sea, study abroad program sponsored by UVA
Summer 2014
  70-day program to 11 countries in North Africa and Europe involving on-board coursework
  and professor-led field trips in port

Skills

- Proficient in: Minitab, LabVIEW, SolidWorks, @RISK Risk Analysis, Arena Simulation, Java,
  MySQL, Microsoft Office, Excel VBA
- Experience with: PHP, HTML, Android, MathCad, R, STATA, AWS

Relevant Coursework

Systems Evaluation — SYS 3034
  • Delivered weekly cases and presentations designed to replicate real-world case work
  • Conducted statistical analysis of MLB baseball teams and players in order to develop drafting
    methods to improve team success, placed 1st out of 10 teams in simulated draft
  • Created consultation for APT case. Analyzed the sensitivity of a proposed price increase across
    ~400 stores, using Microsoft Excel to calculate elasticity of demand and find optimal price, and
    Minitab to verify statistical significance of results

Human Machine Interface — SYS 3023
  • Developed design requirements and constraints through proper task and user analysis
  • Created user interfaces adhering to Nielsen’s principles of graphical design

Data and Information Engineering — SYS 2202
  • Utilized Amazon Web Services and MySQL to program an online database to predict outcomes of
    NFL matchups based on results from the prior season

Leadership Across Disciplines — COMM 2600
  • Studied traits from real-world strong and weak leaders with the goal of developing into an
    effective leader
  • Proactively applied these lessons to own leadership experiences across campus

Relevant Experience

Siemens Healthcare Diagnostics, Newark, DE, Product Engineering Intern
Summer 2016
  • Developed Excel Macros to reduce time spent aggregating and analyzing data by over 95%
  • Built an automated gripping and carrying mechanism in order to test the effectiveness of different
    types of gripper designs, using SolidWorks to design and NI LabView to program
  • Trained full time employees on how to use test fixture and Excel programs in order to allow work
    to continue after the end of the summer

Siemens Healthcare Diagnostics, Newark, DE, Systems Engineering Intern
Summer 2014
  • Reduced subsystem failure rate by 45% by improving electro-mechanical control software.
  • Improved reliability of machine functions using Design for Six Sigma (DFSS) analytical techniques
  • Led projects from the initial planning stages through data collection, analysis, and implementation

CAREER ESSENTIALS: TECHNOLOGY SKILLS

To better emphasize personal technology skills on your resume, consider including an example for how you applied this skill to solve a problem.
Michael McDaniel
Charlottesville, VA
(540) 718-9443
michaelmcDaniel@gmail.com

EDUCATION
University of Virginia, Charlottesville, VA  August 2016
Bachelors of Arts, Double Major: Economics and Linguistics GPA: 3.06
Maintaining full time employment and course load
Relevant Coursework: Intro to Econometrics, Intermediate Microeconomics, Intermediate Macroeconomics, Antitrust Policy, Morphology, Linguistic Field Methods

Piedmont Virginia Community College, Charlottesville, VA  December 2013
Associate of Applied Science, Paralegal Studies – General Practice GPA: 3.98
Summa cum laude, Vice Chairman of Student Senate

PROFESSIONAL EXPERIENCE
Collegiate Party Supply Inc.  April 2016 – Present
Operations Associate, Corporate Secretary
• Research legal aspects of corporations regarding contracts, partnership agreements and incorporation process
• Perform market research on product relevance in various locations for focusing expansion efforts
• Schedule board meetings and record minutes at weekly business development meetings
• Responsible for filing corporate documents with the State Corporation Commission
• Manage internal documents such as corporate bylaws, contracts and minutes

The Fitzroy, Charlottesville, VA  May 2016 – Present
Bartender
• Collaborate with team of wait staff in tailoring specific language to efficiently communicate with and deliver customer service to Charlottesville clientele
• Redefine classic cocktail recipes to create unique products that ultimately comprised craft cocktail menu
• Gauge customers’ specific tastes and develop drink recommendations based on general knowledge of flavor profiles
• Develop relationships with new and existing clientele in order to expand business and improve product availability
• Perform a variety of front-of-house positions as needed, filling in gaps common to a rotating staff

Legal Aid Justice Center (LAJC), Charlottesville, VA  Mar. 2014 – Dec. 2015
Legal Intern
• Conducted client interviews, summarized relevant narratives and timelines for staff attorneys
• Created case files in JusticeServer, analyzed relevant documents, and organized into physical office files
• Trained new receptionist in required administrative duties including relevant areas of law intake priorities, respective clinics, and electronic case filing procedures
• Employed LanguageLine during an extensive intake with Tanzanian refugees to translate and record their story and determine most appropriate organization for further assistance
• Performed various research and organizational projects for attorneys and the development team

Paralegal Intern
• Performed legal research in order to update RLS brochures for relevant areas of law
• Summarized closed cases and organized case files into a comprehensible format
• Collected and entered data into Kemp’s Prime Case Management database

SKILLS
Software: JusticeServer (Salesforce), Stata, Westlaw, LexisNexis, Microsoft Excel, PowerPoint, Microsoft Word, Adobe Acrobat Pro

TIP: TRANSFER STUDENTS
Don’t forget to include your previous institutions on your resume. For more transfer student career resources, check out: career.virginia.edu/transfer-support

CAREER ESSENTIALS: CAREER MANAGEMENT
Developing your resume might be your first step in learning to articulate your skills, interests, and strengths relevant to a specific position. Like any other activity, this one becomes easier with lots of practice.
Sydney Taylor
Permanent Address: 207 Munford Street, Louisville, KY 40203
School Address: 15 St. Stephen Ave, Charlottesville, VA 22904
(434) 444-5555 | lmno@virginia.edu
www.linkedin.com/in/staylor

Education
University of Virginia, Charlottesville, VA
B.A., Spanish Literature & Culture, May 2017

University of Virginia in Valencia, Valencia, Spain
Spanish Immersion Program, Summer 2015

Retail & Marketing Experience
- 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 2014-May 2014
- 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 2012-March 2014
- 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 2014-May 2015
- 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 2013-August 2013
- 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 2015-Present
Daycare Services, Westminster Child Care Center, Charlottesville, VA, Fall 2014-Present
Merchandise Crew, Pancakes for Parkinson’s, Charlottesville, VA, Spring 2016
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

CAREER ESSENTIALS: INTERCULTURAL FLUENCY
Demonstrate your value and respect for diverse backgrounds and orientations through emphasizing study abroad experiences, community involvement, and relevant language proficiencies.
FEDERAL RESUMES
Federal resumes use the same information as a typical resume, but includes more depth about your skills, past duties and accomplishments.

On USAjobs.gov, you can: find federal postings, get tips, create a profile, and access the Resume Builder Tool to create a resume like the one below.

Ellen Oscar
1815 Stadium Road | Charlottesville, VA 22902 US
Day Phone: (434) 9236790 | Email: egio@gmail.com

Work Experience:
Habitat for Humanity at UVA
University of Virginia
Charlottesville, VA 22904 United States

08/2015 - Present
Hours per week: 10
Secretary, Member
Duties, Accomplishments and Related Skills:
• Student-run organization at the University of Virginia focused on providing volunteer hours to build homes for low-income families
• As secretary, crafted meeting agendas and took notes for organizational records; maintained clear records using Microsoft Excel and Word
• Participated in a day-long trip to Richmond, VA to learn about the legislative process and advocate on behalf of Habitat for Humanity in the Virginia House of Delegates
• Collaborated on a team of 6 to build 2 homes in the Charlottesville area and traveled to Lynchburg, VA to work on a home in March 2016
• Engaged in timely and clear communication with regional organization, site supervisors, and group leaders and members

Center for Politics at the University of Virginia
Charlottesville, VA 22904 United States

01/2016 - 05/2016
Hours per week: 10
Intern
Duties, Accomplishments and Related Skills:
• Registered new voters as part of the National Campaign for Civic & Political Engagement: made phone calls and brought registration information door to door; engaged potential voters in conversation and presented information clearly; personally responsible for registering a total of 40 new voters
• Planned and organized events: invited speakers, contacted vendors, maintained excellent communication with team, supervisor, and guests by email and phone
• Created PowerPoint presentations to introduce the work of the Center to classes and campus organizations; reviewed and updated current presentations in consultation with supervisor; gave 3 presentations to 50 students total

Boylan Heights
102 14th St. NW
Charlottesville, VA 22903 United States

08/2014 - 05/2015
Salary: 10.00 USD Per Hour
Hours per week: 10
Host/Server
Duties, Accomplishments and Related Skills:
TIP: KEYWORDS
Use keywords from the job requirements section of the posting to enhance your descriptions.

INTERESTED IN THE PEACE CORPS?
Find sample resumes and tips for applying to the Peace Corps on our website! Visit career.virginia.edu/peace-corps.

• Provided excellent customer service to a diverse clientele in a fast-paced environment
• Communicated clearly with fellow servers, cooks, and supervisor in order to facilitate teamwork and collaboration
• Maintained professionalism and timeliness and completed tasks thoroughly while also a full-time student

**Supervisor:** Ms. Supervisor (434-555-1234)  
**Okay to contact this Supervisor:** Yes

**Education:**  
**University of Virginia** Charlottesville, VA United States  
Bachelor’s Degree 05/2018  
GPA: 3.14 of a maximum 4.0  
**Major:** Foreign Affairs  
**Minor:** Anthropology  
**Relevant Coursework, Licenses and Certifications:**  
Relevant Coursework: Introduction to American Politics; Politics of the Environment; America and War since 1900; Religion, Politics and Conflict, Nationalism, Racism and Multiculturalism

**University of Virginia in Valencia**, Valencia, Spain  
**Relevant Coursework, Licenses and Certifications:**  
Immersive cultural learning experience; lived in a home-stay environment; all coursework completed in Spanish; studied in-depth about Spain’s role in the European Union

**Language Skills:**

<table>
<thead>
<tr>
<th>Language</th>
<th>Spoken</th>
<th>Written</th>
<th>Read</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>Intermediate</td>
<td>Novice</td>
<td>Intermediate</td>
</tr>
</tbody>
</table>

**References:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Employer</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Baker (*)</td>
<td>University of Virginia</td>
<td>Associate Director</td>
<td>434-924-9000</td>
<td><a href="mailto:susanb@virginia.edu">susanb@virginia.edu</a></td>
</tr>
<tr>
<td>Marcus Mason (*)</td>
<td>Center for Politics</td>
<td>Events Manager</td>
<td>434-924-8000</td>
<td><a href="mailto:mmason@virginia.edu">mmason@virginia.edu</a></td>
</tr>
</tbody>
</table>

(*) Indicates professional reference

**Additional Information:**  
**ANTH 2250 Nationalism, Racism, Multiculturalism, Fall 2016**  
• Explored concepts of culture, multiculturalism, race, racism and nationalism; analyzed the influence of these ideas in American society, including by comparison to other cultures throughout the world  
• Conducted 20+ informational interviews of urban community members and analyzed their perceptions of rural communities as it related to race and class  
• Presented findings to class and to the UVA Multicultural Student Center through PowerPoint and data visualization with the goals of educating the UVA community on the attitudes, and stereotypes, urban residents hold toward a specific rural community

**Awards and Skills:** Dean’s List: Fall 2014, Fall 2015, Spring 2016, Proficient with Microsoft Office Products  
Competent in R and SPSS
RESUME CHECKLIST

**HEADING**
- Your Contact information:
  - Your Name
  - Local Address
  - Permanent Address
  - Phone Number
  - Email Address
- Heading matches your cover letter

**EDUCATION**
- University of Virginia
  - Charlottesville, VA
  - Graduation date
  - Degree, Major
  - GPA(s) if 3.0 or above [rounded to second decimal; cumulative and/or major]
  - 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 (OPTIONAL)**
- 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
- UVA vernacular avoided or explained (i.e., Echols Scholar, 4th Year, Grounds)
- Work experiences and/or activities support the objective statement (if included)
- Identified skills gained from each activity and experience
- Enough information is included so employer knows what you actually did
- Dates included but not highlighted
- 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: TRIPLE-CHECK**
Always have at least three people (UVA Career Center staff, faculty, current employer, Alumni Mentor, etc.) proofread your cover letter and resume.
CURRICULUM VITAE (CV)

More information: career.virginia.edu/cv

A curriculum vitae, or CV, is a comprehensive statement of your educational background, teaching and research experience, and other academic qualifications and activities. In academic circles, the CV is the foundation of any application for employment, funding, awards, fellowships, or grants. Some specific fields like international development also require a version of a CV.

RESUME VS. CV

A resume is a snapshot of your qualifications for a particular position or type of work, whereas a CV should present a trajectory of your life as a scholar, teacher, and researcher from the time you began your academic career. If you’re not sure which to use, contact the organization and ask. You can also use Going Global to understand international standards and differences for CVs and Resumes.

<table>
<thead>
<tr>
<th>RESUME</th>
<th>CV</th>
<th>BOTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENGTH</td>
<td>1-2 pages</td>
<td>2-4 pages</td>
</tr>
<tr>
<td>KEY PARTS</td>
<td>Name and contact information, Education, Work Experience</td>
<td>Name and contact information, Areas of interest, Education, Grants/Honors/Awards, Publications and Presentations, Teaching Experience, Work Experience, Research Experience and Professional Memberships, References</td>
</tr>
<tr>
<td>USE</td>
<td>Applying for non-academic jobs and many graduate schools at the Master’s level</td>
<td>Applying for academic jobs and PhD programs or research</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CV TIPS AND EXAMPLES

Additional formatting tips and examples: gradcareer.virginia.edu/sample-app-materials

ELEMENTS

There is no exhaustive list of CV sections. In making your document your own, rely on your judgment and faculty advice.

COMMON CV SECTIONS:

- Contact Information
- Education
- Dissertation Abstract
- Honors and Awards
- Grants
- Professional Licenses/Certifications
- Publications
- Presentations
- Research Experience
- Teaching Experience
- Research Interests
- Teaching Interests/Competencies
- Technical and Specialized Skills
- Related/Other Experience
- Professional Development
- Service (academic, professional, community)
- Affiliations/Memberships
- Foreign Language Abilities/Skills
- Consulting
- References

FORMATTING TIPS

- The title heading "Curriculum Vitae" is commonly used but optional.
- Each page after the first should bear your name and the page number in a header or footer.
- Use an 11- or 12-point font size with 1”-1 ½” margins.
- Use action verbs, measured descriptions, parallel grammar, no first-person pronouns, and little punctuation.
- Keep dates to the right as opposed to listing them first in your sections. The reader’s eye naturally gravitates to the left – you want your biggest selling points there (e.g., your pedigree/school, your job title, etc.).
- Use boldface, italics, and spacing to highlight information, but be consistent and sparing.
- Avoid graphics, shading, and underlining; if you use lines, put at least ¼” of white space around them.
- Make use of white space, even if it lengthens the document somewhat. A CV should prioritize readability over fitting lots of information into a tight space.
- References to electronic materials/web links: Feel free to cite electronic references to articles, portfolios, courses, etc. Personal web pages should be referenced only if all material presented is professional.
- Because CV styles and norms vary from one discipline to another, you should also have your CV reviewed by faculty in your department/field before sending it out.
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. A good cover letter shows enthusiasm, organization, and most importantly, sincere interest in the position.

The Heading
Your name
Local address
Phone number
Email address
[space]
Include date: month/day/year
[space]
Name of a specific person, Title
Address of company
[space]

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. The position description can provide excellent guidance for this section. 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 and confident manner.

Good Example: I think I would be a valuable addition to your organization.
Great Example: 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). Reiterate your interest and contact information and always thank them for their time.
Patrice Camp  
290 Colonnade Dr. Apt 25  
Charlottesville, Virginia 22903  
895-987-6321 or pcamp@virginia.edu

March 25, 2016

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
April 22, 2016

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 (UVA) 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 UVA. I have acquired a sophisticated understanding of urban affairs through my studies. My coursework included site assessment and data collection, application of planning regulations, and the development of recommendations in order to create a neighborhood master plan and transportation plan. Originally from Taiwan, my residence in Germany, France and the United States, as well as my extensive 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

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**CAREER ESSENTIALS: TEAMWORK**

The cover letter provides an opportunity to expand on your ability to build collaborative relationships with colleagues and/or clients of diverse backgrounds, work effectively in a team, and manage conflict.
Wilson Easton Huffman  
983 Culbreth Rd.  
Charlottesville, VA 22903

January 25, 2016

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 Handshake, the University of Virginia’s job database. I graduated in December 2015 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

Wilson Huffman
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
   ☐ Permanent Address
   ☐ Phone Number
   ☐ Email Address
☐ Include date: month/day/year
☐ Company information:
   ☐ Name of specific person (if available)
   ☐ Address of company

PROPER SALUTATION AND CLOSING
☐ Dear [name]:
☐ Sincerely,
☐ Signature (including if letter 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
Used to apply for a specific job.
☐ 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
Used to express interest in possible employment opportunities with a company of interest.
☐ 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: CONTACT INFO
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 online. You can also stop by during open office hours in Newcomb 170.
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. Be sure to include your relationship with the reference.

**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.

**TIP: REFERENCE ETIQUETTE**

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 a given. Use that resume space on more valuable content.
THANK YOU LETTERS

More information: career.virginia.edu/thank-you

A thank you letter should be written after every interview with an employer. Send the letter within a week after the interview. Even 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. Always leave a good impression.

GUIDELINES

A thank you note may be typed or handwritten. Emailing a thank you note is acceptable if you and your employer have already used email for correspondence, or if you are concerned that a handwritten note won’t reach them in a timely manner. The letter should be addressed to the person with whom you had the interview. Check to make sure you have the person’s name and title spelled correctly 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.

STRUCTURE

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.
Social Networking vs. Professional Networking Sites
Social networking sites allow people to join online communities with other people by schools, places of employment, interests, geographical information, etc. Examples include Facebook and Twitter.

Professional networking sites allow people to join online communities used primarily to understand more about your current or desired field and to stay connected with other professionals in a more specialized community. One of the best examples for this type of site is LinkedIn. While similarities exist between social and professional networking sites, a higher level of personal etiquette is expected for networking sites where you may be interacting with potential colleagues and employers.

LINKEDIN
university.linkedin.com/linkedin-for-students
Students have used LinkedIn to:
• Find and contact alumni
• Set up informational interviews
• Research companies prior to an interview
• Learn about and stay current on their chosen industries
• Expand their network by contributing to discussions

Take the First Step
The biggest opportunity new users miss out on with LinkedIn is rushing to put up a profile and not taking the time to create an effective presence before connecting with others.

Take your time in creating a complete profile:
□ Add a profile photo
□ List all the jobs or positions you’ve held, along with descriptions of your roles
□ Add 5 or more skills on your profile
□ Write a summary about yourself, highlighting achievements and interests
□ Fill out your industry and ZIP code
□ Add your school
□ Have 50 or more connections – it’s easier than you think to get connected!

Second Step
Participate in key groups. Explore the UVA Career Networking Community, groups that may be run through your college or department, groups related to your career interests, and the University of Virginia Alumni, Students, and Friends group.

Further customize your profile:
• Courses, Honors and Awards, and Languages
• Organizations
• Projects
• Publications
• Test Scores (certain industries are more interested in this data than others)
• Community Service
• Show samples of your work by uploading them to your profile. LinkedIn allows you to upload written documents, video, and other forms of media to enhance your experience

TIP: PROFESSIONAL PHOTOS
Though your professional headshot options may be limited, you can still focus on taking a photo that represents you at your professional best. Choose professional attire, select a background that does not distract from you, and find a location that provides for good lighting.

TIP: SUMMARIES
Your LinkedIn summary is a place for you to tell the professional story you want about yourself. To get started, consider answering these questions in your profile summary, within the 2000 character limit:
• What am I interested in, professionally?
• What do I aspire to, professionally?
• What are my best skills or experiences that have prepared me for these aspirations?
Look at the summaries of professionals you admire, or some of the examples on LinkedIn University to find a profile summary that matches your personality and lines up with your industry.

TIP: GET CONNECTED!
The first, and easiest, is to search for a person’s name and click the ‘connect’ button. You can also import your email contacts and browse the user directory for potentially interesting contacts. Pay careful attention when importing your email contacts to ensure that you aren’t sending email invites to everyone in your address book, and always personalize your connection messages to reflect some of the following:
• Letting the contact know how they met you or why you would like to be connected
• How you think this relationship would be mutually beneficial
BUILD PROFESSIONAL MATERIALS

WHAT’S YOUR PLAN?

SAMPLE ACTIVITIES
- Write a targeted resume or cover letter
- Meet with a Career Counselor during general office hours to discuss your professional materials
- Create a LinkedIn profile
- Identify potential references

RESOURCES

Brainstorm some resources available to you.

YOUR PLAN
List 3 goals and associated activities in order of priority.

YOUR GOALS

1
2
3

YOUR ACTIVITIES

<table>
<thead>
<tr>
<th>Activities</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BEGIN THE SEARCH PROCESS

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.

TARGET YOUR SEARCH

Focusing on a particular industry, job function, 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 on Handshake, faculty, LinkedIn, and UVA career contacts to zero in on your target. Be curious.
• CareerShift can help you find potential employers. University of Virginia students have exclusive access to CareerShift through Handshake.
• 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.

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 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 (like a specific city or metro area).
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  (NYC and Tysons Corner VA)

+ **Project Managers**  
  (Tysons Corner VA)

+ **Operations**  
  (NYC)

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When the leaders of the world’s largest, fastest-growing companies look for help with their most complex challenges, they call Bain & Company. Today, we are at the top of our field, helping organizations—many of which are brands you’re familiar with—create change.

And we are one of the world’s best companies to work for, offering careers for undergrads and masters, MBAs, advanced degree holders and experienced professionals. Since our radical beginnings as a challenger of the status quo, our formula for success has been simple—create a high-impact, supportive culture where immensely talented people are encouraged to be brilliant at what they do. We'd love to hear from you.
**INDUSTRIES & JOB FUNCTIONS**

Listed below are a variety of industries you may want to consider. This is by no means a comprehensive list and may not include your field of interest. As you consider industries, also consider various job functions and what activities may be involved in particular areas. While this list is organized by the Career Communities at UVA, industries and job functions are not exclusive to these areas.

<table>
<thead>
<tr>
<th>BUSINESS</th>
<th>CREATIVE ARTS, MEDIA, &amp; DESIGN</th>
<th>PUBLIC SERVICE &amp; GOVERNMENT</th>
</tr>
</thead>
</table>
| • Accounting  
• Administrative & Support Services  
• Advertising, Marketing, Public Relations  
• Banking and Financial Services  
• Consulting Services  
• Business Management  
• Event Planning  
• Human Resources  
• Investment Banking  
• Land Development and Real Estate  
• Sales  
• Data Analytics | • Advertising, Marketing, Public Relations  
• Architecture  
• Art  
• Art Education  
• Communications  
• Sports, Parks and Recreation  
• Event Planning  
• Fashion Design  
• Graphic Design  
• Journalism and Writing  
• Media and Publishing  
• Museums, Galleries, Historical Sites  
• Music and Performing Arts  
• Travel/Tourism  
• Digital Production  
• Film/TV | • Defense Contractor  
• Policies and Management  
• Government (state, local, federal, tribal)  
• International Affairs  
• Law Enforcement  
• Legal Services  
• Military Service  
• Non-Government Organizations  
• Non-Profit, Advocacy, Civic Organizations  
• Politics, Public Policy, Activism  
• Disaster Preparedness and Relief  
• Research  
• Security and Intelligence |

<table>
<thead>
<tr>
<th>EDUCATION, COUNSELING, &amp; YOUTH DEVELOPMENT</th>
<th>ENGINEERING, SCIENCE, &amp; TECHNOLOGY</th>
<th>HEALTHCARE</th>
</tr>
</thead>
</table>
| • Adult and Vocational Education  
• Art Education  
• Career and Employment Counselors  
• Athletic Coaching  
• College Professors  
• English as a Second Language Teachers  
• Guidance Counselors  
• Higher Education Administration  
• Human Resources  
• Research  
• School Administrators  
• School Teachers  
• Social Services  
• Special Education  
• Tutors and Trainers | • Aerospace and Aviation  
• Biomedical and Biotechnology  
• Chemicals and Pharmaceuticals  
• Civil Engineering  
• Computer Science & Information Technology  
• Data Science  
• Electronics, Mechanics, Semiconductors  
• Energy: Oil, Gas, Minerals, Nuclear, Alternative  
• Engineering  
• Environmental Services  
• Green Jobs/Sustainability  
• Information Science  
• Manufacturing and Materials  
• Scientific Research | • Assessment and Insurance  
• Biomedical and Biotechnology  
• Chemicals and Pharmaceuticals  
• Healthcare Administration  
• Health Policy  
• Health Promotion  
• Global and Public Health  
• Nursing Instructors |

<table>
<thead>
<tr>
<th>CLINICAL</th>
</tr>
</thead>
</table>
| • Dentistry  
• Medical Research  
• Medicine  
• Occupational Therapy  
• Optometry  
• Pharmacy  
• Physical Therapy  
• Physician Assistant  
• Podiatry  
• Veterinary Medicine |
EVALUATING A JOB OR INTERNSHIP POSTING

As you begin to target your job or internship search, it is important to understand how to evaluate your fit for a position, as well as consider how a position will benefit your long term goals.

To evaluate your fit for a posted position, consider the following steps:

<table>
<thead>
<tr>
<th>STEP</th>
<th>JOB POST</th>
<th>YOU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate your own experience and skills.</td>
<td>Overview of position description:</td>
<td>My interests, values, skills, relevant past experiences:</td>
</tr>
<tr>
<td>Refer back to your personal assessment and any past relevant experiences that may be reflected in your resume.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify the location of job.</td>
<td></td>
<td>Locations I can feasibly work:</td>
</tr>
<tr>
<td>Consider your ability to feasibly work in the position location for the period of time required. Consider housing costs, cost of living, etc.</td>
<td>Job location:</td>
<td></td>
</tr>
<tr>
<td>Note required education and experience for the position.</td>
<td>Required education/experience:</td>
<td>My education/experience level:</td>
</tr>
<tr>
<td>Decide if you qualify for the position based on your level of education and previous experience. Pay attention to keywords such as “required” vs “desired” levels of education/experience. Note whether experiences from your undergraduate years would qualify you for this role as opposed to positions that prefer at least one year of relevant post-grad experience.</td>
<td>Desired education/experience:</td>
<td>Requires post-grad experience?</td>
</tr>
</tbody>
</table>
### TIP: HIRING TIMELINES

Hiring timelines vary by industry, so get to know the timeline for your target industry. In general, the more structured the opportunity, the more in advance the organization will hire. The following table provides some examples of recruiting timelines and target industries. Note that these are general guidelines and it can vary depending on the organization.

<table>
<thead>
<tr>
<th>LATE SUMMER/EARLY FALL</th>
<th>WINTER/SPRING (DEC-MAY &amp; BEYOND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-10 months in advance</td>
<td>4-6 months in advance</td>
</tr>
<tr>
<td>Consulting Firms</td>
<td>Non-profit Organizations</td>
</tr>
<tr>
<td>Large Media &amp; Tech Companies</td>
<td>Research Institutes</td>
</tr>
<tr>
<td>Financial Services</td>
<td>Educational Institutions</td>
</tr>
<tr>
<td>International Organizations</td>
<td>Arts, Media, &amp; Entertainment Organizations</td>
</tr>
<tr>
<td>Federal Government (requiring security clearance)</td>
<td>Environmental Organizations</td>
</tr>
<tr>
<td></td>
<td>State &amp; Local Government</td>
</tr>
<tr>
<td></td>
<td>Start-up Organizations</td>
</tr>
</tbody>
</table>

### STEP

#### Note required skills and proficiencies:
Highlight specific skills mentioned within a position listing and determine if you have developed this particular skillset.

**Hard skills examples:**
- Written communication skills
- Technical skills such as computer proficiencies
- Programming knowledge
- Experience with specific systems

**Soft skills examples:**
- Verbal communication skills
- Leadership potential
- Ability to work well with others
- Emotional intelligence
- Strong work ethic

#### Identify the listed daily activities
Note position requirements specific to time (start dates and how many hours you are expected to work per week) and how you will be expected to spend the majority of your time (travel requirements, availability for evenings and/or weekend work, administrative vs. service oriented roles, etc.).

#### JOB POST

#### Required skills:

#### YOU

#### My relevant “hard” skills:

#### My daily activity/availability preferences:

#### Typical daily activities:
BUILD CONNECTIONS

More information: career.virginia.edu/networking

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.

HOW DO I NETWORK?

- Visit faculty members during office hours to discuss potential research interests and opportunities.
- 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.
- Reach out to alumni in your field for informational interviews.
- Create and manage a blog, online portfolio of your work, LinkedIn, professional Twitter or professional Facebook presence.
- Look for ways to help others that you know by using your talents in an honest and genuine way.

KEY NETWORKING RULES

1. Think long term
   Networking relationships should not be one time interactions, but be established and maintained throughout your college years and career.

2. The more you give, the more you’ll get
   Networking is most effective when it has mutual benefits. For example, you may benefit from networking by getting a better understanding about a particular field of work or learning about a job or internship lead. An alum might benefit from getting an update about what’s happening at UVA or to getting a chance to share their opinions about their work or field. Remember, do not just ask for a job—build a relationship.

3. Quality over quantity
   We 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 TO WIN FRIENDS AND INFLUENCE PEOPLE
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.
NETWORKING STEPS

More information: career.virginia.edu/networking

1 Build your base of contacts
Create a list of 10-20 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 and family
- Current and former schoolmates (fraternity, sorority, athletes, classmates)
- Professors, teaching assistants, school administrators, coaches
- Past and current coworkers
- Local business owners
- People you have volunteered with
- 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 and potential contact research using CareerShift, Vault, LinkedIn, and the UVA Career Center website.
UVA students have exclusive paid access to resources such as CareerShift and Vault through Handshake.

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 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.

For additional tips on contacting your network for an informational interview, refer to pg 52.

5 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 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.

More information: career.virginia.edu/networking
INFORMATIONAL INTERVIEWS

More information: career.virginia.edu/info-interviewing

Informational interviewing is the process of gathering career information from people who are already working in occupations, organizations, or geographic locations that interest you. If you are in the process of choosing a major, making career decisions, changing careers, or beginning a job hunt, these interviews may help you explore your possibilities. This is also a helpful strategy to use when connecting with an Alumni Mentor.

How to Schedule
Reach out to someone and ask for a meeting to discuss their organization and what they do on the job. Make it clear that you are interested in gathering information and advice—not a job. If you’re nervous, remember people enjoy talking about themselves, their ideas, and opinions.

This email template and example may help provide guidance as you start your networking process.


**TEMPLATE**

Dear (first name),

My name is (your name), and I am an (internship/job title/student) who works/lives in (your location). I’m reaching out because (reason for your interest in speaking with person). I’d love to learn more about (name two or three things you’d like to discuss based on your personal interests and what you’ve learned about person).

I’m sure you’re busy, so even 20 minutes would be appreciated.

Thanks for your time,

(Your name)

**EXAMPLE**

Dear Xue,

My name is Jenny and I am a college student at the University of Virginia studying psychology and religious studies with an interest in becoming a counselor. I am reaching out to you because I can see from LinkedIn that you have a similar educational background and have a career path that I consider very interesting. I’d love to learn more about your experience working in both non-profit and healthcare settings, as well as how you decided to pursue a graduate degree in social work.

I’m sure you’re busy, so even 20 minutes of your time would be appreciated.

Thanks for your time,

Jenny

Before your Interview
Plan open-ended questions that will stimulate discussion and enable both of you to learn about each other. See a list of sample questions on the next page.

Determine the preferred medium for the interview (in-person or over the phone) based on your and your contact’s availability. Plan ahead what you want to communicate about yourself: skills, traits, and goals. Think about ways to get these attributes across by means of the questions you ask and the way in which you conduct the interview.

Conduct research by looking at the organization’s social media and web presence, or by reading relevant news articles and literature on Handshake.

Follow up
Remember to send thank-you notes! A few lines thanking them for their time and help will indicate your appreciation and will keep you in their memory. Be specific about information you learned during the interview.

Keep a record of your interviews for your own information. Names, titles, addresses, dates, and major points of discussion will enable you to remember who told you what, and how to get back in touch with your contacts.
QUESTIONS TO ASK
IN AN INFORMATIONAL INTERVIEW

Like any interview, preparation and research before the interview is key for success.

Here are some questions you can ask in an informational interview.

**PREPARATION**
- What credentials or degrees are required for entry into this kind of work?
- What prior experience is essential?
- How did you prepare yourself for this work?

**JOB HUNTING**
- How do people find out about these jobs?
- How does one move from position to position?
  Do people normally move to another agency (company, division), or do they move up in the agency (company, division)?
- If you were to hire someone to work with you today, what would be most important to your decision and why?

**PRESENT JOB**
- Can you describe a typical work week?
- What skills/talents are most essential for this job?
- If you were to leave this kind of work, what factors would probably contribute to your decision?

**LIFESTYLE**
- What obligation does your work place upon your personal time?
- How much flexibility do you have in terms of dress, hours of work, vacation schedule, place of residence?
- How often do people in your line of work change jobs?

**CAREER FUTURE**
- What are your future career goals?
- If the work you do was suddenly eliminated, what different types of work do you feel that you could do?
- What types of employers hire people with your background; what are some representative job titles?
- Which related fields have you explored?

**ADVICE TO ME**
- How well suited is my background for this type of work?
- Can you suggest other related fields?
- What educational preparation do you feel would be best?
- What types of experiences, paid employment or otherwise, would you most strongly recommend?
- If you were a college student and had it to do over again, what would you do differently to prepare for this occupation?

**REFERRAL**
- Based on our conversation today, can you suggest other people who may be able to provide additional information?
- May I use your name when I contact them?

**TIP: COME PREPARED**
The more you know about an area or an organization, the more intelligent and productive your questions can be - plus your interviewees will be impressed by this knowledge and preparation on your part.
HOW TO START YOUR MBA BEFORE YOU START YOUR MBA.

INTRODUCING THE DARDEN FUTURE YEAR ADMISSIONS PROGRAM.

Our deferred admission program for undergraduates lets you tackle the business school application process before you start working full time.

DARDEN.VIRGINIA.EDU/FUTUREYEAR
Even after successfully identifying and connecting with your network, it can feel like a struggle to know what to say and how not to ask for a job or internship. Instead of a resume, try sharing the information below with your network prior to a scheduled conversation to make them aware of targeted positions, organizations, and skills you hope to emphasize. This information can help your network provide additional suggestions and perhaps contacts at the organizations on your list. As a result, your conversation will be more productive and focused.

YOUR CONTACT INFORMATION
Name: Address:
Phone: Email:

TARGETED POSITION/PROFESSIONAL OBJECTIVE

PREFERRED WORK FUNCTIONS/CORE EXPERTISE

SUMMARY/POSITIONING STATEMENT

CORE EXPERTISE & COMPONENT SKILLS
Expertise 1 Expertise 2 Expertise 3

TARGET MARKET PARAMETERS
Geographic area:
Types of industries:
Size of organization:
Organizational culture:

TARGET COMPANY LIST
Industry 1 Industry 2 Industry 3
PERSONAL PITCH

Knowing more about your personal interests, motivations, and abilities will be helpful for you once you begin connecting with others to market your unique strengths. Having this information readily available can also help your informational interviews with your network to feel more productive. 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.”

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

1. 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?

2. 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?

3. 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?

4. 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?

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

Sample Pitch
I’m a first year here at UVA, 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)

Tips on Preparing Your Introduction
Make a positive and lasting impression in a short 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. Here are suggestions for your first telephone encounter with new contacts.

Sample Outreach Plan
1. Ask if now is still a good time.
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 you are looking for names and people who might know of professionals in the [INDUSTRY] doing [KIND OF WORK]. Ask contacts to suggest additional people to connect with.
4. 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.
SEARCH PROCESS
WHAT’S YOUR PLAN?

SAMPLE ACTIVITIES
• Establish your career goals
• Meet with a Career Counselor to discuss how to conduct a targeted search using Career Center resources
• Attend a Career Fair
• Make a list of potential contacts and make a plan to reach out to them regarding my job/internship search
• Attend a Career Peer Educator workshop on the Job/Internship Search
• Attend a Career Community programming event to meet with UVA alumni
• Use the Career Center events calendar to identify programs to help you in your process (career.virginia.edu/calendar)

YOUR PLAN
List 3 goals and associated activities in order of priority.

YOUR GOALS

1

2

3

YOUR ACTIVITIES

PRIORITY

RESOURCES
Brainstorm some resources available to you.
LEARN. PREPARE. PUT INTO PRACTICE.

AUGUST 25, 2017 | BRYANT HALL AT SCOTT STADIUM

UNIVERSITY OF VIRGINIA
CONSULTING & STRATEGY CASE SYMPOSIUM

Learn how to ace the case interview and practice with alumni coaches from top companies at the UVA Consulting & Strategy Case Symposium. This event is generously sponsored by Capital One.

Check out more Capital One events on Handshake!
Interviews occur in different formats depending on the hiring organization, number of applicants, and where you are in the interview process. Your first interview with an organization is often a short screening interview either held on Grounds, at the organization’s physical site, or by telephone. Other interview formats include panel interviews with multiple interviewees or video interviews.

**INTERVIEWS**

**More information: [career.virginia.edu/interviews](http://career.virginia.edu/interviews)**

**ON-GROUNDS VS. ON-SITE INTERVIEWS**

**On-Grounds**

In On-Grounds interviewing, an organization comes to the University to interview multiple 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: INTERVIEWS**

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

**On-Site**

On-site interviews offer you an opportunity to see the physical location of a company and 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 part of the interview.

**TIP: INTERVIEWS**

Be prepared for anything, including unusual questions.

**INTERVIEW FORMATS**

**Panel**

Questions may be rapidly paced 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 and involve each person on the panel, no matter which person asked the question. Write a list of all those in attendance for thank you notes or emails. You may ask for business cards at the end of the interview.

**Telephone/Skype**

Telephone interviews are often used as initial screening interviews. They’re generally brief (30-45 minutes). Employers use screening interviews to narrow the pool of candidates before the more intensive in-person interviews. The employer may call to arrange a time for a telephone or Skype 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: INTERVIEWS**

Standing up during a phone interview can help you feel and sound more comfortable. Looking at the camera and not the screen on Skype can better simulate eye contact.

**Group Interview**

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

**TIP: INTERVIEWS**

Be confident. Make sure to respectfully acknowledge others’ opinions, express your views, and work collaboratively within the group.
TYPES OF QUESTIONS

More information: career.virginia.edu/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:

**BEHAVIORAL**

Behavioral interviews are based on the premise that past behavior predicts future behavior on the job. Employers evaluate a candidate's skills, abilities, and interests as well as reveal willingness to change and gain from experience (both success and failure). Situation-based questions are used. Employers are looking for a concrete example in your answer.

*Ex. “Tell me about a time when you had to work with a team to accomplish something.”*

**Example Question**

“Tell me about a time when you demonstrated leadership skills.”

**STAR Technique**

**SITUATION**

Define the situation or “set the stage.”

**RESPONSE**

Every year, my student organization sponsors a fundraising event to benefit a local food bank.

**TASK**

Identify the task/project that you performed.

**ACTION**

Describe the actions you took/initiated. Make sure to use “I” language and focus on your specific actions and skills that you used to accomplish the task.

**RESULT**

Summarize the result.

As Philanthropy Committee Chair, I was in charge of organizing the event last semester. I organized and led a committee of 8 members to handle logistics involved in the fundraiser. I managed the budget, created the timeline and delegated responsibilities to each committee.

I was very proud of the event. 250 people attended the event and we raised $3,000 for the local food bank.

**CASE**

Case and Technical interviews present the interviewee with a problem, or case, to solve. Your answer is not as important as your analysis of the problem and how you communicate your analysis and approach. Case interviews are commonly used with consulting firms. Technical interviews are often used for engineering and software development roles.

*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: CASE QUESTIONS**

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. Reference case interviewing resources within the Career Center library as well as the Career Insider by Vault Case Interviewing Guides accessible through your Handshake account.

**CASE & TECHNICAL QUESTION HELP**

Refer to career.virginia.edu/case-interviews for more information on how to prepare for case interviews, and look at career.virginia.edu/technical-interviews for more information about how to prepare for technical interviews.

**RESUME-BASED**

Resume-based interviews use 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: RESUME QUESTIONS**

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).
INTERVIEW PREPARATION

More information: career.virginia.edu/interviews/before

RESEARCH
It is important to thoroughly research the organization and industry to impress the interviewer and allow more time to discuss specifics of the position. Review the organization’s webpage, check recent news headlines about the company, and review industry trade publications to learn more about recent trends and issues. If provided, familiarize yourself with key information (name and role) about your interviewers via LinkedIn. You can also follow the company’s social media presence across different platforms. Lack of research is consistently cited by employers as a reason candidates do not advance in interviews, so make the time for it.

KNOW YOURSELF

• Identify several key strengths and examples from your past experience to help the employer visualize you as a strong candidate. Refer back to the information from your self-assessments in previous sections for ideas. This will help tremendously when you are asked open-ended questions such as, “Tell me about yourself,” or “What do you think makes you a strong candidate for our position?”

• Evaluate problem areas in your record and be prepared to offer an explanation for these during the interview. Do not volunteer negative information about yourself or a former employment situation and try to balance anything negative with a positive outcome.

• Review the job description and take note of any specific skills, characteristics or experiences mentioned. Be prepared to discuss specific examples of your experiences that match those qualifications.

• Be aware of cultural differences in communicating, especially if you are looking for international jobs. Reference the Going Global website accessible through your Handshake account.

PRACTICE INTERVIEWING SKILLS

Prepare yourself by doing the following:

• Meet with a career counselor for a mock interview.

• Know exactly how to get to the organization and be prepared to arrive 10 minutes early and stay late.

• Dress professionally to project the image of confidence, success, and respect.

• Print additional copies of your resume, list of references, work samples, and/or transcripts (if needed).

• Prepare key points you want to communicate about yourself and how you plan to make them.

• Prepare questions to ask at the end of an interview. Not having questions prepared is a consistently cited reason why candidates don’t advance in the interview process.
PROFESSIONALISM

More information: career.virginia.edu/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

Maintain a positive outlook and have confidence in yourself. The fact that they have selected you for an interview shows that they are already interested in learning more about you.

93% of communication is non-verbal
Source: Dr. Albert Mehrabian, Silent Messages

VERBAL

How you communicate verbally involves your ability to:

• Use active verbs and provide concrete and concise answers (think STAR method).
• Summarize and make transitions.
• Be positive and confident in 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

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 confident, 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 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.
DRESS FOR SUCCESS

More information: career.virginia.edu/attire

These are general guidelines. Standards of dress may vary between industries and companies. Always research prior to the interview to adhere to company culture.

**EXAMPLE ONE**

**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.

**ATTIRE**
Skirt or pant suits are both appropriate. Color should be charcoal, navy, black, or brown. Skirt suits should be knee-length with a 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.

**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, so make sure your shoes are comfortable.

**EXAMPLE TWO**

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

**SUIT**
A single-breasted suit is best for interviews in any field. Color should be charcoal, navy, black, or brown; pinstripes are also appropriate. Two- and three- button suits are fine, but the four-button suit may be 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. Point collars without buttons are best; make sure to leave yourself an index finger’s worth of breathing room. Your shirt should fall ¼ to ½ inch below your suit sleeve.

**ACCESSORIES**
Leather belt that matches the color of your shoes.

**SOCKS & SHOES**
Solid dark socks that match your suit, worn over the calf. Comfortable black shoes with laces.

**TIP: TRANS+ PROFESSIONAL DRESS**
Whether or not to dress according to traditional, cisgender norms or wear clothes that allow you to express your gender identity can be a difficult decision and will likely be impacted by the particular employer or industry. For organizations that are more liberal and/or LGBTQ-inclusive, you may feel comfortable wearing clothes typically associated with your gender identity. Further still, some candidates may choose to dress in gender-neutral, androgynous clothing. Utilize resources like the HRC Corporate Equality Index (hrc.org) to get a sense of how open and accepting a company is. Career Counselors are also available to talk about your specific situation.
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 personal pitch (pg 56) — 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. Choose accomplishments that showcase your unique skills and experiences.

“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.

“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). If your major doesn’t relate to the job directly, talk about transferable skills and qualities you’ve gained from studying that topic.

“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 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—and working on—the areas where you need improvement.
**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.

“What do you know about this organization?” -OR- “How did you prepare for this interview?”
**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 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.

“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 how you might be able to prove each of those skills with examples, using the STAR method on pg 56.

“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. Use the STAR method to frame your answer.

“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. Use the STAR Method to frame your answer.

“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.

“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.

“How would you motivate a coworker 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. Use the STAR Method to frame your answer.

More information: career.virginia.edu/questions-employers-may-ask
ILLEGAL QUESTIONS FROM EMPLOYERS

More information: career.virginia.edu/illegal-questions

Questions that relate to gender, race, color, sexual orientation, national origin, religion, age, or disabilities are illegal unless the employer can demonstrate that they relate to a bona fide requirement of the job. Generally, questions about family planning and home responsibilities are also illegal. However, illegal questions do get asked in interviews.

STRATEGIES TO ADDRESS THESE QUESTIONS

1. Answer honestly, explain how your circumstances may be an asset, if possible.
   Q: I notice you have an engagement ring; when will you be getting married?
   A: I will be getting married in August and my fiancée and I have agreed to focus our job searches on Atlanta. We are both very committed to our career goals and to working hard to support each other.

2. State what you assume the employer hopes to learn by asking the question. Answer in response to that assumption, which often gives the interviewer time to recognize that an illegal question has been asked.
   Q: I notice you have an engagement ring; when will you be getting married?
   A: I guess that, in asking about my wedding plans, you may be wondering if I am truly committed to a career, and more specifically, whether I would be likely to be able to move at the end of your training program.

3. Redirect the question back to the interview.
   Q: I notice you have an engagement ring; when will you be getting married?
   A: Oh, are you asking for curiosity’s sake or is my marital status something that is important to know with regards to the responsibilities of the position?

4. Sometimes it is possible to answer with humor or to simply deflect the question.
   Q: Do you have any health problems?
   A: Yes; I’m a workaholic.

5. Refuse to answer the question.
   Q: I notice you have an engagement ring; when will you be getting married?
   A: Sorry, I’m not comfortable answering that question.

Note: Refusing to answer, especially if an employer does not realize that the question is illegal, may mean that an employer does not extend an offer. But it is important to recognize these questions and respond in a way that you feel is most appropriate.

EXAMPLES

- How old are you?
- How is your health?
- Are you married/planning on getting married?
- Do you plan on having children?
- What is your nationality? (Employers may ask if you are authorized to work in the country of employment)
- Do you observe any religious holidays?
- Have you ever been arrested? (Employers can ask about convictions, not arrests)
- Is English your first language?

WHAT ARE MY OPTIONS IF AN EMPLOYER ASKS AN ILLEGAL QUESTION?

If an employer asks you an illegal question during OGI please let the Career Center staff know.

If you are in an on-site interview and believe that you may have faced discrimination based on a protected class, you can contact the Equal Employment Opportunity Commission (eeoc.gov) or access the resources provided in UVA’s Office of Equal Opportunity and Civil Rights (eocr.virginia.edu).
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.

Asking the right questions is important because you can confirm if you are the right candidate for the position, and if this is an organization that you want to work for. When you ask the right questions, you want to achieve three things:

• Make sure the interviewer has no reservations about you.
• Demonstrate your interest in the employer.
• Find out if you feel the employer is the right fit for you.

There are an infinite number of questions you could ask during a job interview, but if you stay focused on those three goals, the questions should come easy to you. Be prepared with at least 3-5 questions you can ask and ask them in the available time based on what you think is most important.

You should always have questions for the employer.

17 QUESTIONS YOU CAN ASK IN 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 did you like least/most about working here?
6. What is the average length of stay in this position?
7. Outside of the specific department, who would I work with?
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 recently been announced?
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?

TIP: INTERVIEW QUESTION DON’TS
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.
### INTERVIEWING WORKSHEET

#### BASICS

<table>
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<tr>
<th>COMPANY WEBSITE</th>
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<td>By video</td>
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#### 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:**

**I CAN SHOW EVIDENCE THROUGH:**

1. 
2. 
3. 
4. 
5. 

#### PRACTICE QUESTIONS

- **Why are you interested in this job?** *Genuine interest is important to the recruiter.*
- **What do you know about our organization?** *Tip: See Researching Employers for key facts to know.*
- **Tell me about a time when you had performed well beyond your supervisor’s expectations.** *Tip: This is a behavioral question. Use the STAR technique on page 60.*
- **What questions do you have for me?** *Tip: Formulate several good questions on topics such as hiring timeline, company research, organizational culture, etc.*
WHAT’S YOUR PLAN?

SAMPLE ACTIVITIES

• Meet with a Career Counselor to conduct a mock interview by scheduling an appointment through Handshake
• Practice your interviewing techniques using InterviewStream
• Attend a Career Peer Educator Interviewing workshop
• Practice using the STAR method (pg 56) to create relevant stories about your past experiences

RESOURCES

Brainstorm some resources available to you.

YOUR PLAN

List 3 goals and associated activities in order of priority.

YOUR GOALS

1

2

3

YOUR ACTIVITIES

PRIORITY
ACCEPT OFFER OR KEEP LOOKING?

More information: career.virginia.edu/decisions

Congratulations on receiving a job or internship 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 opportunity 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 or declining an 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.

CONSIDERATIONS

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<tr>
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<td>□ Desired base salary</td>
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<td>□ Time with family and friends</td>
<td>□ Relocation expenses</td>
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<tr>
<td>□ Time for and proximity to recreational and cultural activities</td>
<td>□ Tuition assistance</td>
</tr>
<tr>
<td>□ Travel within job</td>
<td>□ Vacation/Leave time</td>
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<tr>
<td>□ Telecommuting possibilities</td>
<td>□ Professional development opportunities</td>
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<tr>
<td>□ Opportunities in finding a significant other</td>
<td>□ Commitment to diversity</td>
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<tr>
<td>□ Your significant other’s career</td>
<td>□ Signing bonuses (separate from the salary and benefits package)</td>
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<tr>
<td>□ Making new friends</td>
<td>□ Health insurance</td>
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<tr>
<td>□ Cost of living</td>
<td>□ 401K plans/retirement benefits</td>
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<td>□ Domestic partner benefits</td>
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<td>□ Commuting time</td>
<td>□ Wellness programs</td>
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TIP: BENEFITS

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.
CULTURE AND VALUES

Now that you have a better idea of what you value, research the company to find how closely your values match. Reflect on the initial research you conducted on this opportunity when you were preparing for your application and interview. Remember to check out the company’s website, speak with current employees, and utilize your industry contacts.

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
- Transferable 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:
Answers to these questions will depend on industry (e.g. non-profit vs. government vs. for-profit businesses).

- 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? Is it a flat, matrix, or hierarchical group structure? This will give you an idea of how decisions are made and who influences those decisions.
NEGOTIATING

More information: career.virginia.edu/negotiating

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. Utilize your alumni contacts and your network. Alumni are often helpful in determining which organizations and industries are typically receptive to bargaining. Identify alumni within this organization through LinkedIn and the HoosOnline Alumni Directory.

STEPS

1. Identify the Issue
   Identify the primary issue that you want to negotiate using the results of the values assessment (pg 71). Some 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?
   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 on pg 76)
   - 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
   - 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

More information: career.virginia.edu/negotiating

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. While researching, 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:
- SOAR or McIntire Placement Report
- NACE Salary Calculator
- 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.

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:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>“What salary are you willing to accept?”</td>
<td>Respond by providing a salary range with your ideal salary as a mid-point.</td>
</tr>
<tr>
<td>“That figure is beyond our salary range for this position.”</td>
<td>You have the opportunity to make another counter-offer if you are willing to consider a salary lower than your targeted range.</td>
</tr>
<tr>
<td>The salary we offered was at the top of the range for your position.”</td>
<td>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).</td>
</tr>
<tr>
<td>OR “We are offering all of our new hires the same, non-negotiable salary.”</td>
<td></td>
</tr>
</tbody>
</table>

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

More information: career.virginia.edu/decisions

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 to accept the 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 & DECLINING OFFERS

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, email, 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.

· Complete your SOAR profile with 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 Career Center’s tips for ensuring an offer is legitimate: career.virginia.edu/safeguarding
YOU GOT THE JOB! NOW WHAT?

More information: career.virginia.edu/jobs/after-youve-accepted

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 on page 76).
- 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 specific 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.

Budget Resources
- Having control over your money is important for both your financial well-being and peace of mind. Creating a budget can help you feel more in control of your finances and allow you to save money for your short and long-term goals.
- Use the “Planning Your Budget” worksheet (page 76) to get an idea of what your needs and expenses will look like in the near future. Cashcourse.org is another digital budgeting resource that allows you to create a personal budget for the upcoming year. Use your UVA email to sign up.

This section was written with assistance from MIT’s Office of Career Services and Pre-professional Advising.
# Planning Your Budget

## Taxes

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% &lt;=$36k salary-&gt;27%</td>
<td></td>
<td>x12</td>
</tr>
<tr>
<td>Car property tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Food

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food for home</td>
<td></td>
<td>x12</td>
</tr>
<tr>
<td>Packed lunches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunches/dinners out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Healthcare

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescriptions</td>
<td></td>
<td>x12</td>
</tr>
<tr>
<td>Personal care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Savings

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal savings</td>
<td></td>
<td>x12</td>
</tr>
<tr>
<td>Emergency fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Housing

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td></td>
<td>x12</td>
</tr>
<tr>
<td>Security deposit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture/decor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renter’s insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities (water/gas/sewage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Transportation

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car payment</td>
<td></td>
<td>x12</td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car maintenance/repair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle registration/taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tolls/parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tickets/citations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Finances

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank fees</td>
<td></td>
<td>x12</td>
</tr>
<tr>
<td>Credit card payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>401K/403B/IRA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax preparation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Attire

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business attire</td>
<td></td>
<td>x12</td>
</tr>
<tr>
<td>Personal attire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special occasion attire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoes/accessories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal grooming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haircut/salon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Donations

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charities/nonprofits</td>
<td></td>
<td>x12</td>
</tr>
<tr>
<td>Religious donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Insurance

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td></td>
<td>x12</td>
</tr>
<tr>
<td>Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Your Total

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacations/Holidays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More information: career.virginia.edu/budget
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. 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.

UVA Career Center Pre-Health/Pre-Law Advisors and Career Counselors are available to support you in the preparation and application process for graduate and professional school. Affiliate career offices and faculty in your area of interest are also great resources.

More information: career.virginia.edu/gpsa

LEVELS OF DEGREES

MASTER’S DEGREE
An advanced degree in a specific area of study.
- 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.
- Specialist in Education (Ed.S.)

PROFESSIONAL DEGREE
A degree that prepares individuals to enter specific professions.
- 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.
- 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 options, such as the J.D./M.B.A. and M.D./Ph.D. programs. Many programs have an accelerated structure, allowing students to finish two degrees more quickly as a joint degree.
Launch your career with a master’s degree from Wake Forest University

The Wake Forest University School of Business offers three specialty masters programs specifically designed to help recent graduates develop the business knowledge, technical skills, and professional confidence to add value to any organization and succeed in a variety of career paths.

**MASTER OF ARTS IN MANAGEMENT**
Our 10-month program designed for recent liberal arts, sciences or engineering graduates will broaden your education and teach you the core business and professional skills needed to start your career.

**MASTER OF SCIENCE IN BUSINESS ANALYTICS**
In just 10 months, gain the technical skills to apply analytics to a variety of disciplines, as well as the business knowledge and professional development to effectively communicate your results.

**MASTER OF SCIENCE IN ACCOUNTANCY**
One of the leading accounting programs in the country, our two- or three-semester program prepares students for careers in auditing, tax consulting, or financial transaction services.

To find out more about our programs and available scholarships, visit [business.wfu.edu](http://business.wfu.edu)
SHOULD YOU APPLY?

More information: career.virginia.edu/grad/why

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

Questions to consider:
- Are you prepared to spend the next 2-7 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 or heavily favor people with an advanced degree?
- Do you have a passion for your field of interest and appreciate the rigors of scholarly work?
- Are you a strong candidate for the program(s) you seek?
- 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

Programs vary in competitiveness for admission and expectations of candidates. Many graduate schools 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.

General categories of performance and experience:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Academic Performance</td>
<td>Schools calculate GPA's in different 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 (e.g. science GPA for health professional programs).</td>
</tr>
<tr>
<td>Competitive Test Scores</td>
<td>Most programs require candidates to complete an entrance exam which can be used as a standard measure for all applicants (e.g. GRE, GMAT, MCAT, LSAT, PCAT, etc.).</td>
</tr>
<tr>
<td>Substantial Career Exploration/ Relevant Experience</td>
<td>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.</td>
</tr>
<tr>
<td>Strong Letters of Recommendation</td>
<td>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 UVA-affiliated third party letter service, Interfolio.com.</td>
</tr>
<tr>
<td>Additional Life Experience</td>
<td>This could take many different forms such as full time work experience, a bridge year opportunity, or travel experience. While not necessarily required for all programs, it often adds to your maturity level and the perspectives you contribute to your program.</td>
</tr>
</tbody>
</table>
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, start gathering information on these programs.

Seek information from:

FACULTY
Members of the faculty in your discipline serve as a valuable resource. They can speak to potential career paths and research options. Some may also write a 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
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 WHEN CHOOSING

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 you balance your studies with your personal life?
APPLICATION TIMELINE

Proper planning is essential in the application process. Carefully consider your necessary preparation and speak with a Pre-Health/Pre-Law Advisor or Career Counselor to discuss your unique individual application timeline. The timeline below is approximate. Use this as a starting point and adapt to your personal situation.

**STEPS**

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>THIRD YEAR FALL</th>
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<tbody>
<tr>
<td>· Begin evaluating your career aspirations. Look over the questions on pg 79.</td>
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<tr>
<td>· Talk to alumni, faculty, and current graduate school students</td>
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<tr>
<td>· Look into school requirements</td>
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<tr>
<td>· Explore various graduate school programs</td>
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<thead>
<tr>
<th>THIRD YEAR SPRING</th>
<th>THIRD YEAR SUMMER</th>
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<tbody>
<tr>
<td>· Prepare for your entrance exam</td>
<td></td>
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<tr>
<td>· Obtain applications from specific schools you are interested in attending</td>
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<tr>
<td>· Take entrance exam</td>
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<thead>
<tr>
<th>FOURTH YEAR FALL</th>
<th>FOURTH YEAR SPRING</th>
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<tr>
<td>· Meet with school representatives</td>
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<tr>
<td>· Visit schools</td>
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<td>· Have application essays critiqued</td>
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<td>· Ask for letters of recommendation</td>
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<td>· Conduct a mock interview</td>
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<td>· Submit materials for early decision if applicable</td>
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<td>· Research scholarship, fellowship, and assistantship opportunities</td>
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<tr>
<td>· Complete financial aid documents</td>
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<td>· Submit all application materials to schools</td>
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<tbody>
<tr>
<td>· Continue to explore your career options and possibilities</td>
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<tr>
<td>· Continue targeted research and information gathering</td>
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<tr>
<td>· Research information on entrance exam testing</td>
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<tbody>
<tr>
<td>· Take entrance exam if not previously taken</td>
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<tr>
<td>· Begin drafting application essays and your personal statement</td>
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<tr>
<td>· Continue visiting schools if possible</td>
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<tr>
<td>· Ensure your application is submitted by the appropriate school deadlines</td>
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<tr>
<td>· Keep track of acceptances and rejections</td>
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<tr>
<td>· If you have multiple acceptances, make a final decision on which school you plan to attend</td>
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<tr>
<td>· Notify the schools that you do not plan to attend</td>
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This is a suggested timeframe if you hope to directly matriculate to a graduate or professional program after graduation. Many UVA students complete one or more bridge years prior to matriculation to a graduate or professional program. In that case, the timeline above would be postponed to the appropriate year.
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Washington, DC

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