

A woman with curly hair and glasses is sitting on a blue couch, typing on a laptop. The image has a warm, orange-toned overlay. The text is overlaid on the right side of the image.

**HOOS**

# ***CAREER GUIDE***

**2020-2021**

**TIPS, TRICKS  
& STRATEGIES**



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# HELPFUL INFORMATION

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## UVA CAREER CENTER

The University of Virginia Career Center provides a wide array of programs and services to empower you to take 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](https://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/communities](https://career.virginia.edu/communities)

Connect with one or more Career Communities through Handshake to receive information about various fields of interest or explore opportunities. Learn more about tailored programs and industry-specific career advising.

### WORKSHOPS, PROGRAMS, & CAREER FAIRS

[career.virginia.edu/calendar](https://career.virginia.edu/calendar)

Expand your knowledge of a wide variety of careers through programs, job and internship fairs, interactive panels, and tailored treks and classes, which will give you personalized help with goal-setting, networking, industry information, resumes, and interviewing.

### PRE-HEALTH & PRE-LAW ADVISING

[career.virginia.edu/pre-health](https://career.virginia.edu/pre-health)

[career.virginia.edu/pre-law](https://career.virginia.edu/pre-law)

Receive personalized advising to guide you through the Pre-Health and Pre-Law preparation and application process.

### VIRGINIA ALUMNI MENTORING

[alumnimentoring.virginia.edu](https://alumnimentoring.virginia.edu)

Gain insight from UVA alumni about career options and how to plan for your future. Visit the website to create an account and register for a mentor today!

### INTERNSHIP SUPPORT

[career.virginia.edu/internships](https://career.virginia.edu/internships)

Learn about internship resources, connections to experiential learning opportunities, and signature events to connect with employers.

### ON-GROUNDS INTERVIEWING

[career.virginia.edu/ogi](https://career.virginia.edu/ogi)

Interview with employers from all across the world who travel to UVA to recruit 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](https://career.virginia.edu/handshake)

Search and apply for part-time, internship, and full-time opportunities exclusively tailored for UVA students. Find resources to prepare for future opportunities. Complete your profile to sign up for industry-based career communities and receive a weekly newsletter with jobs and internships in line with your interests.



# CENTRAL & AFFILIATE OFFICES

## UVA CAREER CENTER

[career.virginia.edu](http://career.virginia.edu)  
careercenter@virginia.edu  
Bryant Hall at Scott Stadium (*primary office*)  
Satellite locations:  
Newcomb Hall 170 and 1515 (second floor)  
(434) 924-8900

## ALUMNI CAREER SERVICES (ALL SCHOOLS)

[alumni.virginia.edu/careers](http://alumni.virginia.edu/careers)  
alumni@virginia.edu  
Alumni Hall  
(434) 243-9000

## CURRY SCHOOL OF EDUCATION

[curry.virginia.edu/career-services](http://curry.virginia.edu/career-services)  
Ruffner Hall, Suite 102  
(434) 924-0738

## DATA SCIENCE INSTITUTE

[dsi.virginia.edu/student-services/careers](http://dsi.virginia.edu/student-services/careers)  
Dell 1  
(434) 924-4262

## DEPARTMENT OF ECONOMICS

[economics.virginia.edu/career](http://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](http://batten.virginia.edu/careers)  
battenschool@virginia.edu  
Garrett Hall  
(434) 982-2536

## MCINTIRE SCHOOL OF COMMERCE

[commerce.virginia.edu/career-services](http://commerce.virginia.edu/career-services)  
Rouss & Robertson Halls, Suite 407  
(434) 924-7986

## OFFICE OF GRADUATE AND POSTDOCTORAL AFFAIRS

[gradcareer.virginia.edu](http://gradcareer.virginia.edu)  
559A New Cabell Hall  
(434) 924-1032

## SCHOOL OF ARCHITECTURE

[arch.virginia.edu/career-development](http://arch.virginia.edu/career-development)  
Campbell Hall  
(434) 924-3715

## SCHOOL OF ENGINEERING AND APPLIED SCIENCES

[seas.virginia.edu/admin/careerdev](http://seas.virginia.edu/admin/careerdev)  
engineeringcareers@virginia.edu  
Thornton Hall, Room A115  
(434) 924-3050

## SCHOOL OF NURSING

[nursing.virginia.edu/oass](http://nursing.virginia.edu/oass)  
tjc4g@virginia.edu  
Claude Moore first floor  
(434) 243-5774







# EXPLORATION

Making choices about your major, career, or graduate/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 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 alone 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 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.



## 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

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

(Answers: 1.I, 2.K, 3.E, 4.B, 5.L, 6.D, 7.M, 8.O, 9.F, 10.P, 11.H, 12.G, 13.N, 14.J, 15.A, 16.C)



# 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.

### INVESTIGATIVE

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

### ARTISTIC

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

### SOCIAL

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

### 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.

### CONVENTIONAL

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





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Learn more: [careers.aldi.us](https://careers.aldi.us)

Welcome to **MORE.**



# 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](http://lifevaluesinventory.org).
- 2 Record your scores below.
- 3 Check out majors and careers that link to your values!

## YOUR LIFE VALUES INVENTORY SCORE

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

### PATHWAYU ASSESSMENT

To learn more about how your personal values relate to your career goals! Take the PathwayU assessments: <https://virginia.pathwayu.com/login>.

### 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!](http://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 guidelines 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



ANAYTICAL/QUANTITATIVE SKILLS



INITIATIVE

Source: NACE Job Outlook 2019

### 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

### 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

### 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, etc.
- 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

# 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
- 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

### MAJORS INFORMATION

Discover potential majors: <https://career.virginia.edu/explore/majors>.

### ASSOCIATION DEAN ADVISING

Meet with your Association Dean to learn more about course requirements and potential majors: [college.as.virginia.edu/association-deans](https://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](https://college.as.virginia.edu/ugrad-directors)



# RESOURCES

## CONNECT WITH A CAREER COMMUNITY

[career.virginia.edu/career-communities](https://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!** In Handshake, click on your name in the upper right corner, then Career Interests. Scroll down to Which of the following best match your career interests? And check of the boxes that apply. You'll receive an email with personalized job and internship openings and other helpful links.

### HANDSHAKE INDUSTRIES

Receive tailored recommendations for Career Center events, programs, internships and job postings you're actually interested in! Complete your Handshake profile by answering a few questions about yourself and your career interests. [career.virginia.edu/handshake](https://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: <https://career.virginia.edu/OnlineResources>.

## VIRGINIA ALUMNI MENTORING

[alumnimentoring.virginia.edu](https://alumnimentoring.virginia.edu)

Find a mentor through Virginia Alumni Mentoring (VAM), 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!

“Being part of VAM was beneficial in a number of ways. It taught me how to find, initiate, and maintain professional relationships. In addition, it was nice to have another person go through my application materials and read through email drafts. The services provided by VAM not only strengthen your applications, they give you reassuring feedback and support.”

“At first, it seemed awkward to contact strangers. Having my mentor coach me through the experience was helpful.”

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.

### @UVA STUDENT ORGANIZATIONS

Check out a list of the 1000+ UVA student organizations here: [atuva.student.virginia.edu](http://atuva.student.virginia.edu)

## VOLUNTEER & SERVICE LEARNING

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

### LEARNING IN ACTION

The University's front door to public service both on Grounds and in the surrounding community. Find timelines, courses, one-day and long term volunteer opportunities: [publicservice.virginia.edu](http://publicservice.virginia.edu)

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

### MADISON HOUSE

Madison House is the volunteer center for UVA students. It organizes service programs to address community needs alongside the educational growth of students. [Madisonhouse.org](http://Madisonhouse.org)

## 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.

### PUBLIC SERVICE EXPERIENCE

Interested in continuing to serve the community after graduation? Learn more about the Public Service and Government Career Community to find industry-specific advice and learn about related careers. [career.virginia.edu/service](http://career.virginia.edu/service)

## 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.

### INTERNSHIP FUNDING

Learn more about the Parents Fund Internship Grant and other funding opportunities to support unpaid internships: [career.virginia.edu/internships/funding](http://career.virginia.edu/internships/funding)

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

### INTERNSHIP PLACEMENT PROGRAM

The UVA Internship Placement Program provides students with an applied pre-professional learning experience with a pre-qualified internship partner in the greater Charlottesville area. [career.virginia.edu/IPP](http://career.virginia.edu/IPP)

## 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.

### UVA OUTCOMES

Visit UVA Career Center Outcomes page to research data about UVA students post-graduation plans. If you are a graduating student, complete the UVA First Destinations Survey on Handshake. [career.virginia.edu/uva-career-outcomes](http://career.virginia.edu/uva-career-outcomes)

# EXPLORATION

## WHAT'S YOUR PLAN?

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### SAMPLE ACTIVITIES

- Speak with a Career Counselor by making an virtual appointment on Handshake  
<https://career.virginia.edu/handshake>
- Complete a career assessment like PathwayU  
<https://virginia.pathwayu.com/login>
- Conduct an informational interview  
<https://career.virginia.edu/networking/informational-interviewing>
- Connect with a Career Community through Handshake
- Use Handshake to explore internship opportunities  
<https://career.virginia.edu/handshake>
- Connect with a Virginia Alumni Mentor  
<https://career.virginia.edu/VirginiaAlumniMentoring>
- Get involved with a student organization/  
CIO on Grounds

### RESOURCES

Brainstorm some resources available to you.

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### YOUR PLAN

List 3 goals and associated activities in order of priority.

#### YOUR GOALS

1	
2	
3	

#### YOUR ACTIVITIES

#### PRIORITY

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# BUILDING MATERIALS

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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.

## NOTES

Make any notes below on what professional materials you need to prepare for your next interview

### YOUR NOTES

# 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

<b>Permanent Address</b> 1000 East Street Kannapolis, NC 28083	<b>Jacqueline Garvey</b> email@virginia.edu Cell: (555) 555-5555	<b>School Address</b> Brandon Ave Charlottesville, VA 22903
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## 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.

<b>Education</b> University of Virginia, Charlottesville, VA B.A., Spanish Literature & Culture, May 2020	University of Virginia in Valencia, Valencia, Spain Spanish Immersion Program, Summer 2018
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<b>EDUCATION</b> University of Virginia, Charlottesville, VA B.A. in Sociology GPA: 3.24 Relevant Coursework: Sociology of American Business, Business of Diversity, Public Speaking, Interpersonal Communication	May 2020
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## 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.

<b>Retail &amp; Marketing Experience</b> <i>Elevated Associate, Limited Brands: Victoria's Secret</i> , Charlottesville, VA • 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 <i>Student Caller, University of Virginia Alumni Association</i> , Charlottesville, VA	August 2018 - May 2019 January 2018 - May 2018
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<b>Leadership Experience</b> <i>Dorrie Fontaine</i> , Dean of UVA School of Nursing Charlottesville, VA <i>Dean Leadership Intern</i> • 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 <b>Career Peer Educator</b> , University of Virginia Career Center <i>Executive Member of Administration</i> (2017 - present)	August 2018 - present August 2018 - present
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<b>Experience</b> <b>Women's Rowing Team</b> , UVA • Contributed to team's 2017 NCAA championship win • Achieved 100% attendance at practices and contests for two consecutive years • Provided informational tours of university grounds and athletic facilities to prospective student-athletes and parents which led to successful recruitment of 4 rowers • Attended programs on topics such as sports betting, alcohol abuse prevention and sportsmanlike conduct	Fall 2017 - Present
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## SKILLS

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

<b>Skills</b> • Fluent in written and spoken Spanish • Proficiency in Microsoft Office suite, including Word, Excel, and Outlook
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# RESUMES

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

## RESUME STYLE

In a traditional 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 one 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 experience 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

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## START HERE

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

### QUESTIONS

### YOUR ANSWERS

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

1

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

2

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

3

### 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. Learn more great resume tips on our *Resume Myths* podcast episode: <https://career.virginia.edu/workinprogresspodcast>.

#### QUESTIONS

#### YOUR ANSWERS

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.

4

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

5

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.

6



# RESUME ACTION WORDS

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## COMMUNICATIVE

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

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## CREATIVE

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

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## ORGANIZATIONAL

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

---

## MANAGERIAL

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

**RESEARCH**

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

**RESULTS**

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

**TEACHING**

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

**FINANCIAL**

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

# RESUME EXAMPLES

## BRIANNA ROBINSON

email@virginia.edu | 434.999.9999

School: Address Here  
Home: Address Here

### EDUCATION

**University of Virginia, UVA** College of Arts & Sciences, Charlottesville, VA *B.A. Expected May 2023*  
*Business-related coursework:* Introduction to Business, Microeconomics, Macroeconomics, Statistics  
**Current GPA: 3.28**

### LEADERSHIP & SERVICE

*Member, Student Entrepreneurs for Economic Development (SEED), UVA* *September 2019-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 2019-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 2018-July 2019*

- 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 2016-May 2019*

- 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 2017-present*

- Manage office Facebook and Twitter accounts and generate daily posts
- Research internship and career-related resources
- 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 2017-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 2016*

- 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.



SCHOOL ADDRESS:  
1105 MADISON ROAD  
CHARLOTTESVILLE, VA 22903

## JULIA DREYFUS

EMAIL@VIRGINIA.EDU  
TWITTER.COM/  
JULIADREYFUSS  
(540) 999-9999

PERMANENT ADDRESS:  
130 ROCKY ROAD  
FREDERICKSBURG, VA 22400

### EDUCATION

**University of Virginia**, College of Arts & Sciences, Charlottesville, VA (B.A. expected May 2020) 2017-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 2019-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 2019-Present

- Help students with various media projects.
- Teach classes on various software and concepts to University community.
- Track equipment use by students and teachers.

**Summer Workshop Mentor** (Light House Studio, Charlottesville, VA) Summer 2019

- Guided students through the filmmaking process and supported student's independent projects.

**Summer Programs Instructor** (Fredericksburg Parks & Recreation, Fredericksburg, VA) Summer 2017-18

*Up with the Arts-Grades 3 – 6:*

- Created a two-week curriculum that improved the expressive qualities of the students and enabled students 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 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

**email@virginia.edu**  
(555) 555-1234

**Current Address**  
4567 Maple Avenue  
Charlottesville, Virginia 22903

### EDUCATION

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

*Expected May 2022*

**Relevant courses:** Cell Biology, Biochemistry, Microbiology

### CLINICAL EXPERIENCE

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

*September 2020-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 2018-May 2020*

- 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 2020-August 2020*

- 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 2019-August 2019*

- 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 2019-January 2020*

- 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 2019*

- 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

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Damon GQ, Johnson HC, Smith S. Methods of endocytosis. *Annu Rev Biochem* 2019, 78:843-916.

#### PRE-HEALTH?

The UVA Career Center's expert Pre-Health Advisors can guide you on your journey to becoming a well-rounded candidate for health professional programs. Visit [career.virginia.edu/pre-health](http://career.virginia.edu/pre-health) 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.

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

**Corey D. Lucyshyn**  
email@virginia.edu  
434-900-1234

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

## Education

**University of Virginia** Charlottesville, VA **May 2021**  
Candidate for Bachelor of Arts in Economics  
Minor in Drama  
**GPA: 3.07/4.0**

**Northern Virginia Community College** Woodbridge, VA **Spring 2019**  
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

**U.S. Department of Homeland Security** Washington, D.C. **June – August 2020**  
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 **June – August 2019**  
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 as brushing teeth, tying shoes, reading, and personal safety

## Activities & Volunteer Experience

**University of Virginia Residence Life Office** **August 2019 – 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 guide their learning

**Pi Kappa Phi Fraternity** **February 2019 – 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 50<sup>th</sup> 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 2019 – 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 2020**

### CAREER ESSENTIALS: PROFESSIONALISM

Relevant experience can include work in any environment where you have demonstrated professionalism, ethical behavior, integrity, and personal accountability.



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

**MARCOS SILVA**  
U.S. Permanent Resident  
Citizen of Brazil

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

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

**EDUCATION** **University of Virginia**, Charlottesville, VA. May 2022  
B.A. in Foreign Affairs with a concentration in Western Europe. GPA: 3.29  
B.A. in Latin American Studies. GPA: 3.50; Minor in History. GPA: 3.84

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

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

**RELEVANT EXPERIENCE** **United Technologies (UTC) International Office, Brussels.** *External Affairs Intern*, Summer 2019  
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*, 2019-2020  
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 2019  
Personally raised over \$10,000 in office that exceeded group fundraising goals by more than 150%. Individually collected 500+ petitions regarding environmental policies, and independently contacted television and newspaper media for press conferences addressing mercury pollution and coal power plants.

**LEADERSHIP EXPERIENCE** **SUR Magazine.** *President*, 2019-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*, 2018-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*, 2018-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** **UVA Career Center.** *Career Peer Educator*, 2019-present  
Assist students with 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 blog post for the UVA Career Center 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*, 2018-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, Charlottesville, VA 22903 | 516-377-2821 | [email@virginia.edu](mailto:email@virginia.edu)

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### Education

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**University of Virginia**, Charlottesville, VA, *Cumulative GPA: 3.44* May 2021

B.S. Systems Engineering, *GPA: 3.50*

B.A. Economics, *GPA: 3.33*

**Semester at Sea**, *study abroad program* Summer 2018

70-day program to 11 countries in North Africa and Europe involving on-board coursework and professor-led field trips in port

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### Skills

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- 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*

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### Relevant Coursework

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**Systems Evaluation –SYS 3034** Spring 2020

- 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 1<sup>st</sup> 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** Fall 2020

- 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** Spring 2019

- 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** Fall 2018

- 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

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### Relevant Experience

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**Siemens Healthcare Diagnostics, Newark, DE, Product Engineering Intern** Summer 2020

- 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 2019

- 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  
email@gmail.com

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## EDUCATION

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**University of Virginia**, Charlottesville, VA *August 2021*  
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 2019*  
Associate of Applied Science, Paralegal Studies – General Practice *GPA: 3.98*  
Summa cum laude, Vice Chairman of Student Senate

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## PROFESSIONAL EXPERIENCE

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**Collegiate Party Supply Inc.** *April 2019 – 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 2019 – 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 *Jan. 2019 – May 2020*  
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

**Rappahannock Legal Services (RLS)**, Fredericksburg, VA *Dec. 2018 – Aug. 2019*  
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

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## SKILLS

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

### TIP: TRANSFER STUDENTS

You can include your previous institutions on your resume. For more transfer student career resources, check out: [career.virginia.edu/transfer-support](http://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 | email@virginia.edu  
 www.linkedin.com/in/name

## Education

**University of Virginia**, Charlottesville, VA  
 B.A., Spanish Literature & Culture, May 2021

**University of Virginia in Valencia**, Valencia,  
 Spain Spanish Immersion Program, Summer 2019

## Retail & Marketing Experience

**Elevated Associate, Limited Brands: Victoria's Secret**, Charlottesville, VA, August 2019-May 2020

- 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 2018-May 2019

- 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 2017-March 2019

- 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 2019-May 2020

- Orchestrated events to engage first year students
- Appointed officers and delegated responsibilities for efficient operation of committee
- Engaged first year students through groups and shared important University resources

**Summer Intern, Louisville Metro Housing Authority**, Louisville, KY, June 2018-August 2019

- 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 2017-2020

**Daycare Services, Westminster Child Care Center**, Charlottesville, VA, Fall 2017-2019

**Merchandise Crew, Pancakes for Parkinson's**, Charlottesville, VA, Spring 2019

**Med Services, University of Virginia Hospital**, Charlottesville, VA, Fall 2018

## Skills

- Fluent in written and spoken Spanish
- Proficient 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 include more depth about your skills, past duties and accomplishments.

On [USAjobs.gov](https://www.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) 923-6790 | Email: [email@gmail.com](mailto:email@gmail.com)

Work Experience:

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

08/2018 - 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 2019
- 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

01/2019 - 05/2019  
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

08/2017 - 05/2018  
Salary: 10.00 USD Per Hour  
Hours per week: 10  
Host/Server  
Duties, Accomplishments and Related Skills:

### TIP: DESCRIPTIONS

Descriptions can be in bullet points or paragraph format. Just be sure to keep it consistent throughout the resume.

### TIP: KEYWORDS

Use keywords from the job requirements section of the posting to enhance your descriptions.

### INTERESTED IN INTELLIGENCE?

Find sample resumes and tips for applying to the intelligence community on our website! Visit [career.virginia.edu/psg](http://career.virginia.edu/psg).

- 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 05/2020

**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:

Language	Spoken	Written	Read
Spanish	Intermediate	Novice	Intermediate

#### References:

Name	Employer	Title	Phone	Email
Susan Baker (*)	University of Virginia	Associate Director	434-924-9000	susanb@virginia.edu
Marcus Mason (*)	Center for Politics	Events Manager	434-924-8000	mmason@virginia.edu

(\*) Indicates professional reference

#### Additional Information:

**ANTH 2250 Nationalism, Racism, Multiculturalism, Fall 2019**

- 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 2016, Fall 2017, Spring 2018, Proficient with Microsoft Office Products  
Competent in R and SPSS

#### Leadership:

Co-Chair, Project SERVE, Fall 2019

- Oversaw the planning of 400+ students engaged in a day of community service
- Managed the match process of 400+ students serving at 40+ service sites including all communications to volunteers



# 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. We encourage all students to use our online resume review tool, VMock: <https://career.virginia.edu/VMock>.



# CURRICULUM VITAE (CV)

More information: [career.virginia.edu/cv](http://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 GoInGlobal to understand international standards and differences for CVs and resumes.

	RESUME	CV	BOTH
LENGTH	1-2 pages	2-4 pages	<ul style="list-style-type: none"><li>• Tailor to highlight strengths</li><li>• Always think of your audience</li><li>• Use proper jargon</li><li>• Reverse chronological order</li></ul> <div style="background-color: #f4a460; padding: 5px;"><b>CV TIPS AND EXAMPLES</b> Additional formatting tips and examples: <a href="http://gradcareer.virginia.edu/sample-app-materials">gradcareer.virginia.edu/sample-app-materials</a></div>
KEY PARTS	Name and contact information, Education, Work Experience	Name and contact information, Areas of interest, Education, Grants/Honors/Awards, Publications and Presentations, Teaching Experience, Work Experience, Research Experience and Professional Memberships, References	
USE	Applying for non-academic jobs and many graduate schools at the Master's level	Applying for academic jobs and PhD programs or research	

## 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.

# COVER LETTERS

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**More information:** [career.virginia.edu/cover-letters](https://career.virginia.edu/cover-letters)

A cover letter introduces you to a potential employer. By using the position description, you can connect your skills and experience to what they are looking for in a potential candidate. A cover letter could also serve as your introduction to an organization, even if they do not have a position posted. These are referred to as letters of inquiry and can be a great way to network yourself into an interview or job. Show you've done your research on the company by adding a specific sentence or two that shows you know the position/company. This tailored nature of a cover letter can help reveal your sincere interest and knowledge and help separate you from the more generic, copy-and-paste cover letters.

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. While your resume has lots of your experiences, the cover letter needs only to elaborate upon 2-3 of the most relevant things in greater detail. It is better to elaborate upon a few relevant experiences rather than slightly mention 6 things. Together the cover letter and resume can help land you an interview.

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## 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.

## STRUCTURE

### 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]

### TIP: COVER LETTERS

- Explain your experiences in a story-like format that works with the information in your resume.
- Go in-depth about important experiences/skills and relate them to the job description.

**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.

# COVER LETTER EXAMPLES

## Patrice Camp

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

March 25, 2018

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

### TIP: HEADINGS

Your resume and cover letter should have the same heading.

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*

Patrice Camp



## Anna (Thi) Pan

987 Lewis St. Charlottesville VA 22904  
email@virginia.edu | 434-983-0000

April 22, 2018

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 2018 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 Firm, a corporate environment where attention to detail was essential when managing client files and proofreading financial statements.

In addition, I handled event logistics and publicized events when I served as publicity chair of the Taiwanese Student Association at UVA. I have acquired a sophisticated understanding of urban affairs through my studies. My coursework included site assessment and data collection, application of planning regulations, and the development of recommendations in order to create a neighborhood master plan and transportation plan. Originally from Taiwan, my residence in Germany, France and the United States, as well as my extensive 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

### 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, 2018

Garvey, Schubert & Barer  
123 14<sup>th</sup> 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 2017 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 ([email@gmail.com](mailto:email@gmail.com)).

Sincerely,

*Wilson Huffman*

Wilson Huffman

### PRE-LAW?

Get industry-specific advice and a personalized pre-law plan with the UVA Career Center's Pre-Law Advising: [career.virginia.edu/pre-law](http://career.virginia.edu/pre-law)

### DIDN'T FIND WHAT YOU NEED?

Find more cover letter examples here: [career.virginia.edu/cover-letter-samples](http://career.virginia.edu/cover-letter-samples)

# 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 on Handshake: <https://career.virginia.edu/handshake>.

### TIP: READ IT ALOUD

Read your cover letter out loud to yourself or a friend.



# REFERENCES

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

When creating a references page, use the same heading and format as your resume. 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, graduate program, 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.

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

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

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

Mr. Nicholas Ferrano  
Aquatics Coordinator  
Intramural Recreational Sports  
Aquatics and Fitness Center  
University of Virginia  
450 Whitehead Road  
Charlottesville, VA 22903  
434-02403791  
ferrano@virginia.edu  
Relationship: Current Supervisor

### 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](https://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

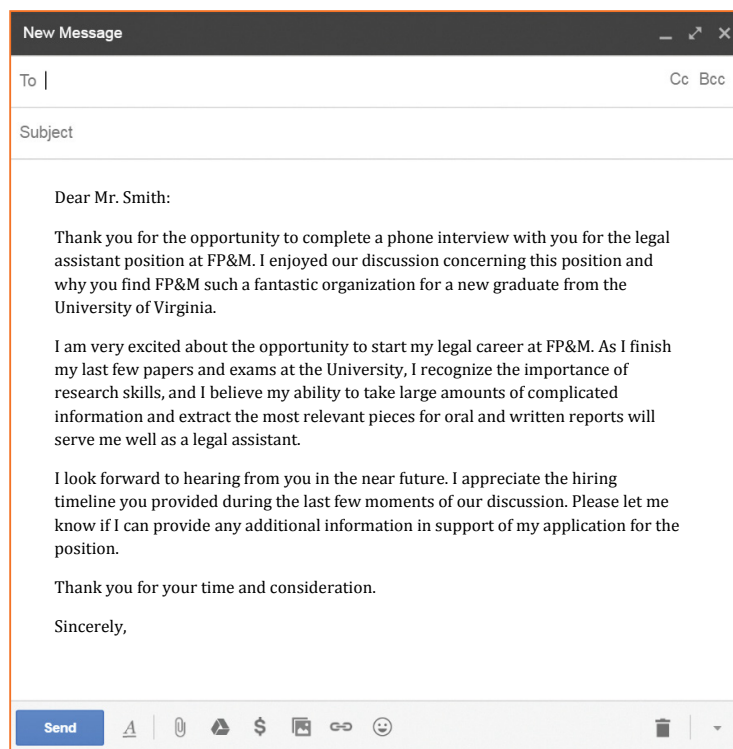
Thank the interviewer for meeting with you and refresh his or her memory by stating the time and date of your meeting as well as the position discussed and the topics that were covered.

### 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.



# ONLINE BRANDING

## 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](https://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 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 good lighting.

### EXPAND YOUR NETWORK

UVA students can connect with UVA alumni on our Virginia Alumni Mentoring platform! <https://career.virginia.edu/VirginiaAlumniMentoring>

### 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  
<https://career.virginia.edu/resumes>  
<https://career.virginia.edu/cover-letters>
- Meet with a Career Counselor during general office hours to discuss your professional materials  
<https://career.virginia.edu/about>
- 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

#### PRIORITY

--	--



# 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 Vault (<https://career.virginia.edu/OnlineResources>), faculty, LinkedIn, and UVA career contacts to zero in on your target.
- Be curious. Investigate a range of opportunities and leave no stone unturned.
- CareerShift can help you find potential employers. University of Virginia students have exclusive access to CareerShift. Learn more: <https://career.virginia.edu/OnlineResources>.
- Conduct informational interviews to learn more about specific roles and industries.
- 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 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

It may be helpful to 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 large metro area, or 2-3 possible smaller locations.



# Now Hiring



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NYC and Washington, D.C. area

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NYC and Washington, D.C. area

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Washington, D.C. area

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At ZS, you'll learn fast and continue to improve your skills by partnering with principals and managers to develop solutions to challenging business problems, and you'll benefit from regular feedback from team members. Though you'll have career guidance from a professional development coach, you are the architect of your own career.

We have the scale, clients and opportunities. Are you ready to make your impact?

**For more information,  
please visit:**

[www.zs.com](http://www.zs.com)

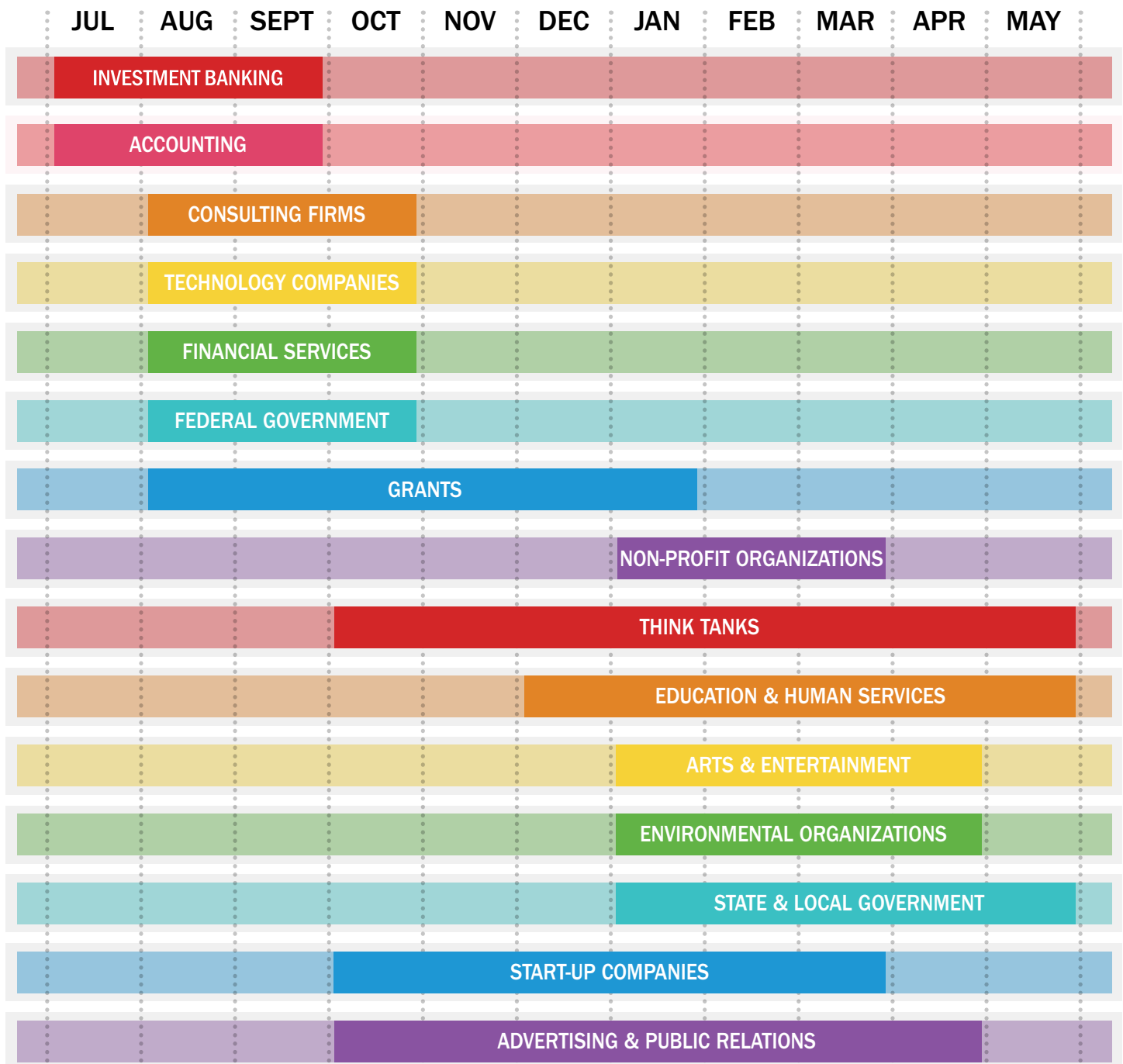


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# INDUSTRY RECRUITING TIMELINE

Below is an overview of recruiting periods throughout the year for both internships and full-time positions. These timelines are meant to serve as a general guideline for understanding different industry's recruiting and hiring strategies. Stay updated on hiring cycles by checking Handshake (<https://virginia.joinhandshake.com>) for new postings, and sign-up for Career Community newsletters by updating the Career Interests section in your profile to get tailored information on industry resources and programs.

## DATES TO APPLY AND INTERVIEW:



**Do you know about On-Grounds Interviewing?**

Employers from all over the United States come to UVA to interview students of all majors for available jobs and internships at their organizations! Visit [career.virginia.edu/ogi](http://career.virginia.edu/ogi) for further information, including policies and procedures.

# 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, and to consider how a position will benefit your long term goals.

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

STEPS	JOB POST	YOU
<p><b>Evaluate your own experience and skills.</b> Refer back to your personal assessment and any past relevant experiences that may be reflected in your resume.</p>	<p><b>Overview of position description:</b></p>	<p><b>My interests, values, skills, relevant past experiences:</b></p>
<p><b>Identify the location of job.</b> Consider your ability to feasibly work in the position location for the period of time required. Consider housing costs, cost of living, etc.</p>	<p><b>Job location:</b></p>	<p><b>Locations I can feasibly work:</b></p>
<p><b>Note required education and experience for the position.</b> 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.</p>	<p><b>Required education/experience:</b></p>	<p><b>My education/experience level:</b></p>
	<p><b>Desired education/experience:</b></p>	<p><b>Requires post-grad experience?</b></p>

### TIP: HIRING TIMELINES

Hiring timelines for jobs and internships 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 can vary depending on the organization.

### TYPICAL INDUSTRY RECRUITMENT TIMELINES

#### LATE SUMMER/EARLY FALL

- 8-10 months in advance
- Consulting Firms
- Large Media & Tech Companies
- Financial Services
- International Organizations
- Federal Government (requiring security clearance)

#### WINTER/SPRING (DEC-MAY & BEYOND)

- 4-6 months in advance
- Non-profit Organizations
- Research Institutes
- Educational Institutions
- Arts & Entertainment Organizations
- Environmental Organizations
- State & Local Government
- Start-up Companies

### STEPS

### JOB POST

### YOU

#### Note required skills and proficiencies:

Highlight specific skills mentioned 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.).

#### Required skills:

#### Typical daily activities:

#### My relevant "hard" skills:

#### My relevant "soft" skills:

#### My daily activity/availability preferences:



# BUILD CONNECTIONS

**More information:** [career.virginia.edu/networking](https://career.virginia.edu/networking) and <https://career.virginia.edu/VirtualNetworking>

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 your 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, Instagram, or 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 should be established and maintained throughout your college years and career. Start early.

### 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 gaining a better understanding about a particular field of work or learning about a job or internship lead. An alum might benefit from gaining an update about what's happening at UVA or getting a chance to share their opinions about their work or field. Remember, do not 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](https://career.virginia.edu/networking) and <https://career.virginia.edu/VirtualNetworking>

## 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
- UVA alumni
- People that have volunteered with you
- 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, Virginia Alumni Mentoring and the UVA Career Center website

UVA students have exclusive free access to these resources 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—do not post anything online that you would not want 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 54.

## 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 relationship.

### Follow Up Tips:

- **Note any personal details that you gleaned from your experience**  
Record those somewhere safe and easily accessible in the future like a spreadsheet—this 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 take the time to thank someone for agreeing to an informational interview or providing a direct contact to you. Always consider formally expressing your gratitude any time their advice has been helpful.
- **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 contact might remember you, should they hear about a job opening. Networking via informational interviews sometimes results in job opportunities, however, never expect to get a job directly from them.



— Devante

# MAKING IT WORK FOR EVERYONE.

Gain experience trying out different roles and see where your strengths shine brightest.



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[ey.com/us/careers](https://ey.com/us/careers) #BetterWorkingWorld



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# NETWORKING PROFILE

A networking profile is a useful document to help structure your conversation with networking partners. The document provides your networking partner insight into your job search, so that the partner can determine how they can best help you. With your professional objective and a target list of companies, the profile invites your partner to provide you insight and ideas that can further your job search.

YOU SHOULD FORMAT YOUR ONE-PAGE PROFILE WITH THE FOLLOWING SECTIONS:

**HEADING** includes your name and contact information.

**Jacqueline Garvey**  
email@virginia.edu  
Cell: (555) 555-5555  
School Address: Brandon  
Ave Charlottesville, VA  
22903

YOUR HEADING

**SEARCH PLAN PROFILE** is a statement of your job objective.

Seeking a media planning or media analyst role in a traditional or digital advertising agency.

YOUR SEARCH PLAN PROFILE

**RECENT POSITIONS** is a top line summary of your most relevant 2-3 positions.

Assistant Mentor, Light House Studio, Charlottesville, VA Fall 2016 - Present

Digital Media Lab Consultant, Clemons Library, Charlottesville, VA Fall 2017 - Present

Business Analyst, Grey Advertising, New York, Summer, 2017

YOUR RECENT POSITIONS

**TARGETS** include a list of industry segments and companies that interest you.

<b>Madison Ave Agencies</b> DDB TBWA Worldwide Omnicom	<b>Established Digital Agencies</b> Y Media Labs Flightpath Crafted
<b>Media Focused Agencies</b> PHD Horizon Duncan Channon	<b>Up and Coming Agencies</b> Hearts and Science Redscount iCrossing We Believers

YOUR TARGETS

**EDUCATION** includes relevant degrees and courses.

University of Virginia Charlottesville, VA

BA, Media Studies, Expected May 2019

Relevant Courses: Money, Media and Technology, Media and Everyday Life, Computational Media

YOUR EDUCATION



# INFORMATIONAL INTERVIEWS

**More information:** [career.virginia.edu/info-interviewing](https://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.**

Source: [themuse.com/advice/introducing-the-email-template-thatll-get-you-a-meeting-with-anyone-you-ask](https://themuse.com/advice/introducing-the-email-template-thatll-get-you-a-meeting-with-anyone-you-ask)

### 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 Johnson 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 would like 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 Johnson

---

## 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 how to convey these attributes by the types of 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. If you follow through with an action they recommend, reach out to let them know. It will help you maintain them as a contact.

# 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.

# 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 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 Interests

- 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?

## 2 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?

## 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

Hi, I’m [insert name here], and I’m interested in creating plans to help big businesses be more sustainable. I’m graduating in May with a major in Environmental Thought and Practice, but my study abroad trip in Costa Rica, where we assessed ways to maintain biological diversity in the face of economic development, truly deepened my commitment to sustainability. I think my internship with the UVA Office of Sustainability and Athletics helped establish some key skills in this area as well.

Looking forward, I’m pursuing roles where I can contribute to sustainable initiatives in for-profit businesses. Could you tell me more about the role you are recruiting for in corporate social responsibility?

## 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.







# Launch Your Career

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The Washington Post



# INTERVIEWS

**More information:** [career.virginia.edu/interviews](https://career.virginia.edu/interviews) and <https://career.virginia.edu/VirtualInterviews>

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.

## 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.

*\*In response to the COVID pandemic, companies will be virtually interviewing students for internships and full-time positions.*

### 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.

### Virtual/Telephone

Telephone interviews are often used as initial screening interviews and are 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 virtual 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 Zoom (or another virtual meeting platform) 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](https://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."

### TIP: STAR TECHNIQUE

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

## STAR Technique

### Example Question

"Tell me about a time when you demonstrated leadership skills."

<b>SITUATION</b> Define the situation or "set the stage."	<b>RESPONSE</b> Every year, my student organization sponsors a fundraising event to benefit a local food bank.
<b>TASK</b> Identify the task/project that you performed.	As Philanthropy Committee Chair, I was in charge of organizing the event last semester.
<b>ACTION</b> 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.	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.
<b>RESULT</b> Summarize the result.	I was very proud of the event. 250 people attended the event and we raised \$3,000 for the local food bank.

## CASE & TECHNICAL

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 through the Career Insider by Vault Case Interviewing Guides accessible through your Handshake account.

### CASE & TECHNICAL QUESTION HELP

Refer to [career.virginia.edu/case-interviews](https://career.virginia.edu/case-interviews) for more information on how to prepare for case interviews, and look at [career.virginia.edu/technical-interviews](https://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](https://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. Lack of research is consistently cited by employers as a reason candidates do not advance in interviews, so make the time for it.

- Review the organization's webpage
- Check recent news headlines about the company
- 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
- *Optional*: follow the company's social media presence across different platforms

## 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 GoInGlobal website accessible through your Handshake account.

## PRACTICE INTERVIEWING SKILLS

Prepare yourself by doing the following:

- Meet with a career counselor for a mock interview
- Prepare key points you want to communicate about yourself and how you plan to make them (see Interviewing Plan on pg 68.)
- 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
- 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)

### TIP: INTERVIEWS

Interview practice is essential to prepare examples, speak with confidence, and be at ease with a wide variety of questions. Use VMock's 'elevator pitch' tool to practice: <https://www.vmock.com/uvacc>



# PROFESSIONALISM

More information: [career.virginia.edu/professionalism](http://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.

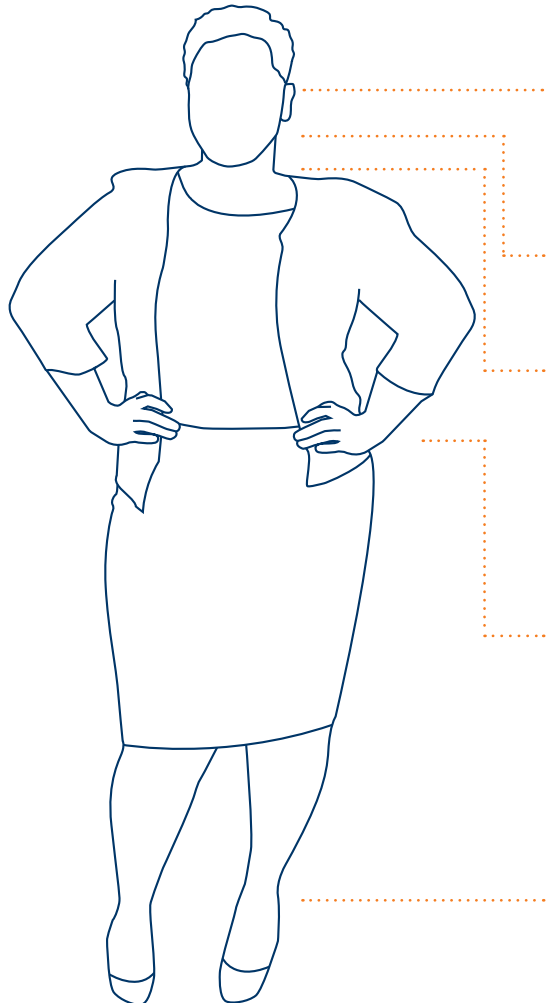
**93%** of communication is non-verbal

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

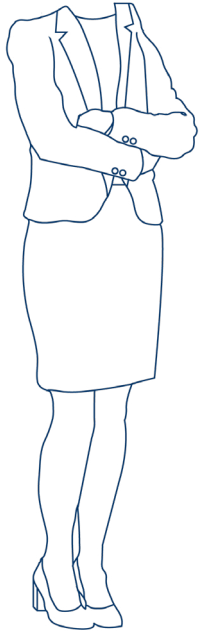
Should be well-balanced, upright, relaxed, forward-facing, and open. Know your nervous habits and practice controlling them. Leaning forward slightly can help communicate interest.

# DRESS FOR SUCCESS

More information: [career.virginia.edu/attire](https://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. Career advisors are happy to provide guidance and support.

## 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).

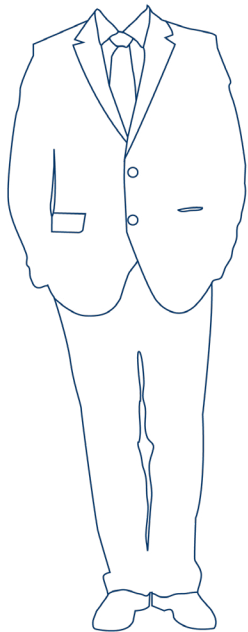
### ACCESSORIES

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  $\frac{1}{4}$  to  $\frac{1}{2}$  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 open 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](https://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.

# QUESTIONS EMPLOYERS MAY ASK

**“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 60.

**“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](http://career.virginia.edu/questions-employers-may-ask)





# ILLEGAL QUESTIONS FROM EMPLOYERS

More information: [career.virginia.edu/illegal-questions](https://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:** 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](https://www.eeoc.gov)) or access the resources provided in UVA's Office of Equal Opportunity and Civil Rights ([eocr.virginia.edu](https://eocr.virginia.edu)).

# QUESTIONS YOU CAN ASK EMPLOYERS

More information: [career.virginia.edu/questions-you-can-ask-employers](https://career.virginia.edu/questions-you-can-ask-employers)

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

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. →

## 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.

## 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. How will the work this person does support the work you do and make your job more efficient?
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 kind of professional development do you offer your employees?
13. I was reading about \_\_\_\_\_ new product lines/services, how might this role interact with those initiatives?
14. What are some of the biggest challenges your organization/ department is currently facing?
15. How will you know that the person in this role is successful?
16. If I were extended an offer of employment, how quickly would you like me to start?
17. When can I expect to hear from you?
18. Tell me about a recent project you worked on that you're excited about?

# INTERVIEWING WORKSHEET

## BASICS

COMPANY WEBSITE		
RECRUITER NAME	EMAIL	TELEPHONE
COMPANY ADDRESS		
Street	City	State
DATE/TIME	INTERVIEW WITH	DATE OF THANK YOU NOTE
DRESS PLAN	INTERVIEW TYPE	
	<input type="checkbox"/> In-person <input type="checkbox"/> Panel <input type="checkbox"/> Other	
	<input type="checkbox"/> By phone <input type="checkbox"/> By video	

## 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 pg 60.*
- **What questions do you have for me?** *Tip: Formulate several good questions on topics such as hiring timeline, company research, organizational culture, etc.*

# INTERVIEWS WHAT'S YOUR PLAN?

## YOUR PLAN

List 3 goals

### YOUR GOALS

1
2
3

## ACTION/STEPS

- Meet with a Career Counselor to conduct a mock interview by scheduling an appointment through Handshake  
<https://career.virginia.edu/about>
- Practice your interviewing techniques using VMocks' elevator pitch tool  
<https://www.vmock.com/uvacc>
- Practice using the STAR method (pg 56) to create relevant stories about your past experiences

## RESOURCES

Brainstorm some resources available to you.

## EXPANDED/NEW ACTIVITIES

List activities associated with achieving your goals in order of priority.

### YOUR ACTIVITIES

### PRIORITY

--	--





# ACCEPT OFFER OR KEEP LOOKING?

**More information:** [career.virginia.edu/decisions](https://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 acceptable 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

### LIFESTYLE VALUES

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

### GEOGRAPHIC LOCATION

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

### COMPENSATION/BENEFITS

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

#### 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.

# ACCEPT OFFER OR KEEP LOOKING?

## 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](https://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 Virginia Alumni Mentoring (VAM) at [alumnimentoring.virginia.edu](https://alumnimentoring.virginia.edu).

## STEPS

### 1 Identify the Issue

Identify the primary issue that you want to negotiate using the results of the values assessment (pg 70). 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](https://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:

- [career.virginia.edu/outcomes](https://career.virginia.edu/outcomes) or McIntire Placement Report
- NACE Salary Calculator
- Bureau of Labor Statistics Publications: Monthly Labor Review
- Professional Associations and Publications
- Personal Contacts and Alumni
- Salary Sites ([salary.com](https://www.salary.com), [glassdoor.com](https://www.glassdoor.com), [naceweb.com](https://www.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:

"What salary are you willing to accept?"	Respond by providing a salary range with your ideal salary as a mid-point.
"That figure is beyond our salary range for this position."	You have the opportunity to make another counter-offer if you are willing to consider a salary lower than your targeted range.
"The salary we offered was at the top of the range for your position." <b>OR</b> "We are offering all of our new hires the same, non-negotiable salary."	In this case, you may wish to talk about alternate methods of achieving your financial goals. This could be a signing bonus, a 60-, 90-, or 120-day performance and salary review, or bonuses during the year (signing bonus options depend on the industry and are not always available).

## 5 Respond to the company's negotiated offer.

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



# MAKING A DECISION

---

**More information:** [career.virginia.edu/decisions](https://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, companies will increase the pressure on 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

Do 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 all 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.
- Update your Handshake and LinkedIn profiles.

### 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!

# YOU GOT THE JOB! NOW WHAT?

More information: [career.virginia.edu/jobs/after-youve-accepted](https://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 in 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 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 to ensure your early success.
- 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](https://www.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	Monthly	Yearly
15% <-\$36k salary>27%	_____	x12 _____
Car property tax	_____	_____
		<b>Total</b> _____

FOOD	Monthly	Yearly
Food for home	_____	x12 _____
Packed lunches	_____	_____
Lunches/dinners out	_____	_____
Coffee	_____	_____
		<b>Total</b> _____

HOUSING	Monthly	Yearly
Rent	_____	x12 _____
Security deposit	_____	_____
Furniture/decor	_____	_____
Renter's insurance	_____	_____
Storage	_____	_____
Parking fees	_____	_____
Cell phone	_____	_____
Electricity	_____	_____
Utilities (water/gas/sewage)	_____	_____
Cleaning supplies	_____	_____
		<b>Total</b> _____

SAVINGS	Monthly	Yearly
Personal savings	_____	x12 _____
Emergency fund	_____	_____
		<b>Total</b> _____

VACATIONS/HOLIDAYS	Monthly	Yearly
Travel	_____	x12 _____
Lodging	_____	_____
Dining out	_____	_____
Sightseeing/souvenirs	_____	_____
Transportation	_____	_____
Birthdays	_____	_____
Gifts	_____	_____
		<b>Total</b> _____

ENTERTAINMENT	Monthly	Yearly
Going out	_____	x12 _____
Gym	_____	_____
Fees/admissions	_____	_____
Video/game subscription	_____	_____
Internet/cable	_____	_____
Movies/plays	_____	_____
Reading material	_____	_____
Hobbies	_____	_____
Sports	_____	_____
Tobacco/Alcohol	_____	_____
		<b>Total</b> _____

OTHER EXPENSES	Monthly	Yearly
	_____	x12 _____
	_____	_____
		<b>Total</b> _____

TRANSPORTATION	Monthly	Yearly
Car payment	_____	x12 _____
Gas	_____	_____
Car maintenance/repair	_____	_____
Vehicle registration/taxes	_____	_____
Car insurance	_____	_____
Tolls/parking	_____	_____
Public transportation	_____	_____
Tickets/citations	_____	_____
		<b>Total</b> _____

FINANCES	Monthly	Yearly
Bank fees	_____	x12 _____
Credit card payments	_____	_____
Loans	_____	_____
401K/403B/IRA	_____	_____
Tax preparation	_____	_____
		<b>Total</b> _____

HEALTHCARE	Monthly	Yearly
Medical services	_____	x12 _____
Prescriptions	_____	_____
Personal care	_____	_____
		<b>Total</b> _____

ATTIRE	Monthly	Yearly
Business attire	_____	x12 _____
Personal attire	_____	_____
Special occasion attire	_____	_____
Shoes/accessories	_____	_____
Personal grooming	_____	_____
Haircut/salon	_____	_____
Dry cleaning	_____	_____
Laundry	_____	_____
		<b>Total</b> _____

DONATIONS	Monthly	Yearly
Charities/nonprofits	_____	x12 _____
Religious donations	_____	_____
		<b>Total</b> _____

INSURANCE	Monthly	Yearly
Health	_____	x12 _____
Life	_____	_____
Disability	_____	_____
Dental	_____	_____
		<b>Total</b> _____

YOUR TOTAL	
Taxes _____	Transportation _____
Food _____	Finances _____
Housing _____	Healthcare _____
Savings _____	Attire _____
Vacations/Holidays _____	Donations _____
Entertainment _____	Insurance _____
Other _____	<b>Total</b> _____

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





# GRADUATE & PROFESSIONAL SCHOOL

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

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

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/grad-school](https://career.virginia.edu/grad-school)

## EXAMPLES OF GRADUATE AND PROFESSIONAL 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.



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## SHOULD YOU APPLY?

**More information:** [career.virginia.edu/grad/why](http://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 end goal, 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:

Solid Academic Performance	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).
Competitive Test Scores	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.).
Substantial Career Exploration/ Relevant Experience	Experience that demonstrates you have sufficiently explored the field for which you want to enter. This can be gained through internships, volunteering, research, independent studies, and so forth.
Strong Letters of Recommendation	Look for opportunities to interact with your professors and be intentional about getting to know them. Make sure to develop contacts with professionals in your field of interest as well. When you are ready to collect letters, consider using a third party letter service like <i>Interfolio.com</i> . There is no charge to collect letters, only a charge for sending.
Additional Life Experience	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.

## 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. Program admissions officers can sometimes connect you with other students in the program.

#### 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 career 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

#### SECOND YEAR

- Begin evaluating your career aspirations. Look over the questions on pg 79.
- Talk to alumni, faculty, and current graduate school students
- Look into school requirements
- Explore various graduate school programs

#### THIRD YEAR FALL

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

#### THIRD YEAR SPRING

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

#### THIRD YEAR SUMMER

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

#### FOURTH YEAR FALL

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

#### FOURTH YEAR SPRING

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

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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- Application information:
  - > Apply through Handshake and the BRG website.
  - > Cover letter, resume, and transcript required.
- Associate interview: **September 24**
- Summer Associate interview: **October 29**

### CONTACTS

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