

# A-Z Job Search Guide

Marietta College



MARIETTA COLLEGE CAREER CENTER

preparing students  
*for successful futures*

Gilman Center

740-376-4645

[cc@marietta.edu](mailto:cc@marietta.edu)

<http://www.marietta.edu/student/career/index.html>

Office Hours:

Monday-Friday

8:00a.m.-5:00p.m.

**Purpose:** This guide will answer questions and provide resources for your job search. Good luck during this challenging and exciting process, and remember, the Career Center is a resource for you.

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**The Career Center at Marietta College**  
*Preparing students for successful futures!*

The Career Center at Marietta College is staffed by professionals who prepare students for successful futures by providing:

- career advising;
- access to experiential education;
- state-of-the-art job search and graduate school resources and programs;
- the necessary tools to transition from Marietta College to the World of Work.

Students are encouraged to visit the Center for individual advising, and they can also take advantage of the variety of career workshops and events offered throughout the year such as: “Etiquette 101” and “Preparing for Graduate School” – just to name a few.

The Career Center is also involved in a variety of career fairs throughout the year including the Teacher Recruitment Consortium, the Ohio Foundation of Independent Colleges’, CareerFEST, and the Muskingum & Marietta College Interview Day. In addition to these recruitment and networking events, the Center maintains a database of employment and internship opportunities which students and alumni can access free of charge 24/7 through College Central ([www.collegecentral.com/marietta](http://www.collegecentral.com/marietta)). Through résumé referrals, alumni mentoring, company info-sessions, and on-campus interviews, the Career Center facilitates connections with employers throughout the region and beyond.

For more information, please visit the Career Center website: [www.marietta.edu/student/career](http://www.marietta.edu/student/career) or contact the Career Center, Monday through Friday, 8:00 a.m. – 5:00 p.m. To schedule an appointment, please call (740) 376-4645 or email [cc@marietta.edu](mailto:cc@marietta.edu).

# CAREER EXPLORATION PROCESS

What are my career  
issues/needs?

Who am I?

What am I good at  
doing?

What do I enjoy  
doing?

# YOU

What's out there?

What can I do with  
this major?

What are some of the  
workforce trends?

Information about  
Self,  
Your Skills, Values &  
Interests

Information about the  
WORLD of WORK

DECISION MAKING

Short Term and Long Term  
GOALS

# ACTION

# Career Development Timeline

## FRESHMAN YEAR – SELF ASSESSMENT & ENGAGEMENT

During your college career, you will be presented with many fantastic opportunities to learn and grow within your self and your career. You will have many important decisions to make. Be open to all possibilities and explore as many as you can.

- Concentrate on your core subjects; develop good study habits and create the best academic self-portrait possible.
- Familiarize yourself with the College—its departments and services. Visit the Office of Student Activities to learn about and get involved in extracurricular activities, but don't sacrifice good grades by over-extending yourself.
- Learn what majors are offered at Marietta and research those of interest. Schedule an appointment with an academic advisor and visit professors during office hours to discuss your choices.
- Begin developing a career portfolio. Start with an essay about why you chose to attend Marietta.
- *Utilize FOCUS, the Career Center's online career guidance tool to learn more about your skills and interests and how they connect to careers.*

## SOPHOMORE YEAR – EXPLORATION THROUGH EXPERIENCE

An important decision concerning your major is made during this year. Remember that your field of study can be a strong link to your eventual career choice. Begin self-assessment and the networking process.

- You will need to declare a major by the second semester of the sophomore year.
- Expand your fields of study. Take a course that interests you. Focus on your study habits and grades. Seek tutoring if needed. Consider a minor or concentration.
- *Visit the Career Center to obtain advice on a career-related summer job, internship or leadership activity.*
- *Learn the art of résumé and cover letter writing.*
- *Consider informational interviews as part of the exploration process.*
- *Attend career-related events.*

## JUNIOR & SENIOR YEARS –NETWORKING & IMPLEMENTATION

Put into practice the knowledge and skills you have gathered so far. Will you be entering the work force or attending graduate school?

- *Make sure you have an account in College Central and keep your résumé in this system current.*
- *Informational interview and/or job shadow in the areas of interest to you.*
- *Take advantage of the Career Center's recruiting programs and career development workshops.*
- Schedule an appointment with the Career Center to perform a mock interview to get ready for the real thing!

## Résumé Writing Basics

PURPOSE	The main objective of the résumé is to get an INTERVIEW. A résumé does not get you a JOB.
BE BRIEF	Demonstrate your ability to summarize and consolidate information. Use short words and sentence fragments NOT complete sentences. A one-page résumé is the ideal.
BE SPECIFIC	Use concrete examples of achievements instead of listing job descriptions. Use active verbs (initiated, organized, managed, directed)—past tense if you are no longer in that job; present if you are. Stress the value delivered, who you related to. Qualify and quantify your information (supervised 10 crew members) and mention ways that you made a difference. Don't just list duties.
BE ACTIVE	Use strong active words that create a positive image. Carefully choose your verbs, adjectives and adverbs. A résumé is YOUR marketing tool: be yourself!
BE HONEST	Don't lie! It will come back to haunt you.

### Some No-No's

- ✓ Information such as height, weight, age, race, religious affiliation, health, family size, or marital status should not be included.
- ✓ Do not include references on your résumé.
- ✓ Do not staple.

*KEY concept to RÉSUMÉS: No one résumé will please every employer. Learning about the industry will aid you in determining how to focus your résumé .*

*If in doubt about the industry "standard", seek professional advice from someone working in your desired career field. They got there-so can you!*

## Sample Résumé Layout

**Objective:** This is optional; include only if you can be CLEAR and SPECIFIC. Make sure you target it to each job you apply for.

**Example:** Seeking a summer internship in advertising utilizing strong computer and project management skills.

**Education:** Include: Degree, major, name of college, city, state and date of graduation. Only include your GPA if it is 3.0 or above.

**Example:** MARIETTA COLLEGE, Marietta, OH

Bachelor of Arts in Psychology, to be awarded May 2008

Minor: Leadership Studies

GPA: 3.3/4.0

Relevant coursework: list 4 – 6 courses which may be related to the position you're seeking.

**Experience:** Include all relevant full time and part time positions, internships, summer jobs, community service, campus leadership experience, research projects. Can be organized by category or whether it's related to your current goal.

**Skills:** Include computer skills, special skills and language skills, if applicable.

**Sports, Interests, Activities, etc:** Make sure you list dates and leadership titles/awards.

### Résumé Checklist

- Is your résumé limited to no more than two font styles, preferably one?
- Are the margins between ½ and 1 inch wide?
- Is your résumé professional, neat, and easy to read?
- Is it free of typing, spelling, and grammatical errors?
- Is your résumé free of unnecessary words such as “responsible for”, “duties included.”
- Does your résumé use the pronoun “I”—it shouldn't!
- Does your résumé highlight the most important information you need to stress?
- Does your résumé emphasize the positive and support your goal?
- Have you used strong action verbs and quantitative measure to emphasize your accomplishments?
- Do you see a lot of repetition in types of experiences, duties, words described?—You shouldn't!
- Is your résumé accurate and honest?
- Has your résumé been critiqued by someone in the field and/or someone in the Career Center?
- Are you prepared to discuss all the information presented on your résumé with an employer?
- Is your résumé printed on professional quality paper with no staples or folds?

# Carin Campbell

ccc@marietta.edu

## Current Address (until May)

Marietta College, Box#100454, 215 Fifth St  
Marietta, OH 45750

## Permanent Address

120 Carter St.  
Detroit, MI 43015

**Education:** Marietta College, OH  
Major: Political Science, Minor: Psychology

Bachelor of Arts, May 2008  
GPA: 3.611/4.0 scale

## International

**Experience:** **Service in Schools**, Service Trip with Marietta College, Accra, Ghana, May 2008  
• Supply computers to promote technology and educate the school on software programs

**Family Stay**, Emersion Experience with High School, Toulouse, France, 2002  
• Developed the French Language as well as a sense for French culture within three weeks

## Career-Related

**Experience:** **Intern**, John Edwards for President Campaign, Manchester, NH, Dec. 2007- Jan. 2008  
• Organized and entered field data and out-of-state volunteer data  
• Participated in field work such as canvassing and phone banking

## Other

**Experience:** **Resident Assistant**, McCoy Hall, Marietta College, Marietta, OH, Aug. 2006- Present  
• Ensure residents' safety by enforcing campus policies  
• Build community through the use of programming

**Circulation Assistant**, Library, Marietta College, Marietta, OH, Aug. 2005- Present  
• Assist patrons with acquiring library materials

**Dietary Server**, Willow Ridge Nursing Home, Detroit, MI, Feb. 2002- Present  
• Aide residents with their meal orders and dietary needs

## Academic Honors:

**Dean's High Honors List**, Marietta College, Fall 2005-Present  
• Student must be enrolled in 15 credit hours and maintain a GPA of 3.5 or higher on a 4.0 scale

**Psi Chi Member**, National Honor Society of Psychology, Fall 2007- Present  
• Members must be in the top 35% of their class with an overall GPA of 3.0 on a 4.0 scale in all psychology courses

**Pi Sigma Alpha**, National Honor Society of Political Science, Spring 2008  
• Members must have an overall GPA of 3.1 on a 4.0 scale in all political science courses

## Computer Skills:

Windows XP, MS Office (Word, Excel and PowerPoint), Adobe Photoshop, SPSS

## Interests:

Psychology Club (2005-Present); Recycling Club (2007-Present); McCoy Hall Council (2006-Present); Rainbow Alliance (2008); Women's Tennis Team (2006-2008)

**Joe Burdine**  
417-425-2198  
JJB002@marietta.edu

Present Address:  
Marietta College, 215 Fifth St. #907  
Marietta, OH 45750

Permanent Address:  
332 Smith St.  
Bexley, OH 47500

**Objective:**

Seeking a position in marketing utilizing strong program management and organizational skills.

**Education:**

Marietta College, Marietta, Ohio  
Bachelor of Arts Major: Marketing Minor: Sports Management  
Intended graduation: May 2008

**Related Experience:**

Fall 2007 *Marietta College* *Marietta, Ohio*

Capstone Internship

- Worked with local funeral home to develop a marketing plan to increase pre-planning sales and visibility of gift shop.

Winter 2007 - 2008 *Prime Supply Group* *Bexley, Ohio*

Marketing Internship

- Developed video presentations of poultry processing machines to be shown at trade shows. (International Poultry Expo).
- Created PowerPoint presentations to show to prospective clients of Prime Equipment Group machines and third party companies represented by Prime.
- Devised content for CD's containing literature and videos to be handed out to potential clients.
- Wrote an introductory presentation about Prime Equipment Group to orient new employees.

**Additional Experience:**

Summer 2004 - Present *Smith & Smith* *Bexley, Ohio*

General Labor

- Provided landscaping and general maintenance of a medium size manufacturing facility.

Shipping and Receiving

- Processed sales orders and shipped spare parts orders to customers.

Inventory

- Cycle counted inventory for adjustments and adjusted inventory in computer.

**Computer Software Experience:**

Peachtree Accounting Software

Microsoft Movie Maker

Global Shop (Material Requirement Planning)

Video editing and compilation

UPS GroundShip

# ***Anthony Brickman***

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23 Winding Way, Dayton, OH 45401, (937)-222-5656, anthonybrickman@yahoo.com

## **OBJECTIVE**

Seeking a full-time position in the field of petroleum geology

## **EDUCATION**

B.S. Geology with a Minor in Petroleum, Marietta College  
Graduated, St. Marys High School, St. Marys, WV

GPA 2.62/4.00 Dec. 2007  
GPA 3.47/4.00 May 2003

## **WORK RELATED EXPERIENCE**

### **Linn Energy**

*Pittsburgh, PA*

*Summer 2007*

- Production Geologist
  - Correlated logs for tops of formations so that proven undeveloped locations could be analyzed
  - Contoured formation tops onto the desired mapping surface using Sufer
  - Created Proven Undeveloped Location spreadsheet that consisted well information and projected depth of each formation for each well
  - Characterized a reservoir by calculating  $\Phi \cdot H$

### **Triad Resources**

*Marietta, OH*

*Winter 2007*

- Observed hydraulic fracture and wire line logging operations
- Roustabout on drilling rig

### **Equitable Resources**

*Pittsburgh, PA*

*Summer 2006*

- Junior Geologist
  - Created contour and isopac maps using Geographics
  - Correlated logs for tops of formations on newly drilled wells
  - Picked Perforation intervals
  - Picked fracturing types for the desired formation
  - Correlated logs for faults and created faulting plane map

### **Arvilla Pipeline and Oil Field**

*St. Marys, WV*

*Summer 2005*

- Worked as a service rig hand
  - Gained experiences in swabbing and running rods and tubing
- Reclaimed locations
  - Assisted in setting production equipment, heater tanks, pumping units, and tanks
- Assisted crew in laying production gas line

## **LEADERSHIP**

- Captain of High School Basketball, Wrestling Teams *2002-2003*
- National FFA Chapter Sentinel *2001-2002*
- Peewee Wrestling Coach *2000-2004*

## **SCHOOL/ VOLUNTEER ACTIVITIES**

- Society of Petroleum Engineers (SPE)
- Over 30 hours of Community Service

## **HONORS/ AWARDS**

- WV State Wrestling Champion *Spring 2003*
- LKC Football All-Conference *Fall 2002, 2003*

# Rob Turnlee

**OBJECTIVE:** To bring to your company enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize the skills obtained through my experiences.

## QUALIFICATIONS

*Dec 2007- present*      *MC College Sports Information Director*      *Marietta, Ohio*

### **Sports Information/Media Guide Developer**

- Responsible for assisting the sports information director in coordinating sports information for intercollegiate games
- Developed press releases and story ideas on student athletes
- Attended sporting events to assist media coverage
- Created game programs
- Responsible for the production of the 2008 Softball Media Guide
- Updated all records as well as developed content for 2008 preview, 2007 review, coaching biographies and player profiles

*May 2007-Aug 2007*      *Akron Aeros Professional Baseball*      *Akron, Ohio*

### **Marketing Intern**

- Produced flyers and brochures to assist the Group Sales Department
- Assisted in the promotion of game day marketing and sponsored giveaways, in game and during exit distributions
- Prepared staff for upcoming homestand and or single game
- Observed team marketing and homestand meetings
- Met with key investors and sponsors in the 2007 season
- Produced, created, and marketed several game day events
- Assisted with the assembly of tax audit sheets and booklets

*Jan 2007-April 2007*      *MC College Baseball Day*      *Marietta, Ohio*

### **Public Relations Partner**

- Contacted key newspaper and news stations for promotional purposes
- Coordinated local media interview requests
- Assisted in the body copy/headline of event
- Set up past player list for sponsorship contacts
- Developed and implemented design principles for promotional material

*Aug 2006 - Dec 2006*      *WCMO News Station (College)*      *Marietta, Ohio*

### **WCMO Staff Writer**

- Produced sports news stories for on-air productions

606 10<sup>th</sup> Street  
Marietta, Ohio 45750  
(740)391-1974  
[rob\\_turnlee@hotmail.com](mailto:rob_turnlee@hotmail.com)

## EDUCATION

**Marietta College**  
Spring 2005-Spring 2008  
B.A. **Advertising and Public Relations**  
GPA- 3.45

## RELATED SKILLS

- QuarkXpress
- Adobe Photoshop
- Excel
- PowerPoint
- Publisher
- Dream Weaver
- InDesign

## EXTRACURRICULAR

- Habitat for Humanity
- Uniceff
- MC Softball Clinics
- MC Softball
  - Player 2005- present
- Pre-law Society

## RELATED COURSEWORK

- Marketing: Consumer Behavior
- Sports Law
- Business Law
- Ad copy and layout
- Ad Campaigns

## **ACTION VERBS**

### **A**

Accelerated  
Accentuated  
Accomplished  
Achieved  
Acquired  
Activated  
Adapted  
Addressed  
Adjusted  
Adhered to  
Administered  
Adopted  
Advanced  
Advised  
Allocated  
Analyzed  
Annotated  
Anticipated  
Applied  
Appraised  
Approved  
Arranged  
Articulated  
Assembled  
Assessed  
Assigned  
Assumed  
Attained  
Audited

Augmented  
Authored  
Authorized  
Averted  
Avoided

### **B**

Balanced  
Briefed  
Broadened  
Budgeted  
Built

### **C**

Calculated  
Carried out  
Catalogued  
Categorized  
Caused  
Centralized  
Chaired  
Changed  
Channeled  
Charted  
Checked  
Clarified  
Coached  
Coded  
Collaborated  
Collated  
Collected  
Combined  
Commanded

Commissioned  
Committed  
Communicated  
Compared  
Completed  
Compiled  
Composed  
Conceived  
Concluded  
Condensed  
Conducted  
Confronted  
Consolidated  
Constructed  
Consulted  
Continued  
Contracted  
Contributed  
Controlled  
Converted  
Conveyed  
Convened  
Cooperated  
Coordinated  
Corrected  
Corresponded  
Counseled  
Created  
Critiqued  
Cultivated  
  
**D**  
Decided

Decreased  
Defined  
Delegated  
Delivered  
Demonstrated  
Derived  
Designated  
Designed  
Detected  
Determined  
Developed  
Devised  
Diagnosed  
Directed  
Dispensed  
Displayed  
Distributed  
Drafted  
Dramatized  
  
**E**  
Earned  
Edited  
Educated  
Effected  
Elicited  
Emphasized  
Employed  
Empowered  
Encouraged  
Endured  
Enforced  
Engineered

Enlisted		Judged	
Entertained	<b>H</b>		<b>O</b>
Evaluated	Handled	<b>L</b>	Observed
Established	Helped	Launched	Obtained
Estimated	Headed	Lectured	Operated
Examined	Hired	Led	Ordered
Exchanged		Licensed	Organized
Executed	<b>I</b>	Listened	Originated
Exercised	Identified	Lightened	Outlined
Exhibited	Illustrated	Liquidated	Oversaw
Expanded	Implemented	Located	
Expedited	Imposed		<b>P</b>
Experienced	Improved	<b>M</b>	Participated
Explained	Increased	Made	Perceived
Explored	Indicated	Maintained	Performed
	Influenced	Managed	Persisted
<b>F</b>	Informed	Mapped	Persuaded
Facilitated	Initiated	Marketed	Pinpointed
Featured	Inquired	Mastered	Pioneered
Figured	Inspected	Measured	Planned
Financed	Inspired	Mediated	Pooled
Focused	Installed	Merited	Practiced
Forecasted	Instigated	Minimized	Predicted
Formed	Instilled	Mobilized	Prepared
Formulated	Instituted	Modeled	Prescribed
Fostered	Instructed	Modified	Presented
Functioned	Insured	Molded	Presided
	Interpreted	Monitored	Printed
<b>G</b>	Intervened	Motivated	Processed
Generated	Interviewed		Procured
Governed	Investigated	<b>N</b>	Produced
Grouped		Named	Progressed
Guided	<b>J</b>	Negotiated	Projected

Programmed	Reshaped	Sought	Transacted
Promoted	Resolved	Specialized	Transformed
Proposed	Responded	Specified	Translated
Protected	Restored	Spoke	Trimmed
Proved	Retained	Staged	Tripled
Provided	Revamped	Standardized	Tutored
Publicized	Revealed	Stimulated	
Pursued	Revised	Streamlined	<b>U</b>
	Reviewed	Strengthened	Uncovered
<b>Q</b>	Revived	Stretched	Undertook
Questioned	Rewrote	Stressed	Updated
	Routed	Structured	Unified
<b>R</b>		Studied	United
Raised	<b>S</b>	Succeeded	Used
Rated	Saved	Suggested	Utilized
Recommended	Scheduled	Summarized	
Recorded	Searched	Supervised	<b>V</b>
Recruited	Secured	Supported	Ventured
Redesigned	Selected	Surveyed	Verified
Reduced	Served	Synchronized	Vitalized
Regulated	Serviced	Synthesized	Visualized
Reinforced	Shaped	Systematized	
Rendered	Showed		<b>W</b>
Reorganized	Simplified	<b>T</b>	Widened
Repaired	Simulated	Targeted	Withstood
Reported	Sold	Taught	Won
Represented	Solicited	Tested	Worked
Reproduced	Solidified	Tightened	Wrote
Researched	Solved	Traded	

## Key Ingredients for a Successful Cover Letter

Your cover letter may be printed on the highest quality paper and typed on a computer, but if it isn't arranged according to the proper format, you probably won't come across as the best candidate for the position you are applying for. Certain basic guidelines should be followed when composing the actual contents of your letter.

1. *Return address.* Use the business/block style format. As a general rule, you should avoid abbreviations in the addresses of your cover letters, although abbreviating the state is increasingly common in all business correspondence.
2. *The date.* The date should appear two lines beneath your return address on the right side of the page. Write out the date; do not use the abbreviated format.

*Example:* May 12, 1996

3. *The addressee.* Always try to find out the name and the proper title of the addressee before you send out a cover letter. Two lines beneath the date, list the full name of the addressee. On the next line, list the individual's formal business title; on the subsequent line, list the name of the company. This is followed by the company's address, which generally takes two lines. Occasionally, the individual's full title or the company name and address will be very long, and can appear awkward on the usual number of lines allocated. In this case, you may prefer to use an extra line.
4. *The salutation.* The salutation should be typed two lines beneath the company's address. It should begin with "Dear Mr." or "Dear Ms." Followed by the individual's name and a colon. Even if you have previously spoken with an addressee who has asked to be called by his or her first name, you should never use a first name in a salutation. In some cases, such as when you are responding to "blind" advertisements, it may be necessary to adopt a general salutation. In such a circumstance, salutations such as "Dear Hiring Manager" or "Good Morning" may be stronger than "Dear Sir or Madam" or "To whom it may concern." In any case, avoid potentially offensive salutations like "Dear Gentlemen," or "Dear Sirs."
5. *First paragraph.* State immediately and concisely which position you wish to be considered for and what makes you the best candidate for the position. If you are responding to a classified ad, be sure to reference the name of the publication and the date the ad appeared. Keep the first paragraph short and hard-hitting.

*Example:* Having majored in mathematics at Boston University, where I also worked as a Research Assistant, I am confident that I would make a very successful Research Trainee in your economics department.

6. *Second paragraph.* Detail what you could contribute to this company, and show how your qualifications will benefit this firm. If you're responding to a classified ad, specifically discuss how your skills relate to the job's requirements. Remember, keep it brief!

*Example:* In addition to my strong background in mathematics, I also offer significant business experience, having worked in a data processing firm, a bookstore, and a call center.

7. *Third paragraph.* Describe your interest in the corporation. Subtly emphasize your knowledge about this firm (the result of your research effort) and your familiarity with the industry. You should present yourself as eager to work for any company where you apply for a position.

*Example:* I am attracted to City Bank by your recent rapid growth and the superior reputation of your economic research department. After studying different commercial banks, I concluded that City Bank will be in a strong competitive position to benefit from upcoming changes in the industry, such as the phasing out of Regulation Q.

8. *Final paragraph.* In the closing paragraph, specifically request an interview. Include your phone number and the hours you can be reached, or mention that you will follow up with a phone call within several days to arrange an interview at a mutually convenient time.

*Example:* I would like to interview with you at your earliest convenience. I can be reached at (617) 555-5555.

9. *The closing.* The closing should be two lines beneath the body of the letter and should be aligned with your return address and the date (toward the right of the page). Keep the closing simple—"Sincerely" suffices. Four lines underneath this, type in your full name as it appears on your résumé. Sign above your typed name in the black ink. Don't forget to sign the letter! As silly as it sounds, people often forget this seemingly obvious detail. An oversight such as this suggests that you don't take care with your work.

10. *The enclosure line.* If you are enclosing a résumé or other materials with your letter, include an enclosure line, flush left, at the bottom of the letter.

*Example:* Enc. Résumé

**SAMPLE COVER LETTER**  
(Done on paper matching your résumé)

Laguna Beach, CA 92651  
(714) 555-0987  
March 27, 20xx  
Email address

Marv Patterson  
Section manager  
Hewlett-Packard Co.  
16399 W. Bernardo Dr.  
San Diego, CA 92717

Dear Mr. Patterson:

I would like to inquire about the possibility of becoming a Call Center Representative at your San Diego facility. I heard about the position and your company from the coordinator of the Career Development at USC where I am a student.

I have developed strong communication skills both as a result of my education and my internship at XYZ Corporation. In addition, my academic advisor and intern supervisor have both commented on my strong leadership abilities and presentation skills. I am very interested in the Asian direction your company plans to take in the near future and believe that my summer study abroad experience in Nagasaki would be very beneficial to you.

I would appreciate the opportunity to discuss how my education and experience are consistent with your needs. Please take the time to review my qualifications, and I will contact you within the next several days to talk about the possibility of arranging an interview. Thank you for your time and consideration.

Sincerely,

Ray Johnson

## 2<sup>ND</sup> SAMPLE COVER LETTER: “T STYLE”

(works well if you have sufficient information about the position you’re interested in!)

Your name  
Your address  
Your city, state, and zip  
Your telephone number  
Your email address

Date

Ms. Joan Smith  
Employment Specialist  
Case Western Reserve University  
10900 Euclid Avenue  
Cleveland, Ohio 44196-7047

Dear Ms. Smith:

I am writing to you about the position of Assistant Director, Regional Chapters, Alumni and Parent Relations which I discovered in Case Western Reserve University’s Employment Bulletin of May 8, 2002. CWRU has provided my parents, sister and grandfather with various degrees over the years, and I would welcome the opportunity to work for such a prestigious yet “hometown” university. My past experience working with volunteers and alumni groups, along with my leadership and meeting planning abilities, suggest I would be well suited to this position.

### Your Requirements

Experience working with volunteers

Experience in public relations

Travel experience

B.A.

### My Qualifications

Coordinator of Volunteers for the Cleveland Hearing and Speech Center’s Annual Benefit

Vice President and Public Relations/Activities Chair for Chi Omegas Sorority

Have been around the world on two separate occasions

With distinction in Organizational Psychology from Ohio State University

Enclosed is my résumé . I will call you in the near future so we can further discuss my qualifications. Thank you for your consideration.

Sincerely,

Your handwritten name, typed full name on the next line

## References

The reference list should be a separate/stand-alone document. You may have a pool of many references; but most employers ask for only 3 – 5. Choose the references based on the position. Usually more current/work/academic-related work best for college students.

A good mix might include: a professor who can attest to your knowledge base and study habits; a supervisor, who knows your work habits, level of responsibility, and your ability work with people; and someone who knows you well, such as a mentor who understands your values and integrity.

When you ask people to be your reference, be sure to give them a current copy of your résumé and let them know your career goals. Keep them up-to-date.

A reference consists of the following information for each person:

Full professional name of individual

Title

Organization/Company

Work Address

City, State, Zip Code

Telephone number

Email

Association to you (i.e. colleague, supervisor, etc.)

## Sample Reference Page

**Alice R Temple**

123 Sunset Dr. Marietta, OH 45750  
(740) 333-2222, [atemple@marietta.edu](mailto:atemple@marietta.edu)

### References

Mr. Jonathon Wilcox  
Assistant Director of Student Activities  
Marietta College, Box K-999  
Marietta, OH 45750  
(740) 376-7497  
[jwilcox@marietta.edu](mailto:jwilcox@marietta.edu)  
Campus Employment Supervisor

Ms. Sharon Klein  
Professor of English  
Marietta College, Box K-999  
Marietta, OH 45750  
(740) 376-7755  
[sklein@marietta.edu](mailto:sklein@marietta.edu)  
Professor (2 semesters)

Ms. Alice Jane Booth  
Director of Human Resources  
XYZ Corporation  
4545 Trimble Lane  
Dayton, OH 45409  
(937) 252-5454  
[ajbooth@xyzcorp.com](mailto:ajbooth@xyzcorp.com)  
Internship Supervisor

# Preparing a Portfolio

## **What is a portfolio?**

A portfolio is a collection of materials displaying your accomplishments and professional development. In addition to your résumé, a portfolio serves as a marketing tool that demonstrates your growth. It may be used in job, internship or graduate school interviews to serve as a catalyst for discussion by providing visual images. Portfolios help concretize your experience and help you provide evidence to support your selling points. Although it is not usually required to have a portfolio, in some careers, such as editing, publishing and writing, candidates will be expected to provide one. If you are in doubt about the necessity of a portfolio in your career, please contact the Career Center to obtain some advice.

## **Electronic or Hard Copy?**

With technology, you have a choice of format. Choosing a type of portfolio will depend on your technology skills and goals. It is often helpful to contact someone already in the field of your choice to obtain their suggestions before choosing a format/strategy.

## **What should be included in a portfolio?**

- Table of contents
- Résumé
- Copies of reports, presentations, spreadsheets
- Brochures, flyers or agendas of workshops or lectures that you attended or participated in
- Community service projects or participation
- Academic/Athletic honors, awards or recognition
- Writing samples
- Letters of recommendation
- Thank you notes, evaluations, or other acknowledgments of a job well done
- Newspaper articles
- Photos, CD's of projects
- Copy of transcript or a description of relevant courses completed
- Summary of capstone or research project
- Summary of involvement in campus activities and other organizations
- Job and internship descriptions and sample projects
- Certificates awarded for special training, projects completed
- Memberships or affiliations

# INTERVIEWING FOR SUCCESS!

The interview is a conversation to determine mutual needs. You have certain needs just as the company does. You want to describe how your skills fit the job, but you also want to make sure that the job is right for you. The interviewer's decision to hire you is based on your personality, your skills, your career ambitions, your education, your experience, and your ability to communicate these things effectively. Your success on your first interview is a critical factor in getting hired.

## PRIOR TO THE INTERVIEW:

- 1) Research the organization. Know something about their products, services, and their position in the industry. This shows the interviewer you have done your homework.  
--You can find this information at your library in annual reports, brochures, recruiting pamphlets, newspaper articles, *Dunn and Bradstreet* or *Moody's*. It is also very helpful if you can talk to someone who works for the company. Company web sites are also informative.

Dress appropriately: conservatively is best! Obtain a second opinion on your outfit before your interview

- 2) Etiquette
  - Be certain of time, place of interview and name of the interviewer
  - Arrive early. Give yourself at least fifteen extra minutes to allow for traffic problems.
  - Bring a pen and notebook with you, extra résumés and a list of references.
  - Don't smoke or chew gum and make sure your breath is fresh!
  - Wait for your interviewer to sit down or offer you a chair before seating yourself.

## The Three-Step Process for Answering Interview Questions

Step 1: *Understand What Is Really Being Asked.* It usually relates to the employer's expectations regarding your adaptive skills and personality: Can we depend on you? Are you easy to get along with? Are you a good worker?

Step 2: *Answer The Question Briefly, In A Non-Damaging Way.* Acknowledge the facts, but present them as an advantage not a disadvantage.

Step 3: *Answer The Real Question By Presenting Your Related Skills.* Once you understand the employer's real concern, you can get around to answering the hidden question by presenting your skills and experiences related to the job.

# Interviewing Issues: Be Aware!

- 1) *Different Methods*: Many employers are utilizing different methods; such as phone interviews, videotaped interviews and group or team led interviews
- 2) *Illegal Questions*: You are not obligated to answer any questions with regard to race, ethnic background, native language, age, sexual orientation, religious affiliation, marital status or children. However, if the interviewer asks about these personal aspects, you can answer the underlying question which often relates to your commitment, preparation and qualifications for the position at hand. For example, if asked “Do you have a boyfriend?” You can respond by sharing: “If you review my résumé , you’ll see that I am committed to my career and although my social life is important, I do not let it interfere with my professional life.” Remember that you do have control in an interview, with respect to the information which you share! Stay on your toes!

## Questions Asked by Employers

1. What are your long-range and short-range goals and objectives, when and why did you establish these goals and how are you preparing yourself to achieve them?
2. What do you see yourself doing five years from now?
3. Why did you choose the career for which you are preparing?
4. What do you consider to be your greatest strengths and weaknesses?
5. What do you know about our company?
6. Are you willing to travel?
7. What qualities should a successful manager possess?
8. How do you work under pressure?

## Questions to Ask the Recruiter

What, then, are good questions to ask interviewers? Some of the following may be useful examples:

--What qualities are you looking for in your new hires?

--Could you tell me about your initial and future training programs?

--What is the work environment like?

--What makes your firm different from its competitors?

## Behavior Based Interviewing – A New Trend In Interviewing

*Definition:* Behavior based Interviewing

A structured pattern of questions, designed to probe the applicant's past behavior in a situation similar to those required by the job.

*Philosophy:* The best indicator of future behavior or performance is past behavior or performance in similar circumstances.

--The more recent the behavior, the better its predictive power.

--The longer lasting the behavior, the greater the predictive power.

*Sample Interview Questions:*

- 1) Describe a time when you were faced with problems or stresses which tested your coping skills. What did you do?
- 2) Tell me about a time when you had to use your spoken communication skills in order to get a point across that was important to you.
- 3) Give an example of a time when you had to use your fact-finding skills to gain information for solving a problem – then tell me how you analyzed the information to come to a decision.
- 4) Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.
- 5) Give me an example of a time when you felt you were able to build motivation in your coworkers or subordinates at work.
- 6) Describe the most significant written document you have had to complete.
- 7) What did you do in your last job/class project to contribute toward a teamwork environment? Be specific.

Be an interview S.T.A.R.! For a technique to help you remember what information to include in a behavior based interview response, think “STAR”—utilize a concrete example in your response which includes:

**S**ituation

**T**ask

**A**ction

**R**esult

## **After the Interview – Writing a Thank You Note**

Writing thank you notes is a critical step in the job-hunting process that many overlook. Not sending a thank you note may negatively affect your chances.

Here are some tips for writing a thank you letter:

- Immediately after the interview, ask for the business card of the person you spoke with or, if none is available, get the correct spelling of his or her name and title. Write down your thoughts related to the interview and any specific points you discussed with the interviewer. Do this for each person you speak with immediately after your meeting, if possible. This will allow you to write personalized thank you notes later.
- Write a thank you note to everyone you interview with—be it an in-person meeting, a phone interview, an informational interview, etc.
- Write and mail the note promptly after the interview. (within 24 hours, if possible.)
- Your note should be brief and personalized.
- Use either a card or the same paper that you used for your résumé and cover letter, with a matching envelope. Cards can be handwritten, paper should be typed.
- If you find out during the interview that the hiring decision will be made before a letter sent in the mail can reach the company, then choose an email thank you correspondence instead.
- Express your appreciation for the opportunity to interview.
- Reinforce your enthusiasm about the position and the company.
- Recap the main points that you would like them to remember about you and your strengths in relation to the job.
- Reiterate what you understand to be the timeline for the hiring process.
- Include any pertinent information about yourself that you may have forgotten to mention during the interview.
- Re-answer a question that you might not have answered appropriately/well enough during the interview itself.

# Sample Post Interview Thank You Letter

Marietta College  
Box K-44  
Marietta, OH 45750

April 29, 2000

Ms. Susan Garcia  
Assistant Superintendent  
Main Street City School District  
Anytown, IL 60001

Dear Ms. Garcia:

Thank you for the opportunity to meet with you during your recent visit to Marietta College. I enjoyed our interview very much, and the teaching opportunities sound exciting and challenging.

Per our conversation, I have enclosed an application and a copy of my transcript. Should you need additional information, please feel free to contact me at 740-387-5341 or by email at [mmcguffe@marietta.edu](mailto:mmcguffe@marietta.edu).

I am looking forward to the possibility of joining your dynamic team and enriching the lives of Main Street City School's students.

Sincerely,

Margaret McGuffey

Margaret McGuffey

Enclosures

## Sample Job Offer Confirmation Letter

Marietta College, Box K-111  
Marietta, OH 45750

May 2, 2007

Mr. Alfred Black  
Personnel Manager  
American Widget Company  
618 Queen City Road  
Cincinnati, OH 45005

Dear Mr. Black:

I want to thank you and Mr. Profit for giving me the opportunity to work with American Widget Company. I am very pleased to accept the position as Public Relations Representative with your Cincinnati office. The position involves exactly the kind of work I want to do, and I know that I will do a good job for you.

As we discussed, I will begin work on June 10, 2007. In the meantime, I will complete all the necessary employment forms, obtain the required physical examination, and locate housing. I plan to be in Cincinnati within the next two weeks and would like to deliver the paperwork to you personally. At that time, we can handle any remaining items pertaining to my employment. I will call next week to schedule an appointment with you.

I enjoyed my interviews with you and Mr. Profit, and look forward to beginning my career with your public relations team.

Sincerely,

Ivonna Career

# **NETWORKING: One of the Hottest Methods of Finding a Job**

*Definition:* Establishing relationships with people in career fields of interest to you.

*Purpose:* To obtain access to career information and job leads.

*Keys:* Finding a job is related to whom you know. Networking involves staying in touch with high-ranking people you already know, and the other part involves initiating more opportunities where you will meet the targeted people.

## **TOOLS FOR NETWORKING**

Generate a list of contacts from the following:

Friends:	Relatives Friends of Family Members People on holiday Card Lists Neighbors	Professors/Teachers Schoolmates School Alumni
Social Clubs Or Associations:	Community Associations Sports Clubs Hobby Clubs	Religious Communities P.T.A.
Business Contacts:	Business Associates, past and present Former Company Service Groups Previous Employers Accountants Mayor and City Council Former Company Suppliers Friends in Former Companies Banking Professionals Recruiters you know personally Doctor/Dentist	
Service Organizations:	Chamber of Commerce County and City Department of Development Rotary Club, Kiwanis Club, Lions Club, and Jaycees Booster Clubs	

Three prerequisites to successful networking:

**PATIENCE  
PERSEVERANCE  
POSITIVE ATTITUDE**

It takes 200 to 600 contacts to generate 10 to 20 live job leads.

Adapted from: Jewish Family Services Association/Career Center, Cleveland, Ohio 44122

# **INFORMATIONAL INTERVIEWING or HOW TO RESEARCH YOUR CAREER INTERESTS AND NETWORK AT THE SAME TIME!**

Choosing an interesting and rewarding career involves identifying your skills, interests and values plus lots of career exploration. Self-assessment can help define your needs and abilities, what kind of work you want to do and the type of setting you would be happy in. You can read about careers in resources in the career library, recruiting literature, professional journals and websites. However, the best way to gain real insight into the possibilities available to you is the informational interview.

## **What Can I Accomplish With Informational Interviewing?**

- 1) An informational interview is a tool to learn about jobs, professions and specific companies that interest you. An experienced professional can provide insight into the pros and cons of a career and help you determine whether this is an area you are interested in pursuing.
- 2) Informational interviews allow you to improve your interviewing skills without the pressure of the real thing. These skills include: the manner in which you present yourself and your goals, your ability to ask questions and listen for answers, and your ease in meeting new and influential people.
- 3) It is not appropriate to ask for a job during an informational interview; you are there seeking advice only as a researcher. However, informational interviews can put you in touch with the “hidden job market”: people who are not advertising a position, but may nevertheless have a job available, who may know of jobs, or who will keep you in mind for future job openings.

## **What Can I Learn During An Informational Interview?**

- 1) One goal during an informational interview should be to learn what activities and responsibilities define a specific job. The interview can help you understand how the duties of this position fit into the structure of a company or an entire industry. This becomes valuable information you can use to your advantage in a “real” interview.
- 2) You also can explore the appropriate way to pursue employment in a particular field or company. Ask about required credentials such as advanced degrees, professional licenses and work experience. Learn how to gain entry to internal paths that lead to the type of job you want.
- 3) Finally, informational interviewing allows you to investigate the work environments of industries and individual organizations. Consider whether the hours, location, work atmosphere and level of competition appeal to you.

## **You Are the Interviewer**

*Determine your agenda before you go, then guide the conversation according to your goals.*

- 1) The purpose of the interview is to gain concrete information. This is not always easy. Ask for clarification of unclear references and encourage the interviewee to expand on relevant points. (This is a good time to begin learning terminology and jargon specific to the industry.) Use this opportunity to

(mentally) compare his or her opinions with those expressed by other contacts and by books you have read.

2) If you meet with your interviewee at his or her office, you can learn about the company or profession by carefully observing your surroundings. Do people work together or independently? Are they absorbed in their work? Is the work environment casual or formal?

3) If your interviewee does not offer names of resources, you may ask for one or two: "Thank you very much for your help. Do you know another person whom I might talk to about X or Y?" May I say you referred me to him/her?" Such questions can extend your network of contacts, expose you to a variety of individual outlooks, and increase your visibility in an industry.

### **How Do I Arrange An Informational Interview?**

1) Identify several individuals who currently work or have worked in a field you wish to explore. MC alumni, friends of the family, leaders in the field (ask professors about their colleagues in industry), or anyone who has the kind of job you want.

2) Write a letter or email introducing yourself and requesting an informational interview. State directly that you are not looking for a job. Explain why you specifically want an interview with him or her. Include a one-paragraph description of your skills and background. Indicate when you will call to schedule a meeting.

3) When you call to schedule the interview, have a few dates and times in mind. Be as flexible as possible.

### **Some General Advice**

1) Research beforehand. You can prepare useful questions with knowledge gained from the company website, annual reports, trade magazines, directories or career guidebooks. Use them to determine which questions to ask.

2) Arrive promptly, dress professionally, and bring a résumé. Plan to talk for only 15-30 minutes. If you don't overstay your welcome, you will leave a positive image.

3) **Do not ask for a job** during the informational interview. You are investigating the nature of the work, and it is not appropriate to ask this person for a job.

4) Be open to suggestions.

5) Bring a small notepad to the interview to record important information: names, addresses, etc. Don't take extensive notes as you could make your interviewee nervous and distract yourself from the subtleties of the conversations and environment.

6) Immediately after the interview, write down the pertinent information you gathered. This data will form the core of your research. Keep track of correspondence and phone calls with dates.

## **Suggested Questions**

To learn the most during an informational interview, formulate a general outline of questions beforehand. The type of information you want to acquire should determine the questions you ask.

Use a series of questions to elicit information, for example: What is your role here? What previous jobs have you held? How did they lead you to your current position? Why did you choose this kind of work? What attracts others to this company? From what you know of my background and experiences, how could I fit in here? What kind of preparations should I make if I want to enter this career field?

## ***Additional Questions***

How would you describe a typical day? Week?

What elements of your job are most interesting? Least interesting?

What percentage of your time do you devote to these?

How much time do you spend collaborating? Working independently?

When you were in school did you expect to be doing this?

What were your career plans?

How is this organization structured? Is it similar to others in the industry?

What are the major satisfactions and/or benefits of working here?

How did you choose this profession? This company?

What kinds of people work here? What is their training and professional background?

What is the typical route of entry into your kind of work? What's the application process?

What qualifications are expected: degrees, licenses, work experience?

How does my résumé look for a position in this field? In this organization?

Could you make some suggestions for improvement?

Can you suggest anyone else that I might contact for an informational interview?

May I use your name?

## JOB SEARCH STRATEGY

*Utilize Multiple Resources*

&

*Track your Status* (using database or file card system)

1. The Marietta College Career Center
2. Internet
  - Job postings
  - Résumé posting
3. Classifieds
  - Newspaper
4. Business and/or Field / Professional Association Magazines and Journals
5. Volunteer your time to get your foot in the door
6. Employment Agencies
  - Temporary
  - Headhunters
7. Identify organizations that need your skills and market yourself to them.
8. Networking (see suggested brainstorm list on previous page)