



RIDER
UNIVERSITY

Career Development
and Success

2023–24

Career Planning Guide

RIDER.EDU/CAREERS ■ CAREERS@RIDER.EDU

2083 Lawrenceville Road, Lawrenceville, NJ 08648-3099

Rider University On-Campus Student Employment Program

Looking for a job on-campus?

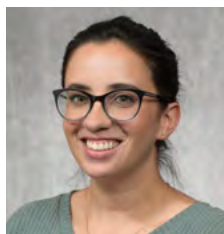
Rider University has a robust on-campus Student Employment Program for undergraduates and graduate students looking to develop professionally, learn important transferable skills, become part of the Rider community and earn extra money toward expenses.

- Students who are eligible for the Federal Work Study Program can earn their award by obtaining an on-campus job or a specified off campus Federal Work Study position.
- Students can review and apply for available on-campus jobs, off-campus FWS jobs, internships, and graduate assistantships on Rider's career platform — Handshake.
- All students have access to the Bronc Work resource page on Canvas that houses all relevant information about Rider's Student Employment Program and what needs to be completed to obtain and maintain an on-campus job.
- New and returning student workers can find all required onboarding materials on Canvas.

If you are interested in learning more about the Student Employment Program, please visit the Career Development & Success website, contact Rider University's On-Campus Student Employment Coordinator, Alyssa Larrosa, or schedule an appointment on Handshake.

Alyssa Larrosa

Student Employment Coordinator
alarrosa@rider.edu
609-896-5000, ext. 7546



Fall 2023

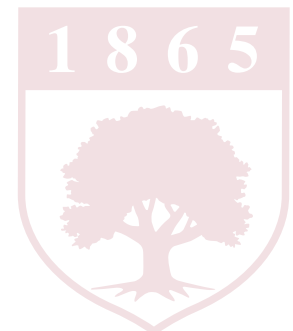
Dear Rider Students,

Every year, we look forward to updating the annual *Rider University Career Planning Guide* with new and valuable information, tools and tips to support all students. The career planning process is an essential component of your experience at Rider and should begin during your first year. This guide is a fundamental resource in this process as it provides beneficial material including professional assessments; cover letter and resume information and samples; tips for networking, job searching and interviewing and Career Actions Plans for both four year and transfer students. The Career Planning Guide is an excellent tool that we encourage you to review and utilize throughout your time as a student. Additionally, please go to Handshake, the CDS webpage or follow us on social media to find out about career focused programs and events as well as other resources.

We look forward to supporting you and trust that the *Rider University 2023–24 Career Planning Guide* will be of immense value in your professional development.

Have a terrific year!

The Career Development and Success Team



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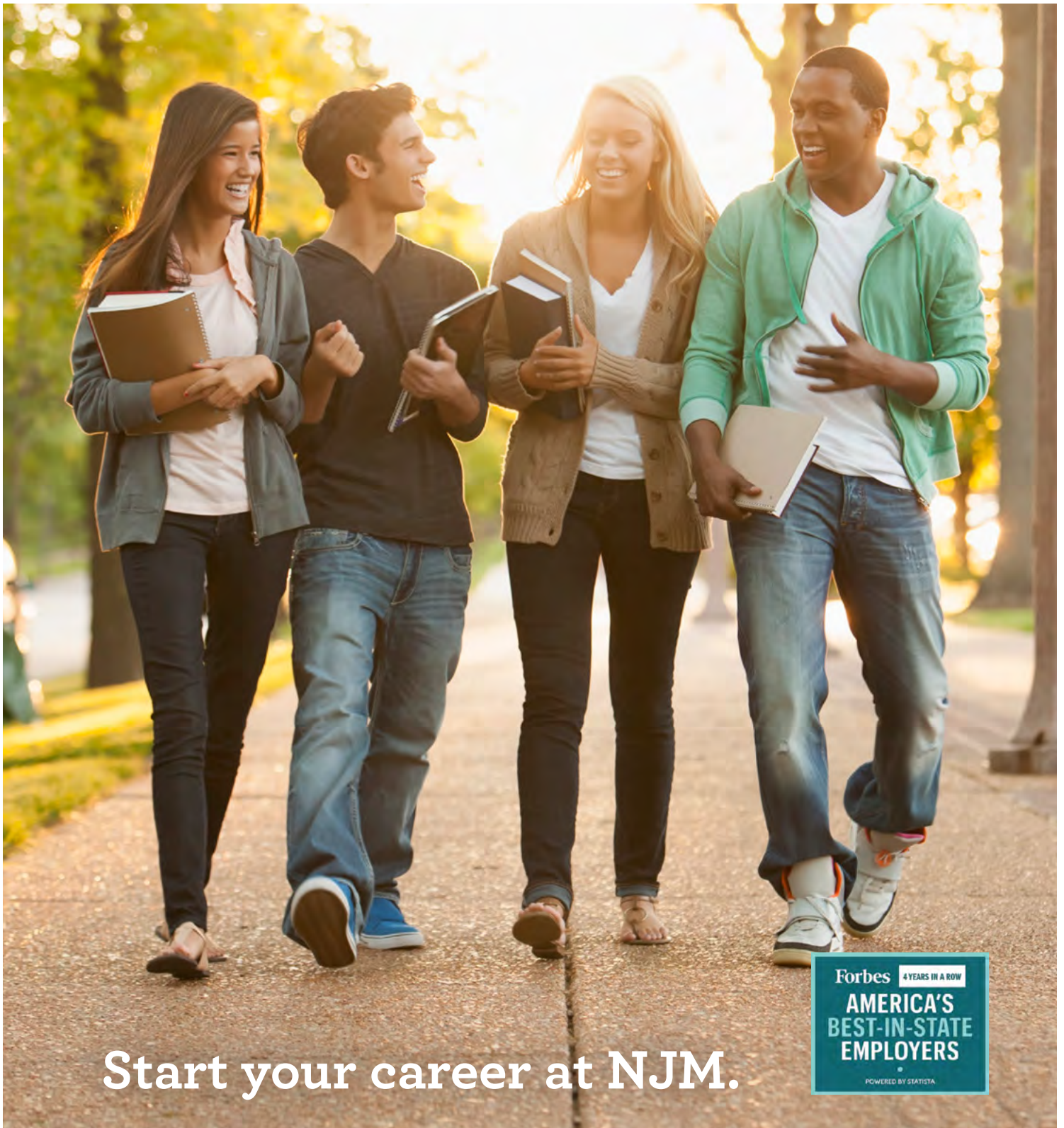
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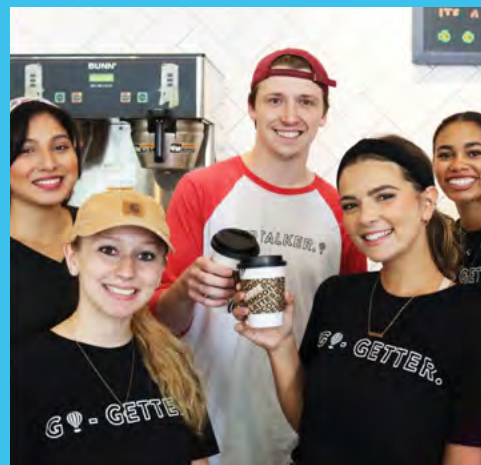
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Joe Pellitteri

*Proud #RiderGrad, #GoBroncs
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SCAN ME

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WHEELING, WV
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GETTING STARTED



Career Development
and Success

GET TO KNOW RIDER

CAREER DEVELOPMENT AND SUCCESS

Career planning is an essential component of your experience as a student at Rider University and should begin during your first year. Starting the process early allows you to actively:

- Develop a relationship with Career Development and Success
- Get to know the Career Coach in your college
- Utilize the tools and resources provided by the office to collect career information
- Network with employers, alumni and other professional contacts
- Begin completing your Engaged Learning requirements
- Learn about the Cranberry Investment program, graduate school and full time jobs
- Set goals and plan for your future

HOW TO USE THIS CAREER GUIDE

The Rider Career Planning Guide is an important tool to help direct you through the professional development process. In conjunction with career coaching, this guide will help you clarify your career objectives, create your Career Action Plan and, ultimately, reach your career goals. This guide was developed by the Career Development and Success team to assist you throughout your experience as a student at Rider. We look forward to helping you on this important journey!

CAREER DEVELOPMENT AND SUCCESS MISSION

Rider Career Development and Success reflects the student-centered value of a Rider education through career coaching, education, preparation and development. Providing career focused resources, programs, Engaged Learning and employment opportunities, Career Development and Success engages, guides and empowers all students for the world of work and graduate school. Partnering with the Rider community, employers, and alumni, Career Development and Success impacts and transforms the “student experience” from freshman through senior year and champions the transition from student to alumni.

SERVICES FOR RIDER STUDENTS AND ALUMNI

Rider Career Development and Success is committed to assisting you with discovering and developing your professional interests, experiences and goals, and providing information, programs and resources to help you plan your future. Our main objective is to help you find a career path that is aligned with your interests and academic experience. The office collaborates with other administrative offices and faculty at Rider to ensure that your professional development is supported throughout your educational course as a student and after graduation as an alumni.

- **Handshake – Rider’s online career management system** allows Rider students to create a professional profile for employers, upload a resume, search and apply for internships, co-ops and jobs, participate in on campus recruiting and sign up for career coaching appointments, workshops, programs and events.
- **Individual career coaching** with a Career Coach – located in your college – to discuss creating a Career Action Plan, choosing a major, resumes and cover letters, interview preparation, networking tips, internships and co-ops, graduate school and job search strategies.
- **Self-assessments** including Focus2 – a major and career planning system that helps define your professional interests and clarify your academic and career goals. Focus2 can help determine what major(s) and career fields make sense for you. Assessments can be completed prior to an individual career coaching session.
- **Professional development workshops** cover topics including resumes and cover letters, networking, interviewing, professionalism, internships & co-ops, LinkedIn, career fairs, negotiating offers and career information for international students.
- **Career programs** such as Career Week, Resume Blitz, professional etiquette dinner, alumni career panels and networking events.
- **Career and internship fairs** to gather employer information, meet recruiters, network and ask questions.

- **On campus and virtual recruiting and interviewing** includes various information sessions hosted by employers, networking events and on campus interviewing in the BLC Career Suite.
- **Student employment** includes the undergraduate, graduate and federal work-study programs both on campus and in the community and provides students with valuable professional experiences, that prepare them for employment beyond college.
- **Career development resources** like the *Rider Career Development & Success: Career Planning Guide*, bi-monthly emails from your college's Employer Relations Coordinator detailing opportunities and events, and our website: www.rider.edu/careers.
- **Informative website** grants you access to valuable information, facts, outcomes, advice, links, and online tools like Big Interview, Candid Career and Firsthand. www.rider.edu/careers
- **Social media** lets you connect to us and get valuable career updates and information via Facebook, Twitter and Instagram.

ENGAGED LEARNING: INTERNSHIPS AND CO-OPS

- **What are internships and co-ops and why should I have one?**
Both internships and co-ops provide unique opportunities for connecting the skills and knowledge learned in the classroom to experiences in the workplace. They also provide a chance for students to explore future career goals while fulfilling an Engaged Learning requirement and also potentially earning academic credit. Internships and co-ops can be done year-round. An internship is typically shorter in duration than a co-op.
- **Requirements to participate**
Academic requirements vary by college, so please contact your academic advisor to learn more about the requirements needed to be able to participate in the internship / co-op program. Employers seek well-rounded and dependable students for their organizations.
- **Getting an internship**
Engaged Learning experiences including internships and co-ops provide fantastic opportunities for students to gain invaluable employment experience. These Engaged Learning opportunities also help students gain an understanding of what it is to be a professional. Students can find internship and co-op opportunities through Handshake, career coaches, faculty, clubs and organizations, professional associations and internet searches. Students should contact their Career Coach if they are interested in participating in an internship or co-op.
- **Academic credit**
Academic requirements vary by college so you should contact your academic advisor to learn how to obtain credit for your Engaged Learning experience. The number of credits earned is based on departmental policy. All students must complete and receive the necessary approvals on an "Internship for Credit" form. This form is available in the Dean's Office of each college. Additionally, there is an academic component to receiving credit for your internship or co-op experience. The assignment of a grade is determined by University grading policy. Grades are assigned by the faculty advisor - based on information as specified by said advisor.
- **Questions?**
Contact Career Development and Success at 609-896-5058 or via email at careers@rider.edu.

MEET THE CDS TEAM



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ENGAGED LEARNING: ENRICHED CAREER EXPERIENCE

An Enriched Career Experience (ECE) is a 100+ hour, intentional, experiential opportunity that can be completed during a semester or the summer. An ECE can be an internship, co-op, student teaching, fieldwork, guided research, scholarship, career focused opportunities in the arts and media, distinct creative endeavors (such as working on a performance), an on-campus student employment internship, shadowing experience or a combination of micro-internships.

An Enriched Career Experience (ECE) will take your interest and ambition to the next level with high-impact professional opportunities that provide first-hand exposure to work in the professional world, plus structured support and coaching from Career Development and Success. Explore potential career pathways, harness classroom learnings in real work settings, begin developing a valuable network, and acquire the readiness, competencies and knowledge for tomorrow's success. To support you on your career journey the Career Coach, located in your respective college, will:

- help you to find high-impact ECE opportunities, secure professional development training, and ensure that you are making progress towards your career objectives and goals;
- work closely with you, throughout your time as a student, to offer guidance ensuring you're on track to complete an ECE to maximize opportunities and prepare you for the future

An ECE is a career-related, optional opportunity that aligns with established categories within the Engaged Learning Program. As a reminder, Engaged Learning is a structured program that is the backbone of a Rider education, and students are required to complete Engaged Learning experiences as part of their graduation requirements. An ECE is an experience that falls within the following Engaged Learning categories:

- Internships, co-ops; student teaching and fieldwork;
- Guided research and scholarship;
- Arts, media and creativity.

CDS strongly encourages you to incorporate an Enriched Career Experience into your academic journey and get Engaged Learning points by integrating it into your Engaged Learning activities.

For more information about Enriched Career Experiences, go to the ECE webpage at rider.edu/careers/enriched-career-experiences or email careers@rider.edu.

CRANBERRY INVESTMENT

CDS is invested in helping you create a future that feels true to you by empowering you to pursue your own unique career path. The Cranberry Investment takes our commitment to your growth and potential one step further. It encourages you to take advantage of the many resources and experiences that equip you with the skills, knowledge and competencies preparing you for career success upon graduation.

For undergraduate Rider students, this means:

- You will have an individualized Career Action Plan in place to obtain an entry-level job related to your field of study or be accepted into graduate or professional school within six months of graduation.
- If you meet the requirements of your Career Action Plan and do not obtain an entry-level position or graduate/professional school acceptance in your field of study within six months of graduation, CDS will provide focused career coaching and, at Rider's discretion, either additional undergraduate coursework (up to nine credits free in which the student must maintain a GPA \geq 3.0) or a paid internship.
- CDS will support you by providing individual career coaching and helping you secure an Enriched Career Experience in the Engaged Learning categories of internships, co-ops, and fieldwork; guided research and independent scholarship; or creativity, media and performances.
- Your Enriched Career Experiences will build professionalism assuring potential employers that you are well prepared to enter the workforce and make meaningful contributions to their organization.

WHO IS ELIGIBLE?

Undergraduate students who meet the outlined program requirements are eligible to participate. While participation in this program is not currently open to graduate students, Career Development and Success (CDS) supports students pursuing graduate degrees with their professional development. For more information on how CDS can assist graduate students, please visit the CDS webpage at rider.edu/careers.

REQUIREMENTS FOR THE CRANBERRY INVESTMENT

The Cranberry Investment requires that students have a seriousness of purpose as it pertains to their participation in the classroom and co-curricular opportunities, conducting themselves as active and responsible members of our community. We encourage you to review this section to note the in-depth program details and familiarize yourself with the outlined student responsibilities. **Students are responsible for ensuring they've met all requirements for eligibility.**

- **Class of 2025 and Beyond checklist:** rider.edu/cranberry-co2025
- **Transfer Students checklist:** rider.edu/cranberry-transfer
- **Please also review the applicable Terms and Conditions:** rider.edu/cranberry-terms

For a list of FAQs about the Cranberry Investment, visit: rider.edu/cranberry-faqs



CDS ONLINE RESOURCES



Focus 2 Career is a career, major, and education planning system. It helps clarify your academic and career goals.

Use code: bronc

focus2career.com/Portal/Login.cfm?SID=1633

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rider.firsthand.co/?aid=275979



Candid Career hosts video interviews with industry professionals, who share career advice to help students and career changers as we can all learn from the experiences of others.

candidcareer.com/rider



Big Interview provides online training and interview practice for Rider students and alumni.

Use code: ru01230

rider.biginterview.com/

-

-

Access all our online resources at rider.edu/careers/events-resources/resources.



START USING HANDSHAKE

5 quick steps to jump-start your Handshake experience:

1. Login to Handshake <https://rider.joinhandshake.com/>

- ♦ *Note: Handshake is more fully functional in Google Chrome on a desktop than on mobile.*



2. Sign in using your Rider email address

3. Fill out your profile:

- ♦ Some of your information will already be in your Handshake profile (this information was provided by Rider Career Development and Success). Check to be sure all pre-loaded information is correct - pay close attention to your major and GPA. If you find an error in any of your profile data email careers@rider.edu.
- ♦ You'll need to decide whether to make your profile public or private.
 - A public profile, and most information in the profile, can be seen by any employer on Handshake. (Note: There are some Handshake profile components, like GPA, that have their own privacy settings. So you can make your profile public, but your GPA private, for example). FYI: Your profile can't be seen by other students or by Career Services Centers at other schools.
 - If you make your profile private, it can only be seen by you and your school's Career Office.
 - You can switch your privacy status at any time, from private to public or from public to private.
- ♦ The more information you add to your profile, the easier it will be for employer to find you and to make good decisions about whether or not you might be a good fit for their job postings.

4. Take Handshake for a spin. Use the landing page, top search bar and filters to look for organizations and jobs you're interested in learning more about or applying to. Remember, you can always save your searches in Handshake so finding relevant employers and jobs will be easy.

5. Follow some jobs and employers you're interested in. When you follow an employer or a job, you'll automatically start receiving important updates about the organizations or job and you can begin filtering based on organizations you follow.

Once you've taken these five steps, you'll be on your way to using Handshake to help you efficiently and effectively launch your career!

For questions contact careers@rider.edu.



RIDER FOUR-YEAR CAREER ACTION PLAN

Let's work together to plan your professional development and reach your career goals! Career Development and Success (CDS) can help you clarify your professional interests, discover Engaged Learning opportunities, identify career possibilities, find internships/co-ops, network with alumni, connect with employers, prepare for interviews, apply to graduate school and search for jobs. Your professional development begins with your Career Action Plan.

EXPLORE:

FRESHMAN YEAR

- Check out the Rider Career Planning Guide on the CDS website.
- Complete your profile on [Handshake](#) – Rider's online job management platform.
- Check out the CDS website and familiarize yourself with the resources that the office offers
- Explore on-campus jobs on Handshake, become part of the community and begin developing your skills
- Begin to explore majors and professional interests through academic classes and career programs
- Create/update your resume by reviewing tips and samples in the Career Planning Guide
- Upload your resume on Handshake to be reviewed and approved by your Career Coach
- Realize your "professional self" by completing *The Professional VIPS Evaluation*
- Schedule an appointment with your Career Coach to begin a conversation about your career development
- Complete the [New Student Engagement Experience](#) and start getting your Engaged Learning points
- Review the Cranberry Investment and begin satisfying the requirements to secure your future

ENGAGE:

SOPHOMORE YEAR

- Start clarifying your academic and career goals by taking a self-assessment with [FOCUS2](#)
- Make an appointment with your Career Coach to identify careers aligned with your interests and goals
- Consider community service to broaden your experience and get Engaged Learning points
- Establish relationships with faculty and pre-professional advisors to get input on careers and grad school
- Build a robust LinkedIn profile by reviewing tips in the Career Guide
- Utilize Big Interview on the CDS website to beginning practicing your interview skills
- Check out CDS resources on the website and your Career Coach's Google Drive folders
- Register for the Rider Shadow Experience course and receive academic credit and Engaged Learning points
- Continue to participate in academic clubs, multicultural organizations and arts/cultural groups
- Begin/continue completing your Cranberry Investment requirements
- Read the *Roadmap to Success*, a bi-weekly email by college, promoting internships and jobs.

EXPERIENCE:

JUNIOR YEAR

- Research the career areas that align with your interests, skills, experience and goals
- Utilize Handshake to collect information on employers, internships/co-ops, fellowships and jobs
- Meet with your Career Coach to hone in on your career areas of interest and tailor your resume
- Collect information and network by attending on-campus employer recruiting events
- Gain professional skills and experience through internships, co-ops and research opportunities
- Sharpen your interviewing skills by setting up a one-on-one mock interview with your Career Coach
- Attend the Fall and Spring Rider Career Fairs to meet employers and submit your resume for jobs
- Attain leadership positions in student organizations and other programs
- Begin the grad school application process - go to workshops and standardized test strategy sessions
- Expand your professional network through programs and events and keep track of contact information
- Continue completing your Cranberry Investment requirements

EXECUTE:

SENIOR YEAR

- Schedule several meetings with your Career Coach to create a job search plan with goals and timeline
- Make a list of 20 prospective employers using resources like Handshake, Indeed and other tools
- Complete five informational interviews with alumni or other contacts in your professional network
- Refine your resume to include internships/co-ops, leadership roles, community service and more
- Draft a cover letter that can be revised for various employers and job opportunities
- Update your profile on Handshake and actively apply for jobs
- Attend the Fall and Spring Rider Career Fairs to meet employers and submit your resume for jobs
- Interview with employers by participating in On-Campus Interviewing
- Complete your final Cranberry Investment requirements to qualify for the program upon graduation
- Evaluate and respond to job offers and graduate school acceptances — Congratulations!

TRANSFER STUDENTS: RIDER TWO-YEAR CAREER ACTION PLAN

As a transfer student at Rider, you don't need to feel like you're starting over again. Let Career Development and Success (CDS) partner with you to plan your professional development and reach your career goals! We can help you clarify your professional interests, identify career possibilities, find internships/co-ops, network with alumni, connect with employers, prepare for interviews, apply to graduate school and search for jobs. Your professional development begins with your Career Action Plan.

EXPLORE AND ENGAGE:

JUNIOR YEAR

- Stop by the CDS office in the BLC 237 & pick up your *Rider Career Planning Guide*
- Complete your profile on **Handshake** – Rider's online job management platform
- Get to know your Career Coach by making an appointment via Handshake
- Update your resume and upload it on your Handshake profile for approval
- Join a few student orgs, academic clubs, arts/cultural groups or recreational sports
- Establish relationships with pre-professional faculty advisors to get input on careers & grad school
- Begin building a robust LinkedIn profile – meet with your Career Coach for tips
- Network & collect information on employers by attending on-campus recruiting events
- Attend Rider's Career Fairs to meet employers & submit your resume for jobs
- Gain professional experience through internships & other Engaged Learning opportunities
- Begin the grad school application process – see your Career Coach for more information
- Complete the **New Student Engagement Experience** & start gaining your required Engaged Learning points
- Review the Cranberry Investment & begin satisfying the requirements to secure your future

EXPERIENCE AND EXECUTE:

SENIOR YEAR

- Research the career areas that align with your interests, skills, experience and goals
- Utilize Handshake to collect information on employers, internships, fellowships & jobs
- Schedule several meetings with your Career Coach to create a job search plan with goals and timeline
- Meet with your Career Coach to get assistance with interviewing
- Expand your professional network through programs and events and keep track of contact information
- Make a list of 20 prospective employers using resources like Handshake, Indeed and other tools
- Complete five informational interviews with alumni or other contacts in your professional network
- Refine your resume to include internships/co-ops, leadership roles, community service and more
- Draft a cover letter that can be revised for various employers and job opportunities
- Update your profile on Handshake and actively apply for jobs
- Attend the Fall and Spring Rider Career Fairs to meet employers and submit your resume for jobs
- Interview with employers by participating in On-Campus Interviewing or on site at potential employers
- Evaluate and respond to job offers and graduate school acceptances — Congratulations!

THE PROFESSIONAL VIPS EVALUATION

How do you figure out which career path is right for you? Evaluating yourself or self-assessment is the first step in mapping out a professional path. The more you understand yourself and your motivations, the more informed and productive your career search process will be. Start by reflecting on your interests and experiences, values, skills and personality traits. The VIPS evaluation below will help you connect your preferences to career options. Complete the evaluation on your own and then discuss it with your Career Coach.

VALUES *What are your values and lifestyle preferences? Number your top ten in order of importance*

Achievement	Economic security	Independence	Quality
Accountability	Ethical practice	Influencing others	Recognition
Advancement	Excellence	Integrity	Religion
Adventure	Excitement	Intellectual status	Reputation
Arts	Fame	Knowledge	Responsibility
Challenging problems	Fast pace	Leadership	Security
Change and variety	Financial gain	Meaningful work	Sophistication
Close relationships	Flexibility	Money	Stability
Community	Freedom	Nature	Status
Competition	Friendships	Personal development	Supervising others
Country	Family	Physical challenge	Working with others/alone
Creativity	Helping others	Power/authority	
Ecological awareness	Helping society	Public service	

INTERESTS *Think about and answer the following questions:*

- What are your academic/career interests?
- What are your hobbies?
- What do you do for fun?
- What do you like to read about?
- What have been your favorite courses?
- What job tasks do you enjoy most?
- Where do you want to live/work?
- Are you willing to relocate?
- Name 3 career areas you're interested in?
- Name 3 organizations you're interested in?
- Do you prefer to work a regular (9-5) or an "irregular" schedule (nights, weekends)?
- Do you mind working overtime?
- Do you like to travel for work?
- What kind of work environment do you prefer (indoors, outdoors, urban, suburban)?
- What size organization would you like to work for?
- What kind of organization would you like to work for – for-profit, not-for-profit, government?

PERSONALITY *What are your personal qualities, traits, strengths, weaknesses? Consider these questions:*

- Do you prefer interacting with people or spending time alone?
- Do you think in practical/concrete terms or are you more creative/abstract?
- Do you see yourself as a leader or an active participant in a group/team?
- Do you work well under pressure?
- Do you enjoy new projects and activities?
- Are you an introvert or extrovert?
- Do you prefer talking or listening?
- Are you a detailed or prefer looking at the big picture?

SKILLS *What areas do you excel in?*

- Communication
- Counseling, Serving, and Interpersonal
- Creative and Innovative
- Decision making and Teamwork
- Diverse, Global Perspective
- Financial
- Leadership, Management, and Administrative
- Mechanical and Technical
- Numerical
- Planning and Organizing
- Problem-Solving and Critical Thinking
- Research and Analytical
- Training and Teaching



PROFESSIONAL COMMUNICATION



Career Development
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YOUR 60-SECOND INTRODUCTION

Use the following tips to create an introduction to use when meeting employers or professional contacts at career fairs and other networking events. Your goal is to create a positive and lasting impression in a brief amount of time.

RESEARCH

- Preview the list of organizations participating in the event and plan a strategy for the day. Put together an “A” list and a “B” list of employers you want to target. Lists of participating employers at Rider career fairs are available on Handshake.
- Research all the employers on your “A” list. Look for current facts about the employer, including news articles announcing new projects or developments that will help you make an impression on recruiters.

Current Facts

1. _____
2. _____

Review job descriptions pertinent to your major for employer requirements. Note specific knowledge, skills and abilities they seek. List academic or employment experiences and activities where you demonstrated these skills.

The employer is seeking:

My qualifications and selling points:

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |

Review the employer’s mission statement and look for key words that indicate the personal qualities the organization values in their employees. List 2 or 3 of your personal qualities that closely match.

My personal qualities:

1. _____
2. _____
3. _____

DEVELOP YOUR INTRODUCTION

Review the sample below. Using the information above, prepare and practice a brief - 60-second introduction - to use when meeting employer representatives or other professional contacts at career fairs and networking events. Practice your introduction with a friend or your Career Coach so it sounds conversational rather than rehearsed.

Hello, my name is _____. I am currently a sophomore at Rider University, majoring in Psychology and working part-time in the University library. This role has enhanced my communication, organizational and leadership skills. In addition, I had an internship over the summer with Big Brothers Big Sisters working to match children with volunteers. I read about your organization online and the work you do with clients experiencing substance use disorders and I’m interested in learning more.

EMAIL CORRESPONDENCE

One of the most frequently used means of communication in the job search is e-mail, and its advantages are many. Delivery of an e-mail is prompt and assured (as long as you have the individual's correct e-mail address). Another positive is that e-mail is less intrusive than a phone call; the recipient can read the message at his or her leisure. Often, e-mail will be an employer's preferred method of communication. Following are some important suggestions and rules to remember when composing professional and job search related e-mails.

MAINTAINING A PROFESSIONAL TONE

We are so used to communicating with friends, relatives, and casual acquaintances that we can easily lapse into a tone that is too informal for communicating with potential employers. What does this mean? The goal is to achieve a tone that is consistently professional, but also engaging.

The greeting and closing convey your tone. Address the person in a professional manner, using the title Mr., Ms., Dr., etc. If you are uncertain of the gender based on the name, then it is appropriate to write the first and last name: "Dear Terry Martin." Take care not to misspell the recipient's name. Choose a professional closing, such as "Sincerely", and sign the e-mail using both your first and last name.

Language, of course, conveys tone. Never use language that is potentially offensive or inflammatory. This is not the place for slang or curse words (not even mild ones).

A professional e-mail is distinctly different from an IM conversation or a text message. Avoid abbreviations such as "u" for "you," "plz" for "please," etc. Similarly, do not include emoticons. Sorry :(. Although they are expressive and fun to send to friends, they are not professional.

Believe it or not, capitalization can indicate tone. For example, if you write in all caps it may appear as though you are shouting. By the same token, do not type in all lower case because it may suggest laziness and a lack of attention to detail.

Lastly, consider your own e-mail address. Does it reflect the image you want to project to an employer? For example, partygirl09@gmail.com is obviously inappropriate.

GRAMMAR AND FORMATTING

It is all too easy to write an e-mail in haste and send it off without much thought to accuracy and appearance. Here are a few important things to bear in mind before you click that "send" button.

Ensure that your message is well-written, and grammatically correct. Read it over several times aloud. How does it sound? Better yet, ask someone else who has a knack for writing to read it over and give you feedback. Be vigilant in checking for spelling and punctuation errors. Run spell check. And remember that spell check will not necessarily catch all errors (e.g., "to" instead of "too"). Select a font that is legible and fairly standard, such as Times New Roman, Arial, or Calibri. Check your font size. Is it so small that it is hard to read? Or so large that it looks cartoonish? A 10-12 point font is recommended. No colored fonts or backgrounds. Look at the overall layout of your e-mail. Is it stylistically consistent? Are your paragraphs evenly spaced?

LENGTH AND CONTENT

As with any written professional communication, the goal is to be courteous but concise and to the point. You want to give the recipient the necessary information without being excessively wordy or including unnecessary information. Be sensitive to the person's time, and include only essential items. Draft and edit your e-mail. At the same time, be sure that the information you do include is clear and complete. The subject line should be brief and indicate the content of the e-mail (e.g., "John Doe- Cover Letter/Resume"). Courtesies are very important. Remember to include "please" and "thank you." Express interest, appreciation, and enthusiasm.

Source: The University of Texas at Austin Engineer Career Assistance Center <http://www.engr.utexas.edu/ecac/yourcareer/interviews/email>



JOB SEARCH & CAREER FAIRS



RIDER
UNIVERSITY

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CAREER FAIR TIPS

A. Prior to the Career Fair

1. Plan to wear professional attire – first impressions are critical and lasting:
 - Do not wear jeans, t-shirts, gym clothes, yoga pants, leggings, wrinkled clothes, sneakers or hats.
 - Employers strongly discourage mini-skirts, tank/halter/sleeveless tops, low cut or tight fitting shirts.
 - Wear a suit, pants suit, blazer with skirt or dress, jacket & tie with slacks, conservative color, no heavy jewelry, perfume or cologne.
2. Prepare plenty of copies of your resume—more than you think you'll need:
 - Have an attractive resume on good quality paper, using bold, underline, and bullets; we strongly suggest white or other neutral-color paper.
 - Check carefully for typos, spelling, and grammar errors.
 - Have it critiqued by your Career Coach in Career Development and Success
 - Keep your resume in a folder or portfolio at the event (some employers may ask you to submit your resume through their company website after the fair).
3. Familiarize yourself with the employers:
 - Decide which employers you want to speak with and prioritize them – a list of participating employers is available on Handshake two weeks prior to each event.
 - Click on the employer name to go to their website.
4. Market yourself:
 - Prepare a 60-second introduction about yourself – your major, year in school, jobs & internships, career interests, activities, skills & strengths (see *page 27*). What attracts you to the employer?

B. At the Career Fair

1. Come early in the day – employers are at their peak and there is less competition:
 - Bring a pen, folder or portfolio for your resumes, and perhaps a pad of paper.
 - Carry as little as possible (no coats or backpacks, coffee, food, etc.).
 - Refrain from using your phone while interacting with employers; do not use it unless it is related to the fair (viewing the map, for example) and you are out of the way of other students/attendees.
2. Approach employer representatives with confidence:
 - Introduce yourself, make good eye contact, and offer a firm handshake.
 - Give the recruiter your resume and tell him/her about yourself and your career interests.
 - Ask questions about job openings/descriptions, the organization, application procedures, etc.
 - Collect business cards and employer literature.
3. Speak with as many employers as possible:
 - Visit your top choices first. Avoid standing in a long line to speak with one recruiter when you could talk with 3 or 4 others in the same time period.

C. After the Career Fair

1. Send a thank you letter or email message
 - Restate your interest to those employers in which you are particularly interested, mention any important topics or connections that you discussed. Include a copy of your resume.

FIVE MYTHS ABOUT WORKING IN THE NONPROFIT SECTOR

The nonprofit sector is more dynamic than most people think - explore these myths and start seeing this exciting sector in a new way.

Myth #1. “Only rich kids need apply.”

Or: “No one makes any money in the nonprofit sector.”

The truth: Most nonprofits rely on paid staff in addition to volunteers.

The term “nonprofit” does not mean that nonprofit professionals do not earn a salary. “Nonprofit” refers to the 501(c) tax code in the United States. Nongovernmental organization, or NGO, and “charity” are the common terms used outside the US. Revenues generated by nonprofit organizations go back into programs that serve the organizations’ mission. There are no stockholders receiving annual financial dividends, and employees do not receive a bonus at the end of a good year. According to Independent Sector, \$670 billion are earned by nonprofit organizations annually, and one in twelve Americans work in the nonprofit sector.

Myth #2. “Business rejects apply.”

Or: “The nonprofit sector is for people who could not make it in the business world.”

The truth: Nonprofit organizations are full of intelligent people with a passion for their work (many with graduate degrees and years of experience in the sector). Many people switch between the nonprofit, government, and private sectors during their careers. Each line of work presents its own set of challenges, but there are many talented people in all three sectors.

Business people are often surprised to learn how difficult it is to make the transition into the nonprofit sector, which has different, often rigorous standards of success.

Myth #3. “No upward mobility.”

Or: “Working for a nonprofit is not really a career path.”

The truth: Working in the nonprofit sector sometimes is considered taking a break from the “real world,” with the implied assumption that it is not an option to spend a lifetime doing this work. In reality, the nonprofit sector provides many people with a lifetime of exciting work. Nonprofits also tend to offer young people more leadership opportunities than other sectors.

Myth #4. “Wasting time and money.”

Or: “Nonprofit organizations are inefficient.”

The truth: Nonprofit organizations do not have clear bottom lines or profit margins; serving a human or environmental need makes success and efficiency much more difficult to measure. Add to that the reality of limited resources and an emphasis on serving clients (often at the cost of organizational maintenance), and it becomes clear why the sector is often perceived as inefficient. Certainly some organizations are inefficient and disorganized, just as we see plenty of dysfunctional businesses and government agencies.

Myth #5. “I love volunteering, so why not?”

Or: “Working for a nonprofit is just like volunteering.”

The truth: Nonprofits rely on volunteers to do their work, especially in direct services. Volunteers, however, are often shielded from the organizational, financial, and other challenges with which the actual employees of an organization must contend, to say nothing of the burnout issues faced by many who have spent more time working in the field.

THE GUIDE TO FINDING JOBS ONLINE TODAY

So, where do you find the jobs?

Most people start with the big Employment Super Sites. You cannot, and should not, ignore the big sites, particularly if you want to work for a large employer. However, they are much less important than they used to be, so do not invest a lot of time in searching for jobs on the big job boards.

Focus Your Job Search

You are spinning your wheels and wasting time until you figure out what you want to do. Seriously! If you don't know the job you want, job hunting without a target job is like getting into your car to go "somewhere" without knowing why or where you want to go. Or like going to the mall "to buy something" or to a giant food buffet for "something to eat." Chances are you won't end up where you want to be or get what you really want or need, unless you know what that is.

Top Sources of Jobs

Assuming that you know what you want to do and where you want to do it, you'll find millions of jobs posted online. If it has been a couple of years since you've searched for a job, start at # 1, and go through the whole list:

Networking

No one wants to read this advice, but networking is the quickest way to a new job. Networking doesn't mean attending events in big rooms full of strangers! Networking means staying in touch with people you know, and meeting new people. I've seen people connect with new jobs at a funeral, and they also connect at football games or over coffee with friends. You are five (5) times more likely to be hired if you have been referred by an employee than if you apply without knowing anyone. Employers really prefer to hire someone known to a current employee than a complete stranger off the street. Connecting with people at your target employers or choosing to work for an employer because you already have friends or family who work there is the most effective method of landing a new job.

Employer Websites

Visiting your target employers' websites and finding the jobs posted there is a clear option. Often, you will find a link to "Current Jobs" on the home page. Sometimes, the link to job postings is labeled "Careers." While you are on the employer's website, you may be able to sign up to have new jobs sent to you. Check out the employers' sites so you are familiar with what they do (products, services, senior management, locations, etc.), and use that information you collect in your interactions with the employer.

Job Aggregators

The aggregators are powerful and very useful, including sites like Indeed.com, which is the largest source of job postings in the world, aggregated (collected) from employer websites, job boards, association websites, publications, and more. Indeed and other aggregators show you job listings. When you click on a job listing, the link takes you to the job source which can be an employer, a job board, another website, or the job posted on the aggregator's site.

LinkedIn

LinkedIn is currently the most powerful and effective professional social network. LinkedIn has job postings (see the "jobs" link below the search bar at the top of every page). Also check out the Jobs tab in LinkedIn Groups (you can join up to 50), and the company profile pages for your target employers. LinkedIn is one of the best online venues for connecting with people who work at your target employers (and who worked there in the past). Use it to vet the employer, too. You can use the "company page follow" to stay up-to-date with what is going on, including members of your network who work for that employer and job postings.

SOCIAL MEDIA

In addition to LinkedIn, job postings are available through both Twitter and Facebook. In Twitter, follow your target employers' Twitter accounts for news and look for a Twitter account for jobs, too. Many employers also have Facebook pages for both marketing and, often, also for recruiting.

JOB BOARDS

Job boards are still very popular, but, as employers have increased their recruiting on their own websites and as the aggregators have made those jobs more visible, the general job boards are perhaps not as effective as they once were. Look for niche boards like Dice.com (for IT) and Idealist.org (for nonprofits). Be careful to avoid the imitation/scam job boards that exist to collect your personal information but offer you no benefit.

RECRUITERS, STAFFING FIRMS, & HEAD HUNTERS

Recruiters are the traffic cops in the process of hiring people. They can help or hurt you. The important thing to remember is that they don't work for you. They work for the employer.

CLASSIFIED ADS

Online classified ads, particularly on sites like Craigslist.org, can be very effective for job search because they are very low cost to use, and free in many locations. That low cost attracts small employers who can't easily post jobs on their own websites. But, do be cautious! Because the price of posting is very low or nonexistent, scams are posted.

ASSOCIATIONS AND ALUMNI GROUPS

Associations and school alumni groups are very effective for networking, and often their websites have job postings for members. If you have worked for an employer in the past, look for an "alumni group" for that employer. You'll find many ways to connect with other alumni — both school and corporate — in LinkedIn Groups.

GOOGLE

Google has many hidden talents plus excellent tools for finding job postings as well as helping you with your job search in many other ways.

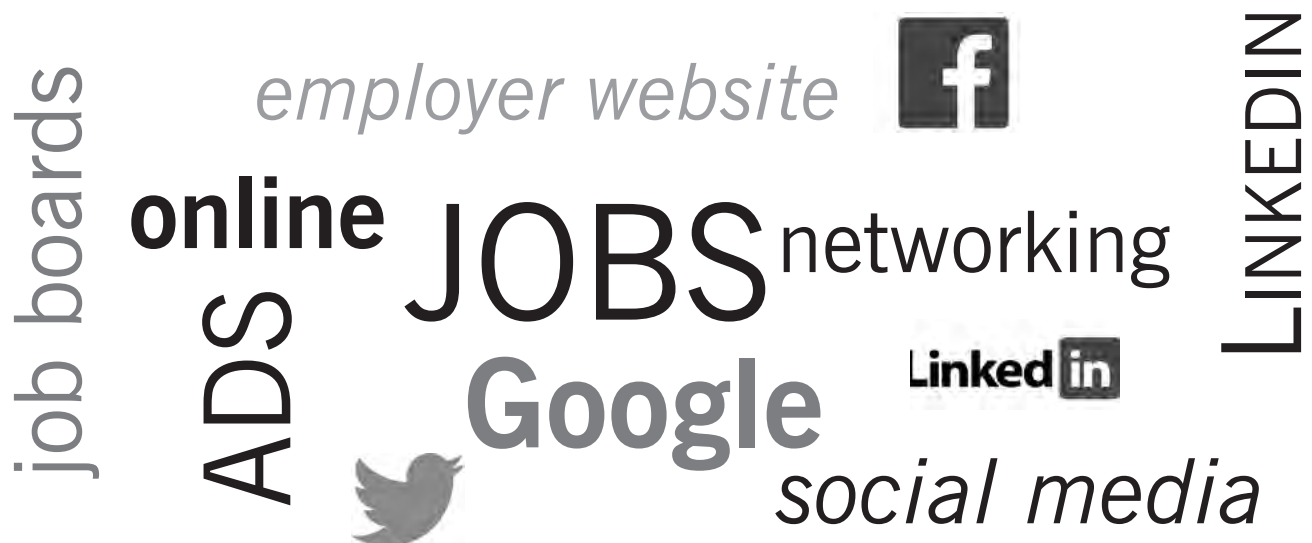
DIRECT/OFFLINE CAN WORK WELL FOR LOCAL SMALL BUSINESSES

If you want to work at the local mall or in the local McDonald's restaurant, go to that business and ask for an employment application to complete. Dress nicely, be polite, and complete the form neatly and legibly, and you'll probably end up with at least an interview the next time there is a job opening.

LASTLY, BE CAREFUL OUT THERE!

When you are looking at job postings, be sure to keep in mind that many scams are published on all job posting sources. So, you need to be relatively cautious and skeptical about applying for jobs you find online.

By Susan P. Joyce, from Job Hunt for Smarter Job Search, <http://www.job-hunt.org/findingjobs.shtml>





NETWORKING



Career Development
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NETWORK YOUR WAY TO A JOB

Many people use ads as their sole job search technique. Unfortunately, statistics show that only 10% to 20% of jobs are ever published – which means that 80% to 90% of jobs remain hidden in the job market. For this reason, networking remains the number one job search strategy.

NETWORKING DEFINED

A network is a group of supporters who serve as resources for your job search and ultimately for your career. Some great contacts might include people you meet at business and social meetings who provide you with career information and advice. Students often hesitate to network because they feel awkward asking for help, but it should be an integral part of any job search. Though you might feel nervous when approaching a potential contact, networking is a skill that develops with practice, so don't give up. Most people love to talk about themselves and their jobs and are willing to give realistic – and free – advice.

EIGHT KEYS TO NETWORKING

1. BE PREPARED FIRST, define what information you need and what you are trying to accomplish. Your purpose is to get to know people who can provide information regarding careers and leads. Some of the many benefits of networking include increased visibility within your field, propelling your professional development, finding mentors, increasing your chances of promotion, and perhaps finding your next job.

Second, know yourself – your education, experience and skills. Practice a concise, one-minute presentation of yourself so that people will know the kinds of areas in which you are interested. Your networking meeting should include the following elements: introduction, self-overview, Q&A, obtaining referrals, and closing.

2. BE TARGETED IDENTIFY your network. For some, "I don't have a network. I don't know anyone," may be your first reaction. Start by listing everyone you know who are potential prospects: family members, friends, faculty, neighbors, classmates, alumni, bosses, co-workers, and community associates. Attend meetings of organizations in your field of interest and get involved. You never know where you are going to meet someone who could lead you to your next job.

QUESTIONS TO ASK DURING NETWORKING MEETINGS

- What do you like most (least) about your work?
- Can you describe a typical workday or week?
- What type of education and experience do you need to remain successful in this field?
- What are the future career opportunities in this field?
- What advice would you give to someone trying to break into this field?
- What are the challenges in balancing work and personal life?
- Why do people enter/leave this field or company?
- Which companies have the best track record for promoting minorities?
- With whom would you recommend I speak? When I call, may I use your name?

3. BE PROFESSIONAL ASK your networking prospects for advice—not for a job. Your meetings should be a source of career information, advice, and contacts. Start with a firm handshake, eye contact and a warm smile. Focus on asking for one thing at a time.

4. BE PATIENT Heena Noorani, research analyst with New York-based Thomson Financial, recommends avoiding the feeling of discouragement if networking does not provide immediate results. She advises, "Be prepared for a slow down after you get started. Stay politely persistent with your leads and build momentum. Networking is like gardening: You do not plant the seed, then quickly harvest. Networking requires cultivation that takes time and effort for the process to pay off."

5. BE FOCUSED ON QUALITY – NOT QUANTITY In a large group setting, circulate and meet people, but don't try to talk to everyone. It's better to have a few meaningful conversations than 50 hasty introductions. Don't cling to people you already know; you're unlikely to build new contacts that way. If you are at a reception, be sure to wear a nametag and collect or exchange business cards, so you can later contact the people you meet.

6. BE REFERRAL-CENTERED The person you are networking with may not have a job opening, but he or she may know someone who is hiring. The key is to exchange information and then expand your network by obtaining additional referrals each time you meet someone new. Be sure to mention the person who referred you.

7. BE PROACTIVE Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you. Send a thank-you note or email if appropriate. Ask if you can follow-up the conversation with a phone call, or even better, with a more in-depth meeting in the near future.

8. BE DEDICATED TO NETWORKING MOST importantly, networking should be ongoing. You will want to stay in touch with contacts over the long haul – not just when you need something. Make networking part of your long-term career plan.

DOS & DON'TS OF NETWORKING

- Do keep one hand free from a briefcase or handbag so you can shake hands when necessary
- Do bring copies of your resume or business cards
- Don't tell them your life story; you are dealing with professionals, so be professional
- Don't be shy or afraid to ask for what you need
- Don't pass up opportunities to network

Written by Thomas J. Denham, managing partner and career counselor of Careers in Transition LLC

FINDING A JOB USING SOCIAL MEDIA

HOW TO USE LINKEDIN [<http://linkedin.com>]: LinkedIn is the largest “professional focused” social media site. It allows you to strengthen and expand your professional network, share knowledge and search for jobs.

- ✓ Create your profile. Craft a concise personal summary with current and past employers and education and upload a professional photo.
- ✓ Make it stand out. Write a professional headline and utilize keywords and skills from your resume.
- ✓ Build your network and connect strategically. Connect with friends and family then connect with people you currently work with or worked with in the past.
- ✓ Get recommendations. Link to and obtain recommendations from people who have worked with you including supervisors, classmates and professors who can address your strengths, your ability to work with others, and leadership capabilities.
- ✓ Endorse. Endorse others on their skills and in turn get endorsed.
- ✓ Join groups. Find groups that have similar professional goals and interests as groups are a great way to find people with shared interests. Use keywords in your search, and look for like-minded professionals.
- ✓ Search jobs. Utilize the company search and the job search sections. The company search is helpful if you know of an organization that interests you. Simply search for it on LinkedIn and find out more about their current employees, former employees and other useful information. Utilize this information to find a contact at the organization or to set up an informational interview with someone who works in an area that interests you. The company search feature also indicates if you are connected to anyone at a company. The job search function allows you to search by job title and other key words. LinkedIn also allows you to send a mass email to everyone in your network, letting them know you are job searching.
- ✓ Update your profile. Maintain your LinkedIn profile even after you have found a job. Seek recommendations from colleagues and continue to grow your network.
- ✓ Manage your privacy settings. It is important to maintain an appropriate level of privacy for your LinkedIn profile. Ensure enough information is public to market your experience and accomplishments but keep in mind that not everything needs to be publicized to the general public.
- ✓ See helpful LinkedIn and networking resources here: https://drive.google.com/drive/folders/1hL2wAdY2EhE3qlus-gXpETINJ8eq3COPG?usp=drive_link

HOW TO USE X (formerly Twitter): X is a “micro-blogging” service where posts are limited to 140 characters. By “following” others on X, you are notified of their posts as your followers are notified of yours. The more you communicate back and forth with connections, the more people you will find and the better relationships you will form. The goal of X is an ever-expanding circle of contacts that can be utilized at any given point to help you find a job, share resources, or broaden your network. Some tips include:

- ✓ Put your elevator pitch in your bio
- ✓ Use a professional photo or avatar
- ✓ Have a custom background and banner giving more detail about you qualifications
- ✓ Have a link to your online resume
- ✓ Follow target organizations, experts and recruiters in your area or professional field — repost their posts
- ✓ Get targeted job posts sent to your X feed
- ✓ Establish relationships — direct message someone and ask them for an informational interview
- ✓ Make career connections — by posting about the specific goals of your job search
- ✓ Be positive
- ✓ Use Filters. Focus on career goals by using hashtags

FACEBOOK TIP: Facebook is a great tool for connecting to current and past friends, coworkers and family. When using Facebook, remember to maintain a professional manner; employers often use Facebook and other social media sites to evaluate prospective employees. Keep in mind that inappropriate content can hurt your chances of getting a job. Learn to use the privacy settings so family and friends can view pictures and content that would be inappropriate or irrelevant for an employer to view. Two very important tools are “Facebook pages” and “Facebook groups”. These features allow you to join a group with similar interests, or provide you with an opportunity to learn more about a company or connect with recruiters. The key on Facebook is to let others know that you are job searching.



INTERVIEWING



Career Development
and Success



Career Development
and Success

RENEGE POLICY

Rider University Career Development and Success (CDS) subscribes to the following professional position offer policy:

The acceptance of a professional position including a job, internship, co-op, and/or field placement is a staunch commitment to an employer. You should accept an offer thoughtfully and only make a commitment to an employer if you intend to respect it. As soon as you accept a position, either verbally or in written form, you need to cancel all other interviews that you have scheduled. It is inappropriate to continue discussions with other potential employers once you have accepted an offer.

Please note that renegeing on an offer can severely damage your reputation within a professional domain, not only in the short-term, but also for the duration of your career. Renegeing on an offer also has negative implications on the University's relations with the employer and can affect opportunities for other Rider students. The University does not sanction renegeing on a position offer by a student for any reason. By carefully planning and managing your entire job search process you can avoid a situation where you would need to renege on an offer. If you are having an issue making a decision about an offer, speak to your Career Coach or Academic Chairperson.

RENEGING IMPLICATIONS WITH RIDER UNIVERSITY CAREER DEVELOPMENT AND SUCCESS:

Renegeing on an offer is a serious violation of CDS's policy, and will result in immediate suspension of all recruiting privileges including the deactivation of the student's Handshake account. Students who violate this policy will also be required to meet with a representative from Career Development and Success, and their Academic Chairperson and/or College Dean.

All students participating in on-campus interviews will be required to sign a renege policy acknowledgement form.

NOTE: This policy deals with you renegeing on your commitment to an organization. It does not address a company revoking its commitment to you. If this type of situation arises, please see your Career Coach.

S.T.A.R. METHOD OF INTERVIEWING

Behavioral Question and Answer Example: “Describe a time when you demonstrated effective problem-solving skills.”

Situation

- Describe the setting in which your interview response takes place.
- What were you doing? Who were you working with? What project were you working on?

Example Answer: “During my role as an Event Planning Intern at Company X this past summer, I managed all of the details and supervised a group of five in order to successfully host certain events.”

Task

- Explain how the situation changed, and how you were expected to address this change.
- What was the goal you were striving to accomplish, or the problem you were trying to solve?

Example Answer: “After reviewing the company’s annual report, I noticed that the attendance at our events had dropped by 30% in the past 3 years, and I wanted to find a solution to this problem.”

Action

- Clarify the specific action steps that you took in order to address the task at hand.
- Demonstrate and mention skills that you utilized in each step.
- What did you do to resolve the problem or reach the goal?
- Present your key strengths confidently in the Action Step.

Example Answer: “First, I collected feedback by sending out a questionnaire to past attendees and partners on ways to improve our events. I gathered this research, and used it to design a new, more effective promotional packet using Software X.”

Result

- Explain how your actions contributed to the overall end product.
- How did the situation end? What did you learn from this experience?
- Include concrete, quantifiable data to provide specific details in your response.

Example Answer: “Company X was able to utilize both my solutions and feedback from the community to host even better events. After implementing some of these strategies, we raised attendance to our events by 20% in the first year. I learned that it is essential to continually adapt strategies through marketing and research to increase participation.”

Interview Rules

1. Research the employer to prepare you for interview questions and to discover if the opportunity is a good fit.
 - a. Current News
 - b. Employer Initiatives
 - c. Position you are interviewing for
 - d. Company Strengths, Weaknesses, Opportunities and Threats (SWOT Analysis)
2. Prepare five or more success stories using the S.T.A.R. Method.
3. Image is important: Be on time, dress professionally, make eye contact, offer a firm handshake, be positive, and listen to what the representative has to say!
4. Always ask questions about the employer or position – this is where good company research can really help (avoid asking about salary or benefits).
5. Follow up with the interviewer: Send a thank-you letter that restates your skills and interest in the employer within 24 hours of the interview.

INTERVIEWING

When you are asked to interview with an organization, you know that your resume and cover letter have done their job! Keep in mind, while intimidating, successful interviewing is a skill that can be learned. The key is to adequately prepare. The more prepared you are going into an interview the better your chances are for getting a second interview or job offer. Among many skills and qualities, employers typically look for candidates that demonstrate creativity, flexibility, honesty and initiative as well as possess strong written and verbal communication, interpersonal, and leadership skills. Prior to the interview, find out from the employer what type of interview you will be having and prepare for that type of interview.

Be prepared for the HARDEST question:

“Tell me about yourself.”

This is a difficult question to answer because it is so open ended. Give some thought to what you want to share with the employer up front. Do not start from the beginning of your life (i.e. “I was born in NJ...”). Keep in mind that all information should be connected to “why they should hire you.” Your response should not exceed 2 minutes. Practice this question as it is often asked at the beginning when you are most nervous.

Interview Tips

1. Arrive 10 minutes early
2. Keep your answers concise and to the point
3. Bring several copies of your resume
4. Don't forget a document with your references
5. Silence your cell phone

Type of Interviews

screening/phone, in-person one on one, in person-group/panel, case, video/skype

General questions include questions about you, your education, skills, knowledge, experience and goals:

1. Why are you interested in this position?
2. What do you know about this organization?
3. Why are you interested in a career in this field?
4. Why did you choose your major? Why did you choose Rider?
5. What classes did you like the best/least?
6. Why should we hire you? What can you offer us?
7. What are your top 2 strengths and your top 2 areas in need of improvement?
8. What do you think it takes to be successful in this job and organization?
9. What accomplishments are you most proud of?
10. What skills did you develop through your education, internships, activities, volunteer work, p/t work?
11. Describe a previous work experience you really enjoyed & explain what you liked about it.
12. Describe a previous work experience you really disliked and explain why you disliked it.
13. How do you work under pressure and deadlines?
14. How do you work on a team? How do you work independently?
15. What motivates you in a job?
16. How would a professor describe you? How would a supervisor describe you?
17. Can you recall a time when your work was criticized? Describe the situation and your response.
18. Have you ever had a conflict with a supervisor, professor, coworker? How did you handle it?
19. Describe your ideal work environment.
20. What do you see yourself doing five years from now?

Questions for the employer

Asking the employer questions reflects your motivation and professional interests. Good questions are related to the job to which you are applying and demonstrate your knowledge of the organization. Ask about job duties, supervision, and growth opportunities. The following are some suggested questions to ask the employer:

1. What are you looking for in your ideal candidate for this position?
2. How would you describe the working environment of this organization?
3. How would you describe the management style of the area?
4. What professional development opportunities are available to me in this job/organization?
5. What is your timeframe for making a hiring decision? (ask this last-it lets you know what to expect)

PRE-INTERVIEW WORKSHEET

► EMPLOYER OVERVIEW

- Preparing for an interview involves researching what the organization does, how well it is doing, and its standing within the industry. Look for information about the employer, including current news, recent press releases, stock trends, and new projects, products, and services. Use the employer website and links available in the “Resources & Tools” section of our website for your search. Determine two current facts to cite and two questions to ask during the interview to demonstrate your interest in and knowledge of the company.

FACT #1: _____

FACT #2: _____

QUESTION #1: _____

QUESTION #2: _____

- Evaluate the employer mission statement to determine three personal qualities the organization might value in prospective employees. Think about experiences or situations in which you displayed some of those personal qualities.

PERSONAL QUALITIES:

1. _____

2. _____

3. _____

► JOB DESCRIPTION

- Review the job description for the required or desired knowledge, skills and abilities that the employer is seeking. Compare your qualifications to their requirements. Write up to four PROVE-IT STATEMENTS that summarize your experience or knowledge in each area. Target the unique selling points to highlight during the interview.

EMPLOYER REQUIREMENTS:

1. _____

2. _____

3. _____

4. _____

MY PROVE-IT STATEMENT:

1. _____

2. _____

3. _____

4. _____

Think of specific examples that will help illustrate the selling points listed in your prove-it statements. Using the “PAR” technique, prepare stories to convey these examples during the interview.

PERFORMANCE OBJECTIVE - Briefly describe the situation, problem or objective.

ACTION - Describe the specific actions you took to solve the problem or meet an objective.

RESULT - Explain the results you accomplished. Quantify your results in terms of money and time saved, and revenues and profits generated. Note any special recognition received.

VIDEO JOB INTERVIEWS

Employers are increasingly using web based video job interviews to screen candidates and conduct interviews for employment. It's important for job seekers to understand how the process works so they can prepare accordingly. Depending on the employer it may be a live interview using a platform such as Zoom or it may be a process where the candidate records videos that the employer will review at a later time.

Regardless of whether it is live video or video recording there are certain steps that a candidate should take to prepare:

- **Review all instructions and ask for help if you do not know how the platform works or if you have questions.**
- **Be aware of your surroundings and the lighting in the room you are using. You should conduct your interview in a quiet space where you won't be interrupted. If you are in need of a place to conduct your video interview, please contact your Career Coach who can help you look into availability in the BLC or library.**
- **Practice recording yourself with a webcam to see how you appear on camera. Rider University offers a subscription to Big Interview, a video based mock interview system that can help you prepare. Visit Rider.BigInterview.com or ask your Career Coach for more information.**
- **Dress appropriately in professional interview attire just as you would for a traditional interview.**
- **Look at the camera, not down at the table or your notes.**
- **Make sure to smile and control any fidgeting or nervous energy. Your microphone will pick up all sounds, including foot tapping or pen clicking.**
- **Maintain an appropriate posture and sit up straight facing the camera and ensure your chair is positioned well for the camera.**
- **Plan for glitches. Have a backup plan if something goes wrong the day of the interview.**



JOB SEEKING STRATEGIES FOR STUDENTS WITH ACCESSIBILITY ISSUES

If you have a disability you might find that searching for a job can be difficult. Often this is because many employers do not have a clear understanding of disabilities, and are not sure how someone who has one can contribute to his/her business. In actuality, there are many individuals with disabilities working very successfully in jobs across the country. Studies show that there are benefits to hiring disabled persons.

It is unlawful for employers to discriminate against individuals because of a disability. Be prepared with a resume that highlights your strengths and skills, not your disability. Your goal is to get an interview and show a potential employer all you have to offer his company. Here are some tips for students searching for jobs.

Here are some suggestions:

- 1. Be knowledgeable about your disability.** If your disability is covered by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAA), find out how the law applies to you. The ADA requires that an employer make reasonable accommodations for qualified individuals who have disabilities, unless doing so would cause “undue hardship” to the employer. You can learn more by visiting the ADA home page <http://adata.org/>.
- 2. Create a resume that showcases your skills, abilities, and experiences.** Match your resume as closely as possible with the description of the job for which you are applying. Using key words from the description in your resume or cover letter will allow an employer to see how closely your skills match what is required for the position. Do not include your disability on your resume. Your objective is to get an interview, not give a potential employer reason to not hire you.
- 3. Apply for jobs that you are able to do.** Make sure, after you read a job’s description, that you would be able to perform the duties with reasonable accommodations. If a job requires a lot of on-foot field work outside of the office, for example, and you have limited mobility, this would not be the job for you. Some smaller companies may not have buildings with elevator access, for example. Make sure you ask questions about this at your job interview.
- 4. Sharing Information about a visible disability.** Sharing information about your disability with an employer depends on your individual circumstances. If your disability is visible, it might be best to mention it before you come for an interview. Perhaps the best time to disclose it is after the interview has been scheduled, and you telephone to confirm the details. For example, during the phone conversation, you could mention, “Because I use a wheel chair, could you suggest which entrance to your building would be most convenient?” Or if you will need to be contacted through an interpreter or you will need to be contacted by email or phone be sure and let the employer know of your needs.
- 5. Sharing Information about non-visible disability.** If you do not have a disability that is visible, it is up to you on whether or not to disclose it to an employer. If you require any kind of specific accommodation, it is probably best to tell them. But, in most cases, you should wait until after you’ve received an offer, if at all. If your disability is not visible, such as mental illness or epilepsy, you may need to mention it during an interview only if you will need special accommodations. If no accommodations are needed, you may not need to mention it at all, if it will not affect your job performance.
- 6. Be honest about your abilities.** An employer may be concerned that you will not be able to perform the job. Be prepared to share your skills and strengths with him, and cite examples (work, school, recreation) to show that you will be able to do what is asked of you.
- 7. Market your workplace advantage.** Share with the employer that hiring a disabled person increases workplace diversity. Your disability allows you to look at things from a different perspective, and assists a company in better serving the population of persons with disabilities. Surveys show that people with disabilities tend to stay at a job longer and are not absent as frequently as others.
- 8. Visit your Career Services office** for help creating a resume, cover letter, or to practice interview questions.

- Reprinted with permission from Colorado Mesa University Career Services website: <http://coloradomesa.edu/career/index.html>

TYPES OF JOB INTERVIEWS

BY ALISON DOYLE

Employers conduct different types of job interviews, such as behavioral interviews, case interviews, group interviews, phone and video interviews, second interviews, and even interviews held during a meal. Those are important job interviews to understand if you're searching for a job, but there are other interviews you may experience throughout your career. These employment-related interviews include exit interviews, mock interviews, and informational interviews.

Behavioral Interviews

Interviewers use behavioral based interviews to determine how you've handled various job situations in the past. The idea is that your past behavior predicts how you'll act in the new job. You won't get many easy "yes" or "no" questions and in most cases, you'll need to answer with an anecdote about a previous experience.

Case Interviews

Interviews that include the interviewer giving you a business scenario and asking you to manage the situation are called case interviews. They're most often used in management consulting and investment banking interviews and require you to show off your analytical ability and problem-solving skills.

Competency Based Interviews

Interviews that require you to give examples of specific skills are called competency-based interviews, or job specific interviews. The interviewer will ask questions that will help them determine if you have the knowledge and skills required for the specific job.

Exit Interviews

An exit interview is a meeting between an employee who has resigned or been terminated and the company's Human Resources department. Companies conduct these types of interviews, so they can learn more about the work environment and get job feedback. You may be asked why you left your job, why are you taking a new job, and what would you change about your job. These tips will help you handle an exit interview so you can move on gracefully.

Final Interview

The final interview is the last step in the interview process and the last interview you find out whether or not you'll get a job offer. This type of interview is usually conducted by the CEO or other members of upper management. The key to a final interview is to take it as seriously as all the preliminary interviews — just because you were asked in for a final interview doesn't mean you got the job yet.

Group Interviews

Employers may hold group interviews because they're often more efficient than one-on-one interviews. There are two types of group interviews: one involves an applicant being interviewed by a group (or panel) of interviewers; the other involves one interviewer and a group of applicants.

Informational Interview

An informational interview is used to collect information about a job, career field, industry or company. In this case, you're the interviewer and you find people to speak with so you can learn more about a specific field.

Lunch and Dinner Interviews

One of the reasons employers take job candidates out to lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure. Remember you're still being observed so use your best table manners, choose foods that aren't too messy.

Mock Interviews

A mock interview provides you with an opportunity to practice for an interview and receive feedback. Although you can do an informal mock interview with a friend or family member, a mock interview with a Career Coach, counselor or university career office will give the best feedback.

Off-Site Interviews

Employers sometimes schedule job interviews in a public place, like a coffee shop or restaurant. Perhaps there is no local office or maybe they don't want current employees to know about the possibility of a new hire. In any case, it's good to be prepared for off-site interviews.

On the Spot Interview

Sometimes you'll be expected to do an on the spot interview. For example, you may turn in your application and be asked to do an interview right away. Or when an organization (typically retail or hospitality) announces they will be holding open interviews on a specific date. In situations like these, hiring personnel use on-the-spot interviews to screen applicants and immediately decide who should and should not be included in the next step of the recruiting process.

Panel Job Interview

A panel job interview takes place when you're interviewed by a panel of interviewers. You may meet with each panel member separately or all together. And sometimes there will be a panel of interviewers and a group of candidates all in one room.

Phone Interviews

While you're actively job searching, you may need to be prepared for a phone interview on a moment's notice. Companies often start with an unscheduled phone call, or maybe you'll get to schedule your call. In either case, it's good to be ready and prepared to ask phone interview questions to ask the interviewer as well.

Second Interviews

You passed your first interview and you just got an email or call to schedule a second interview. This interview will be more detailed and may be several hours long.

Structured Interview

A structured interview is typically used when an employer wants to assess and compare you with candidates in an impartial way. Essentially, the interviewer asks all the candidates the same questions. If the position requires specific skills and experience, the employer will draft interview questions focusing exactly on the abilities the company is seeking.

Unstructured Job Interview

An unstructured interview is a job interview in which questions may be changed based on the interviewee's responses. While the interviewer may have a few set questions prepared in advance, the direction of the interview is rather casual, and questions flow is based on the direction of the conversation. Unstructured interviews are often seen as less intimidating than formal interviews. However, because each interviewee is asked different questions, this method is not always reliable.

Video Interviews

Perhaps you've applied for a remote job or you're interviewing for a position in another state (or country). Software programs such as Skype and FaceTime make video calling easy and video interviews are becoming more common.

Updated May 04, 2019:

<https://www.thebalancecareers.com/types-of-job-and-employment-related-interviews-2061343>

LUNCH AND DINNER JOB INTERVIEW ETIQUETTE TIPS

BY ALISON DOYLE

Interviews are often stressful and can be even more stressful when you are expected to eat and talk at the same time. One of the reasons employers take job candidates out to lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure. That's important for many roles, and particularly for positions that are client-or customer-facing.

How to Handle Lunch and Dinner Interviews

Dining with a prospective employee allows employers to review your communication and interpersonal skills, as well as your table manners, in a more relaxed (for them) environment. Table manners do matter. Good manners may give you the edge over another candidate, so, take some time to brush up.

Interview Dining Tips:

- If you're feeling nervous, visit the restaurant's website. That way you'll know exactly what's on the menu and what you might want to order.
- Arrive early. You can ask the restaurant's host if there is a reservation under the interviewer's name. If not, wait outside the restaurant for your interviewer to arrive.
- Wear an interview-appropriate outfit (even if the restaurant is more casual than the office).
- Turn off your cell phone or put it on silent. Resist the temptation to check it (even if others at the table are looking at their phones).
- During the meal, mind your manners. Say "please" and "thank you" to your server as well as your host. And, remember what your mother spent years telling you: keep your elbows off the table, chew with your mouth closed, sit up straight, and never, ever speak with your mouth full.
- Is the table full of utensils? An easy way to remember what to use when - start at the outside and work your way in. Your salad fork will be on the far left, your entree fork will be next to it. Your dessert spoon and fork will be above your plate.
- Liquids are on the right, solids on the left. For example, your water glass will be on the right and your bread plate will be on the left.
- Put your napkin on your lap once everyone is seated.

During the Meal:

- Don't order messy food - pasta with lots of sauce, chicken with bones, ribs and big sandwiches.
- Keep conversation light toward the start of the meal.
- Don't order the most expensive entree on the menu.
- When you do order your meal, make it something that's easy to cut into bite-size pieces. During the meal, take small bites, so that it's easy to finish chewing and swallow before responding to questions and participating in the mealtime conversation.
- The polite way to eat soup is to spoon it away from you. There's less chance of spilling it
- Break your dinner roll into small pieces and eat it a piece at a time.
- If you need to leave the table, put your napkin on the seat or the arm of your chair.
- When you've finished eating, move your knife and fork to the "four o'clock" position so the server knows you're done.
- Remember to try and relax, listen, and participate in the conversation.

After the Meal:

- Put your napkin on the table next to your plate.
- Let the prospective employer pick up the tab. The person who invited you will expect to pay both the bill and the tip.
- Remember to say "thank you." Consider also following-up with a thank you note which reiterates your interest in the job.

Updated February 24, 2019:

<https://www.thebalancecareers.com/etiquette-for-lunch-and-dinner-job-interviews-2058576>

Dress for Success!

A GUIDE ON HOW TO DRESS FOR YOUR NEXT PROFESSIONAL EVENT

Business Professional

JOB INTERVIEW ATTIRE



SUIT JACKET & PANTS/SKIRT

Should be matching colors

CLOTHES SHOULD BE:

- Solid, dark or neutral colors
- Light colors can be worn underneath
- No stripes or bright prints/colors

SHOES SHOULD BE:

- Closed-toe heel or dress shoes

PERSONAL ITEMS & CELL PHONES

Keep cell phones turned off and out of sight with personal items



Carry a portfolio, professional bag or simple purse

BRING ESSENTIALS ONLY!

Business Casual

DAILY WORK ATTIRE

BUSINESS CASUAL COLORS & STYLES:

- Nice pants/slacks
- Dresses
- No jeans, shorts, sundresses or athletic wear

TIES
Optional



SKIRTS & DRESSES

should be knee length when standing and thighs covered while seated



JACKETS & SHOES

Blazers & cardigans with flats, boots, or closed-toe shoes



General Recommendations

IT'S ALL ABOUT THE FIRST IMPRESSION

CLOTHES SHOULD BE:

- Tailored
- In good condition
- Wrinkle & lint free



NEAT & CLEAN

Dress Shoes



BELTS

Belts should match the color of your shoes and attire



HAIR
Well groomed hairstyle



NAILS & MAKEUP
Natural in style



JEWELRY & FRAGRANCE
Wear moderate jewelry and mild fragrance



PIERCINGS & TATTOOS
Align to company culture or standards



GRADUATE SCHOOL



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GRADUATE SCHOOL

Graduate school hones and develops your skills in a particular area that should interest you most academically, intellectually, and professionally. There are many reasons why you would want to pursue a graduate degree including:

- An advanced degree is required for your profession
- You want to increase your earning power
- You are seeking more advanced (and often more interesting) positions
- You want to keep your training and skills up-to-date in your profession
- You are focused on achieving a career goal
- You want to immerse yourself in an academic area you are passionate about

Career indecision, peer or family pressure, a poor job market, and fear of the world of work are not compelling reasons to attend graduate school. Graduate school and full-time employment are not mutually exclusive options. You can always attend graduate school part-time while working. You may also enroll in a full-time evening program or online graduate coursework. Some companies will even pay for your graduate work.

IS GRADUATE SCHOOL RIGHT FOR YOU?

- 1. Is a graduate degree needed for your professional and occupational goals, and are you passionate about the field? What can you do with a bachelor's degree in your chosen field?** Talk to professors, advisors, and professionals in your field about career opportunities. Think about where you want to be in five or ten years. Will you need a graduate degree to reach your goals?
- 2. Have you decided on a specific career path?** If not, then graduate school may not be the best option for you at this time. Graduate programs are typically very specialized and will not give you an opportunity to explore a variety of options.
- 3. How will your personal values and goals fit into graduate school life?** What is important to you? Determine if graduate school is a good fit with your values and goals. Depending on the degree you are working towards, be prepared to spend two to seven years working towards your goal.
- 4. Assess yourself!** Graduate programs differ greatly in their requirements and amount of faculty supervision. How is your stress management? Can you work well in a situation with little structure from professors? Are you self-motivated? What do you hope to gain by continuing your education?

HOW TO EXPLORE FIELDS OF STUDY: Choosing a field of study in graduate school is critical, as it will significantly shape your professional life and career path. Before you devote time and resources to acquiring a specific expertise, you should review effective ways in which to tailor your academic focus.

- ✓ **Review coursework.** If you are considering a few different disciplines, take some time to look over class offerings to decide if any one program seems better tailored to your interests. Research what kind of positions and titles alumni seek after they earn a graduate degree. Keep in mind that many students pursue a graduate degree in a field unrelated to their undergraduate major.
- ✓ **Talk to faculty in your field of interest.** Ask professors for their recommendations for graduate schools. Ideally, speak with professors in your intended field of study to get a better understanding of your options. Professors often have colleagues at other universities and can put you directly into contact with them.
- ✓ **Speak to your Career Coach** to discuss your ideas and plans, and get help identifying helpful resources and mapping out a realistic plan.

TYPE OF GRADUATE DEGREE

- **Master's degrees (e.g., MA, MS)** tend to be more career-oriented and allow for specialization within a field. The degree works especially well for those who have been working for some time and are seeking a promotion or new knowledge that will qualify them for a different position within their field. A Master's degree can also be an excellent method of changing careers. Typically a full time student can acquire a Master's degree in about two years.
- **Professional degrees (e.g., MBA, DVM, JD, MEd)** is an academic degree that prepares the individual for a particular profession by emphasizing practical skills. These professions are typically licensed or regulated by an approved body. Areas such as architecture, law, medicine, dentistry, accounting, pharmacy, or social work, among others, often require such degrees for licensing. Most professional degrees are expensive and require student loans since financial aid is not widely available.
- **Doctoral degrees (e.g., PhD, EdD)** are more research intensive since they are preparing people for research-oriented careers. People interested in pursuing a doctoral degree should love learning and their area of study. A Ph.D. is practically mandatory for anyone seeking to be a professor. A doctorate can also be helpful outside of academia in an increasingly competitive job market. The many years of school required for a Ph.D. require great perseverance, but often partial or full financial aid is available for doctoral candidates.

GRADUATE SCHOOL APPLICATION CHECKLIST

**timelines may vary*

SUMMER BEFORE SENIOR YEAR

- ✓ Clarify your professional goals - is graduate school the right step for you?
- ✓ Write the first draft of your personal statement
 - Rider resources available to you for feedback include The Writing Studio (recommended first step), faculty advisors/mentors, and your career coach
 - To get started, see the following online article: <https://www.grammarly.com/blog/personal-statement-grad-school/>
- ✓ Research schools/programs/requirements – start to make a list of programs you’re interested in
- ✓ Research fellowships and other types of financial assistance - consider government agencies, philanthropic organizations, the schools you apply to, and professional organizations or honor societies as potential sources of funding
- ✓ Register for required standardized tests (i.e. GRE, GMAT, MCAT, LSAT)

AUGUST-SEPTEMBER

- ✓ Meet with faculty members in your area of study or your Career Coach to discuss your personal statement, possible programs to consider, and potential fellowships and other funding sources
- ✓ Finalize the list of the schools you want to apply to
- ✓ Get organized - create a file for each school you will apply to and keep all related application information in the appropriate file
- ✓ Study for standardized tests

SEPTEMBER-OCTOBER

- ✓ Take standardized tests and request that your scores be sent to the appropriate schools
- ✓ Complete your personal statement and have it reviewed by a faculty member or Career Coach
- ✓ Request letters of recommendation from faculty – don’t forget to provide the following to each professor: copy of your personal statement, resume, appropriate instructions to submit their letters (*FYI: Some recommendation letters can be submitted online and your recommenders will receive an email with instructions when you list them on your online application – other schools require hard copy letters so give your recommenders the appropriate address*)
- ✓ Request that official copies of transcripts be sent directly to the schools to which you are applying from all colleges/universities you've attended

NOVEMBER- DECEMBER

- ✓ Complete application forms (*TIP: Do a draft first*)
- ✓ Mail application materials (if not Web-based) one month in advance of the application deadline - study the instructions as documents may go to different addresses
- ✓ Remind your recommenders of when they must submit your letters of recommendation (*TIP: consider telling them a deadline date that is 1-2 weeks earlier than the actual deadline*)
- ✓ Make copies of all application pieces for your records
- ✓ Check with schools to verify that all required documents have arrived to complete your application by the deadline

FEBRUARY-MARCH

- ✓ Schedule campus visits to locations in which you are interested (*FYI: Some programs may have planned visits for admitted students so call first*)
- ✓ Prepare questions for each school to gain more information about academic programs, student life, and professional development opportunities
- ✓ Conduct informational interviews with students in the programs to which you have applied to get their perspective

APRIL – CONGRATULATIONS YOU'VE BEEN ACCEPTED!

- ✓ Mail acceptance forms and, if required, deposits
- ✓ Notify schools that you will not be attending after making your decision
- ✓ Send thank-you letters to the writers of your letters of recommendation and let them know where you’re going to school!



JOB OFFERS



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THE ART OF NEGOTIATING

An area of the job search that often receives little attention is the art of negotiating. Once you have been offered a job, you have the opportunity to discuss the terms of your employment. Negotiations may be uncomfortable or unsatisfying because we tend to approach them with a winner-take-all attitude that is counterproductive to the concept of negotiations.

Negotiating with your potential employer can make your job one that best meets your own needs as well as those of your employer. To ensure successful negotiations, it is important to understand the basic components. The definition of negotiation as it relates to employment is: a series of communications (either oral or in writing) that reach a satisfying conclusion for all concerned parties, most often between the new employee and the hiring organization.

Negotiation is a planned series of events that requires strategy, presentation and patience. Preparation is probably the single most important part of successful negotiations. Any good trial attorney will tell you the key to presenting a good case in the courtroom is the hours of preparation that happen beforehand. The same is true for negotiating. A good case will literally present itself. What follows are some suggestions that will help you prepare for successful negotiating.

Research

Gather as much factual information as you can to back up the case you want to make. For example, if most entering employees cannot negotiate salary, you may be jeopardizing the offer by focusing on that aspect of the package. Turn your attention to other parts of the offer such as their health plan, dental plan, retirement package, the type of schedule you prefer, etc.

Psychological Preparation

Chances are that you will not know the person with whom you will be negotiating. If you are lucky enough to be acquainted, spend some time reviewing what you know about this person's communication style and decision-making behavior.

In most cases, however, this person will be a stranger. Since most people find the unknown a bit scary, you'll want to ask yourself what approach to negotiating you find most comfortable. How will you psyche yourself up to feel confident enough to ask for what you want? How will you respond to counteroffers? What are your alternatives? What's your bottom line? In short, plan your strategy.

Be sure you know exactly what you want. This does not mean you will get exactly that, but having the information clear in your head will help you determine what you are willing to concede. Unless you know what you want, you won't be able to tell somebody else. Clarity improves communication, which is the conduit for effective negotiations.

Practice

Rehearse the presentation in advance using another person as the employer. If you make mistakes in rehearsal, chances are that you will not repeat them during the actual negotiations. A friend can critique your reasoning and help you prepare for questions. If this all seems like a lot of work, remember that if something is worth negotiating for, it is worth preparing for.

Dollars and Sense

Always begin by expressing genuine interest in the position and the

organization, emphasizing the areas of agreement but allowing "wiggle room" to compromise on other areas. Be prepared to support your points of disagreement, outlining the parts you would like to alter, your suggestions on how this can be done and why it would serve the company's best interests to accommodate your request.

Be prepared to defend your proposal. Back up your reasons for wanting to change the offer with meaningful, work-related skills and positive benefits to the employer. Requesting a salary increase because you are a fast learner or have a high GPA are usually not justifiable reasons in the eyes of the employer. Meaningful work experience or internships that have demonstrated or tested your professional skills are things that will make an employer stop and take notice.

It is sometimes more comfortable for job-seekers to make this initial request in writing and plan to meet later to hash out the differences. You will need to be fairly direct and assertive at this point even though you may feel extremely vulnerable. Keep in mind that the employer has chosen you from a pool of qualified applicants, so you are not as powerless as you think.

Sometimes the employer will bristle at the suggestion that there is room to negotiate. Stand firm, but encourage the employer to think about it for a day or two at which time you will discuss the details of your proposal with him/her. Do not rush the process because you are uncomfortable. The employer may be counting on this discomfort and use it to derail the negotiations. Remember, this is a series of volleys and lobs, trade-offs and compromises that occur over a period of time. It is a process – not a singular event!

Once you have reached a conclusion with which you are both relatively comfortable, present in writing your interpretation of the agreement so that if there is any question, it will be addressed immediately. Negotiation, by definition, implies that each side will give. Do not perceive it as an ultimatum.

If the employer chooses not to grant any of your requests – and realistically, he or she can do that – you will still have the option of accepting the original offer provided you have maintained a positive, productive and friendly atmosphere during your exchanges. You can always re-enter negotiations after you have demonstrated your worth to the organization.

Money Isn't Everything

There are many things you can negotiate besides salary. For example, benefits can add thousands of dollars to the compensation package. Benefits can range from paid personal leave to discounts on the company's products and services. They constitute more than just icing on the cake; they may be better than the cake itself. Traditional benefits packages include health insurance, paid vacation and personal/sick days. Companies may offer such benefits as child care, elder care or use of the company jet for family emergencies. Other lucrative benefits could include disability and life insurance and a variety of retirement plans. Some organizations offer investment and stock options as well as relocation reimbursement and tuition credits for continued education.

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UNDERSTANDING JOB OFFER BENEFITS

Benefits are not just for the twilight of your career. While we typically think of benefits as basic insurance coverage, a good benefits plan can include many additional perks that offer true tangible gains in relation to the competition. Following are common elements of benefit plans and what you should look for in each element:

- **General Coverage:** Find out if there are any monthly or per-pay-period costs for the overall benefits plan (which will make an immediate and tangible dent in your take-home pay, who is covered, when each component of the benefit actually begins, and whether any of the benefits are taxable. If the benefits are provided cafeteria-style, find out if you can add benefits at a later date and what restrictions would be involved.
- **Medical Insurance:** Consider the type of plan, what expenses are covered (HMOs will often pay for preventive care expenses that others will not, etc.), deductibles (annual deductibles, per-office-visit deductibles, etc.), co-pays (percentage the insurance pays versus the percentage you will pay), exclusions for pre-existing conditions, and whether or not the plan has open or closed enrollment (including medical exams or other evaluations which may be necessary for enrollment in the plan).
- **Dental Insurance:** Consider whether preventive care (exams, cleaning, X-rays, etc.), surgical care (root canals, etc.), and orthodontic care (braces, etc.) are covered and to what extent (deductibles, co-pay, annual limits, and lifetime maximums).
- **Vision/Eye Care Insurance:** Evaluate what expenses are covered, what the deductibles are, and what the annual limits and lifetime maximums are. Many companies now offer an “up to” amount of annual coverage which can include exams, eyeglasses, contact lenses, and even disposable lenses.
- **Life Insurance:** Although you are likely not planning your funeral arrangements yet, this benefit will become increasingly important as you add loved ones to your life. In the meantime, it may cover the basic expenses in the event of unexpected tragedy. Some companies will also allow you to purchase additional blocks of term insurance, although often at or above the going market rate. It is usually better to purchase additional insurance separately, but evaluate the costs.
- **Accidental Death Insurance:** As if it somehow matters how you die, some companies pay more if your death is of a more spectacular nature. If they offer it for free, take it. Don't buy additional amounts. Some also offer Business Travel Insurance.
- **Disability Insurance:** One of those benefits you will never ever care about until you need it. Disability insurance is usually divided into short-term disability (which can sometimes include an allocation for sick pay and usually includes coverage from 90 days to a year) and long-term disability (which usually kicks in after 90 days to a year). Note the percentage amount of salary paid, how that percentage may change over time, and what that percentage is based on. Also note how any variable pay components may be covered.
- **Vacation:** Consider how many days are allowed in your first year, when they begin accumulating, when they may be used, how many days are allowed in future years, and the maximum number of days. The standard vacation policy may start with one to two weeks per year (prorated from the hire date), then additional days or weeks based on years of service. Note also whether vacation days accumulate according to the calendar year or work year (based on your date of hire).
- **Holidays:** There are six standard holidays that nearly every U.S. company covers. In addition, many cover the day after Thanksgiving, an additional day at Christmas, and some cover additional days. Many companies will offer six or more “set” holidays plus one or more “floating” holidays that can be used at the employee's discretion. In this case, these floating holidays usually end up being treated much the same as vacation days. If the company offers floaters and you are starting midyear, note how many will be offered to you during the first year.
- **Sick/Personal Days:** While many companies have moved away from having a designated number of sick days for salaried staff, some companies still provide for a certain number of personal days. Depending on the restrictions, these may be treated as pseudo-vacation days.
- **401(k) Plans:** Your company's 401(k) plan can help you begin building a tax-deferred retirement nest egg early (start now and you will truly be able to enjoy your retirement). Consider the percentage or dollar amount of company matching (if any) along with any defined maximum amount for either matching contributions and/or employee contributions. Also check the amount of time it takes to vest the company matching portion and whether there is a partial vesting during the interim.
- **Pension Plans:** The ultimate yawner benefit for twenty-somethings, these can and will make a difference to you later in life. Usually the company puts an amount into an account that silently accumulates for you over time. An excellent benefit that many companies are either cutting back or replacing with 401(k) plans.

OTHER BENEFITS INCLUDE:

- Profit Sharing
- Stock Options/Restricted Shares/ESOPs
- Tuition Reimbursement
- Health Clubs
- Dependent Care
- Employee Assistance Programs
- Overtime/Travel Premiums/Comp Time
- Parking Reimbursement
- Commuting Cost Reimbursement
- Mobile Phone Reimbursement



Source: <https://collegegrad.com/jobsearch/successful-job-offer-negotiation/evaluating-your-benefits-package>

From Court to Career: How Your Time as a Rider Athlete Can Help You Land a Job

Just as putting in time to practice your sport makes you a better athlete, taking steps to prepare for your career during college will increase your chances of success in the working world.

The Good News:

- As a student athlete, you possess dozens of skills and abilities that transfer well to the professional world.
- Employers are interested in hiring former athletes! There is a website entirely devoted to helping college athletes find jobs called athletenetwork.com.
- Career Development and Success is here to help you with the process of finding a job, from creating a resume and cover letter and honing interview techniques to reviewing job offers.

The Bad News:

- Very few college athletes go pro.
- College athletes have less time to job hunt due to their time commitments to their sports.
- The thought of ending your competitive athletic career can be heartbreaking, but is often a reality upon graduation.

Traits of an athlete

Involvement in competitive athletics is one of the most formative experiences a student can have. Years of intense training and competition help to develop many characteristics that are predictors of future success, including:

- Results-oriented
- Works well under pressure
- Able to manage time well
- Mentally tough
- Self-motivated
- Enjoys being challenged
- Focused
- Always striving to improve
- Confident
- Understands how to prepare
- Able to multitask
- Competitive nature
- Coachable
- Disciplined
- Able to overcome adversity
- Goal oriented
- Handles high stress situations
- Understands value of teamwork
- Knows how to execute a game plan
- Strong work ethic
- High energy
- Strong character
- Understands accountability

Transferable skill examples

- Competitive nature: learned the important aspects of rewarding competition such as discipline, focus, sacrifice, the importance of preparation, and learning from mistakes
- Teamwork/ interpersonal skills: Learned to work cooperatively with others by putting aside personal interests and working towards a common goal
- Physical training/ conditioning: Being pushed by coaches and teammates to do more than previously thought possible built resilience and mental strength
- Goal setting: taught to be held accountable, both individually and collectively, for achieving shared goals and the consequences of not meeting those goals. Understand that short term goal setting is the foundation for long term success
- Ability to make decisions under pressure: Learned to manage stressful situations and be confident while making decisions, and to not dwell on mistakes but to learn from them and move on
- Handling adversity well: learned to view losses as an opportunity to analyze what can be done better next time, rather than pointing fingers or creating excuses
- Coachable: Developed a willingness to constantly strive for improvement and handle constructive criticism well. Accustomed to being evaluated and given suggestions for improvement

Sample Action Words to Start Resume Bullet Points

- Achieved
- Collaborated
- Created
- Directed
- Established
- Influenced
- Initiated
- Led
- Mentored
- Motivated
- Oversaw
- Organized
- Provided
- Reinforces
- Replaced
- Revamped
- Reviewed
- Saved

TIPS: YOUR FIRST JOB

You will graduate and leave behind the daily grind of attending classes, writing papers and getting graded by semester. This is an exciting time and also a very new transition. What are the expectations for your first post-graduate opportunity? For the first 3-6 months, you will be doing work with guidance from your supervisor. Listen more than you talk. Take advantage of your one-on-one meetings with your boss and be open and receptive to feedback. Ask questions such as:

What are your expectations of me?

Do you think I am learning the skills I will need in order to accomplish my work?

Where should my focus be right now? How am I doing?

- Establish a perfect attendance record.
- Prepare for meetings, always do your best work and show up on time.
- Get to know your coworkers. What do they do each day and how could you support each other's work?
- Communicate openly and with a positive attitude. Assume the best of others and ask direct questions with curiosity: "Hey, I have a quick question about x. I want to make sure I understand my role. Can we chat about it before the end of the day?"
- Avoid office gossip. Look for the best in others and always act and speak with helpful intent.
- Find a mentor by interacting with colleagues in your office who have experienced success at work. You will naturally gravitate to some more than others. Ask them if you could meet for lunch on occasion.
- Reach out to peers who have the same or similar roles and ask them for advice. Include questions about how long it took them to feel as if they grasped the role, extra trainings they did or things they think you could work on. They have wisdom to share that will benefit your performance.
- Stay focused on your work. Try to keep your personal business to a minimum (checking personal social media accounts, making dinner reservations, buying things online, etc.).
- Set and accomplish realistic goals. Run everything by your supervisor so you can feel confident initiating your own projects and contributing as only you can with your unique blend of talents.
- Track your accomplishments and continue adding to your resume. Generally, people accept you leaving your first job if you have given at least 18 months. This means you made it through at least one review cycle and accomplished something valuable.

As a final note, always remember that you are now representing yourself as a professional. Your professional field is smaller than you might think and your reputation is crucial to allowing yourself to be open for future opportunities.

Western Michigan University Career Development Guide (page 69):

<https://wmich.edu/sites/default/files/attachments/u91/2018/2018-20%20Career%20Development%20Guide-for-web.pdf>



RESUME WRITING



Career Development
and Success

HANDSHAKE: CAREER RESUME & DOCUMENT APPROVAL PROCESS

As a Rider student, Career Development and Success (CDS) is here to support you on your professional development journey. One of the most important steps on this journey is creating strong resumes and crafting effective cover letters. The Career Coach in your college can guide you in developing these essential documents. For a list of career coaches, check out the CDS webpage.

Once you have a document ready, you can upload it into Handshake for approval. Remember, if you want to apply for interviews, other recruiting events and/or internship, co-op or job opportunities, an approved resume/cover letter is required. To obtain approval, please note the following simple instructions and guidelines:

Uploading a resume, cover letter or other professional documents:

1. Log on to Handshake
2. Go to your initials in the upper right corner-click on documents in the drop-down box
3. Select the document you want to upload

** Make sure to delete any older documents and/or those in a non-approved state*

Guidelines for Review & Approval

- Please allow **3–4 business days for final approval** by your Career Coach.
- Resumes and other documents will be **not be reviewed and/or approved** on Fridays after 3pm, or anytime on Saturday or Sunday.
- If you need approval before a recruiting or job deadline, allow enough time to have your document reviewed (3–4 business days) and make any required revisions.
- If you receive a comment stating that your resume needs to be reviewed in person — make an appointment via Handshake with your Career Coach.
- If you receive a comment stating that required edits be made before approval will be granted, complete the edits and upload a new version of the document for review.

For examples of strong resumes, cover letters, and other professional documents, check out the “Examples” section of this guide. We look forward to supporting you. If you have any questions about this updated process or anything career related, please email us at careers@rider.edu.

Thank you,

The CDS Team

RESUME POWER VERBS

Accelerated	Coordinated	Facilitated	Merged	Resolved
Achieved	Corresponded	Fielded	Mobilized	Revamped
Acquired	Counseled	Forecasted	Modified	Reviewed
Administered	Created	Forged	Monitored	Revitalized
Advanced	Critiqued	Formalized	Motivated	Screened
Advised	Cultivated	Formed	Navigated	Scrutinized
Advocated	Customized	Formulated	Negotiated	Secured
Aligned	Decreased	Fostered	Operated	Shaped
Amplified	Deducted	Founded	Orchestrated	Showcased
Analyzed	Defined	Furthered	Organized	Simplified
Assembled	Delegated	Gained	Outpaced	Solved
Assessed	Delivered	Generated	Outperformed	Spearheaded
Attained	Demonstrated	Guided	Overhauled	Standardized
Audited	Designed	Headed	Oversaw	Stimulated
Authored	Developed	Hired	Partnered	Streamlined
Awarded	Devised	Identified	Persuaded	Strengthened
Boosted	Diagnosed	Illustrated	Pioneered	Studied
Briefed	Directed	Implemented	Planned	Succeeded
Built	Discovered	Improved	Produced	Supervised
Calculated	Documented	Incorporated	Programmed	Surpassed
Campaigned	Earned	Influenced	Promoted	Surveyed
Capitalized	Edited	Informed	Publicized	Sustained
Centralized	Educated	Initiated	Qualified	Targeted
Chaired	Enabled	Inspected	Quantified	Taught
Charted	Enforced	Inspired	Reached	Tested
Clarified	Engineered	Instituted	Reconciled	Tracked
Coached	Enhanced	Interpreted	Recruited	Trained
Completed	Ensured	Introduced	Redesigned	Transformed
Composed	Established	Investigated	Reduced	Unified
Conserved	Evaluated	Launched	Refined	United
Consolidated	Examined	Lessened	Refocused	Updated
Consulted	Exceeded	Lifted	Regulated	Upgraded
Controlled	Executed	Mapped	Rehabilitated	Validated
Converted	Expanded	Maximized	Remodeled	Verified
Conveyed	Expedited	Measured	Reorganized	Wrote
Convinced	Explored	Mentored	Replaced	Yielded

DEVELOPING A WINNING RESUME

A resume is a written document that is used to highlight the skills, contributions and experiences that represent the personal brand you want to portray to potential employers to secure an interview.

RESUME TYPES

Decide the resume style you prefer to use, based on the message you want to convey to employers:

- ◆ Chronological – Highlight information starting with the most recent. Prioritize your sections so you start with the most important first!
- ◆ Functional – Highlight information in categories based on commonly grouped skills. This type is useful for those with gaps in experience or a wide variety in work history, but can demonstrate similar skills.

FORMAT

Keep the following rules of thumb in mind when preparing the resume:

- ◆ Margins – Top: 0.5" - 1"; Sides and Bottom: 0.5" - 1"
- ◆ Font Size and Style – 11-12; simple, readable fonts (e.g., Calibri, Arial, Times New Roman); single spaced
- ◆ Balance – white space and text space
- ◆ Length – Undergraduate level - 1 page; Graduate - 2 pages; Education and Sciences can have more than 1 page
- ◆ Templates – Refrain from using them! Use resume samples as a guide to create your own document, unique to your skills and qualifications
- ◆ Order – Heading and Education are listed first, in that order

CONTENT

The makeup of your document should be deliberate and powerful:

- ◆ Prioritize – Top two-thirds of the page receive priority when highlighting key categories and skills
- ◆ Own the Order – Highlight the most relevant categories first; Experience does not always have to follow Education

HEADING

Highlight your personal contact information in a way that makes sense for your spacing needs. Include:

- ◆ Name, which should be bold and in larger print (14-20 font size)
- ◆ Permanent and/or current addresses (listing both signals a transition, e.g., graduation)
- ◆ One professional email address without the hyperlink
- ◆ One reliable telephone number
- ◆ You do not need to label contact information e.g., Email: somebody@rider.edu, just indicate: somebody@rider.edu

EDUCATION

- ◆ Name of institution and location, e.g., Rider University, Lawrenceville, NJ
- ◆ Official name of degree and major, e.g., Bachelor of Science in Business Administration Major: Accounting
- ◆ Concentrations, Minors- separate line, e.g., Minor: Advertising
- ◆ Month and year of graduation (future or past); you do not need to indicate expected/anticipated graduation, just indicate month and year, e.g., May 2020
- ◆ Optional overall and/or major GPA, e.g., 3.59
- ◆ Omit high school information, unless 1) freshman or 2) significant or related to field

EXPERIENCE

Highlight employment, internship/coop, volunteer and school experiences that relate to your desired objective:

- ◆ Potential titles for this section: Experience, Professional Experience, Related or Relevant Experience
- ◆ Use the core four- company name, position held, month/year of start and finish, city and state. Country, if not in U.S.
- ◆ Emphasize relevant skills, specific accomplishments and/or contributions
- ◆ Bullets formula = Power Verb (Skill) + Identifiable Task + [Method/Purpose/Result]
- ◆ Use important keywords and hot topics relevant to your field
- ◆ Do not mention names of previous supervisors or advisors (Reference Page Only)

RELATED OR RELEVANT COURSES

- ◆ List atypical courses to emphasize exposure to related subjects/skills
- ◆ Consider courses taken as part of concentration, minor and/or specialized electives
- ◆ Do not include required courses for your degree as they do not distinguish you from other candidates

SKILLS

- ◆ Potential titles to consider: Technical/Computer Skills, Language Skills
- ◆ Acceptable to categorize or list together if they are all in the same category; just list them, e.g., Adobe Illustrator
- ◆ Indicate your level of proficiency and be sure you can use them “on the job”
- ◆ Skills like communication and teamwork should be highlighted within the context of your experiences; use your bullet statements to provide evidence of these skills

ADDITIONAL SECTIONS

Depending on your background, you may want to add additional sections to your resume:

Most commonly listed after Education:

- ◆ Study Abroad
- ◆ Certifications or Licensure

Experience sections:

- ◆ Leadership (very impressive to employers!)
- ◆ Activities or Extracurricular Involvement or Student Organizations
- ◆ Honors or Awards
- ◆ Community Service or Volunteer
- ◆ Professional Affiliations
- ◆ Notable Projects or Class Projects or Projects

Most commonly used for a CV, but could be used for a resume if they are relevant to your career objective:

- ◆ Research
- ◆ Teaching
- ◆ Publications
- ◆ Presentations

DO NOT INCLUDE

- ◆ Photographs, marital status, salary requirements, age, race, national origin, visa status or references

REFERENCES AVAILABLE UPON REQUEST

- ◆ References *should not* be listed on a resume. An employer typically only asks for them during or after an interview

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GUIDE TO TRANSFERABLE SKILLS

FIRST STEPS

- ✓ Start by thinking about the actual tasks you have done in jobs, internships, classes and activities, and then brainstorm your transferable skills.
- ✓ Transferable skills are developed through all kinds of work experience, regardless of the specific tasks performed (e.g. communication, time management, etc.).
- ✓ Think about skills an employer might want, how your transferable skills match up with those.

WHAT ARE TRANSFERABLE SKILLS?

Transferable skills are areas of development that will transfer from one environment to another such as home, school, work, volunteerism, or extra-curricular activities. They can be used in many different environments, across occupations, regardless of the type of work.

Places you may have attained transferable skills:

- volunteering, not-for-profit organization, or community service
- school organizations or service learning
- job shadowing
- part-time jobs or internships

Some examples of transferable skills come from NACE (The National Association of Colleges and Employers), who lists the top 10 personal qualities employers seek as: Communication Skills; Motivation/Initiative; Teamwork Skills; Leadership Skills; Decision Making and Problem Solving Skills; Interpersonal Skills; Flexibility/Adaptability; Technical Skills; Honesty/Integrity; Creating/Editing Written Work.

Most employers believe that if you are able to use a skill in one situation, you will be able to use that skill in another job, even if the new job appears to be unrelated to your past employment or educational experience. It's important to be able to think of and give examples of how you've used skills in previous experiences.

Applications of Transferable Skills

Prospective employers expect that you will be able to apply previously learned skills from work and school. Consider skills that you have gained from working on projects, papers, and other experiences.

Resume and LinkedIn

Transferable skills can be taken from many experiences and placed into your resume to show various aptitudes. In a functional resume, you emphasize your different skills and elaborate on how you gained skills from that experience. In a chronological resume, you can demonstrate use of transferable skills to highlight what you gained from individual experiences. On LinkedIn, you can select up to 50 skills to include on your profile and have others endorse you for them.

Cover letter

This is an area where you can expand upon specific transferable skills you have gained. In the cover letter, you can explain what makes you qualified for the position by highlighting your transferable skills. Here, you can compare your transferable skills with the skills required for the position and demonstrate your fit for the job/organization.

Interview

In an interview, communicating your experiences is very important. You can use transferable skills to describe what activities you have participated in, how you contributed, and what you took from the experience. When describing your experiences, be sure to mention a variety of transferable skills, and how they would relate to the position for which you're applying.

REPRESENT YOUR SKILLS

You must find the best way to present your qualifications in a multidimensional manner, and convey yourself as a complete and well-rounded package. Successfully weaving together your skills, experiences, academics, and personality traits is essential to employers. The strongest candidates have "real world" experience in co-curricular activities: co-ops, internships, part-time jobs, full-time jobs and volunteering. So, what qualifies as a transferable skill and how do you know if you have performed that task? Use the list below, which represents ways you can categorize transferable skills (this list is not all-inclusive).

Verbal and Written Communication

Present ideas cogently, creatively and effectively: Present ideas in a concise, logical and persuasive format that can speak to both targeted and broader audiences; Participate effectively in group discussions; Respond appropriately to both positive and negative feedback; Discuss important and controversial issues with tact, sensitivity, and insight.

Motivation/Initiation

Increase interest and enthusiasm and originate new ideas/projects: Exert influence on changing the status quo; Exercise leadership in bringing about new directions; Get others involved; Mobilize energy; Maintain a productive climate.

Teamwork

Identify the practices and dynamics of successful teamwork and team building: Motivate others to work towards a common goal; Facilitate group participation in the decision-making/planning process; Coordinate tasks and progress of group members; Recognize members' strengths and weaknesses to build an effective and cohesive team.

Leadership

Understand the practices of effective leadership: Identify, prioritize and delegate tasks to be accomplished; Build rapport with others; Give constructive feedback and praise for accomplishments; Take responsibility for decisions; Use creativity and initiative to stimulate ideas; Deal effectively with resistance and setbacks; Develop self-awareness, self-confidence and independence.

Decision Making/Problem Solving

Understand the steps involved in critical thinking and problem solving: Formulate questions to clarify problems, topics or issues; Define the problem and identify possible causes; Evaluate all options and make effective decisions even when under time pressure; Identify range of solutions and develop plans to implement solutions; Anticipate problems before they occur; Evaluate the effects and effectiveness of a decision; Handle more than one problem at a time.

Interpersonal

Communicate and interact with people, both individually and in groups: Know what to say and how to say it - verbal; Communicate without words (i.e. body language) - nonverbal; Listening skills - interpret both verbal and non-verbal messages sent by others; Assertiveness - ability to communicate values, ideas, beliefs, opinions, needs and wants freely.

Flexibility/Adaptability

Evaluate and adjust to different situations, roles and environments: Deal with changing priorities and workloads; Look for new ways of doing things to achieve objectives; Keep calm in the face of difficulties; Adapt to change positively; Plan ahead, but have alternative options in case things change; Take on new challenges at short notice; Show willingness to learn new methods and procedures; Show initiative & self-reliance.

Honesty/Integrity/Socially-Responsible Orientation

Drive to make a difference: Able to work effectively with a broad range of people; Possess demonstrable personal integrity and ethics; Committed to promoting change and new ideas; Possess strong interpersonal and networking skills; Able to make decisions that increase both the individual and the common good.

Research

Develop methods for conducting successful research: Identify appropriate information sources for problem solving; Use a variety of sources of information.

Diversity/Global Perspectives

Appreciate people's diverse backgrounds, interests, and opinions: Able to work with people from different backgrounds and perspectives; Are flexible, open to change and willing to compromise; Appreciate different viewpoints and cultural perspectives; Recognize contributions from different areas of the world in the arts, literature, science and social science.

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DESIGN RESUMES

****Use design resumes in networking situations as appropriate; see this guide and use simple resume formats for Handshake and all online applications as these are more likely readable by ATS/artificial intelligence utilized in nearly all online applications.****

Why might you consider a designed resume?

- You are a graphic design, marketing, or advertising major

Where can I find examples of designed resumes?

www.1stwebdesigner.com/inspiration/creative-resume-designs

Professor Oliano, a professor of Graphic Design here at Rider, suggests some helpful resume tips:

1. See general resume tips in this Career Planning Guide.
2. KIS (Keep it simple)—Unless you're really confident and sure about what you're doing, keep the typographic flourishes and fanciful designs at bay, ensure the layout is simple and clear and the information is cleanly presented.
3. Show your personality—A resume is a reflection of your disposition and persona, and the recipient will be scanning it, consciously or not, for elements that distinguish your resume from the other hundreds they have to wade through. Make your resume stand out with an idiosyncratic design and personal touches.
4. Color vs. black and white—If using color, use sparingly: for example, green type on a yellow background will be hard to read.
5. Beware the novelty approach—It seems like a risky proposition. On the one hand you might appear like a creative thinker, on the other it might seem pretentious and excessive.
6. Choose fonts wisely—You're a designer, so your resume should be filled with zany fonts or follow the latest trends in typography, right? Wrong! The aim of any resume should be legibility, so it's generally a wise idea to stick to simple, readable fonts.
7. Lay out your resume in InDesign. If you are incorporating illustrations, create them in Illustrator.
8. Demonstrate consistency—Real-world design projects are usually centered around a single, consistent theme or concept that runs throughout the logo, branding, literature, etc. Your resume, portfolio, cover letter and so on, need to demonstrate the same consistency. For example, are bulleted lists presented in the same style across each of your pages? Is the color scheme consistent? And so on.
9. Once you are finished with your designed resume, try printing a sample in grayscale mode. To save time, most recruiters print your resume in grayscale and pass around the office for feedback/review. If you are using colors in your resume, consider how they translate when printed in grayscale.
10. SPELL CHECK YOUR WORK. Your resume may look beautiful, but if a recruiter finds a typo, you will most likely get passed over.

PROFESSIONAL DESIGN PORTFOLIO

Why: Showcase creativity, thought process, skills, ambition and enthusiasm. Be educated about audience/employer expectations and do your research!

Projects to showcase: Your best! First and last stand out most. Tailor to audience/job. Proofread, edit and pay attention to details!

Explanation: Engage, observe reactions and practice with a friend/family member. Briefly describe each piece in the portfolio. Know yourself and your strengths and weaknesses.

Choose your platform: Digital or print? Some digital platforms include: WordPress, Weebly, Squarespace, Wix, Coroflot, Big Black Bag, Portfoliobox and Behance. Always have a PDF backup to share with employers and remember to include the link in your resume and professional documents.

Link: Find more information/examples from Professor Oliano here:

https://prezi.com/-2hfsecjjxzd/portfolio-101/?utm_campaign=share&utm_medium=copy

6 RÉSUMÉ TIPS FOR ACTORS

- #1 Include your name, a working phone number, and email address (for either you or your agent). Avoid listing a personal address. List your union status: Actors' Equity Association, EMC, SAG-AFTRA, SAG-eligible, nonunion, etc.
- #2 Most theater casting directors do not want your physical stats, however, if you are working with an agent and are auditioning, ask what their preferences are. Do not list your age or birthday.
- #3 Use common groupings and headings. Only include a category if you have something to list. Examples are:
- Commercials/Industrials
 - Broadway
 - National tours
 - Regional theater
 - Academic theater if you are at a stage where including school productions is helpful
 - Training (college degrees and specialized class work)
 - Special skills (dialects, musical instruments, vocal ability, dance, etc.)

Consider removing high school or community theater credits once you are in an undergraduate program. Remove college credits after the first couple of years of professional work.

- #4 Share show titles, roles, directors, and producing organizations. Aligned columns are easiest for auditors to read quickly. For example:

Production Role Director Producer

- #5 Be honest. Do not list “special skills” if you can’t legitimately execute them. Do not list accents and dialects if you have not studied them.
- #6 Look over your résumé before every audition to refresh your memory on where and with whom you have worked. Have well thought out, concise experiences to discuss.

A resume that has the right detail and is easy to read can lead to an audition.

A resume that raises suspicion or lacks pertinent information won't...

CURRICULUM VITAE WRITING TIPS

HOW TO PREPARE A CV FOR A JOB OR ACADEMIC POSITION*

When applying for certain positions in the US, as well as jobs internationally, you may be required to submit a curriculum vitae rather than a resume. A curriculum vitae, or CV, includes more information than your typical resume, including details of your education and academic achievements, research, publications, awards, affiliations, and more.

Review sample curriculum vitae, the difference between a CV and a resume, and tips and advice on how to write a CV.

WHAT TO INCLUDE IN A CURRICULUM VITAE

A curriculum vitae, commonly referred to as CV, is a longer (two or more pages), more detailed synopsis than a resume. Your CV should be clear, concise, complete, and up-to-date with current employment and educational information. The following are examples of information that can be included in your curriculum vitae. The elements that you include will depend on what you are applying for, so be sure to incorporate the most relevant information to support your candidacy in your CV.

- Personal details and contact information. Most CVs start with contact information and personal data but take care to avoid superfluous details, such as religious affiliation, children's names and so on.
- Education and qualifications. Take care to include the names of institutions and dates attended in reverse order; Ph.D., Masters, Undergraduate.
- Work experience/employment history. The most widely accepted style of employment record is the chronological curriculum vitae. Your career history is presented in reverse date order starting with most recent. Achievements and responsibilities are listed for each role. More emphasis/information should be put on more recent jobs.
- Skills. Include computer skills, foreign language skills, and any other recent training that is relevant to the role applied for.
- Brief biography
- Scholarships
- Training
- Study abroad
- Dissertations
- Theses
- Bibliography
- Research experience
- Graduate Fieldwork
- Teaching experience
- Publications
- Presentations and lectures
- Exhibitions
- Awards and honors
- Grants, fellowships, and assistantships
- Technical, computer, and language skills
- Professional licenses and certifications
- Memberships
- Hobbies and Interests

WHAT NOT TO INCLUDE

There is no need to include your photo, your salary history, the reason you left your previous position, or references in your CV. References should be listed separately and given to employers upon request.

HOW LONG SHOULD A CV BE?

A good curriculum vitae should ideally cover no more than two pages and never more than three. Aim to ensure the content is clear, structured, concise and relevant. Using bullet points rather than full sentences can help minimize word usage.

*By Alison Doyle at <https://www.thebalancecareers.com/cv-samples-and-writing-tips-2060349>



EXAMPLES



RIDER
UNIVERSITY

Career Development
and Success

RIDER CAREER DEVELOPMENT AND SUCCESS RESUME TIPS

- ✓ In the modern job search, AI/robots determine whether human readers will see your application. Applicant Tracking Systems (ATS) are utilized in nearly every online application. It is crucial that you tailor your resumes, using keywords found in specific job descriptions. Work with your career coach to discuss strategy and your documents, as well as familiarizing yourself with the following resources:
 - Candid Career — Keywords:
<https://www.candidcareer.com/video-the+keyword+search,b7e450f0554f33df0b07,Rider>
 - LinkedIn Learning Course: Optimize Your Resume for Applicant Tracking Systems:
<https://www.linkedin.com/learning/optimize-your-resume-for-applicant-tracking-systems/>
- ✓ Do not place the word “resume” at the top of your resume – it’s simply not necessary.
- ✓ Stay away from templates when writing your resume, start from scratch and save as a PDF and as an editable document.
- ✓ PROOFREAD - ask a friend, family member, faculty advisor and Career Coach to review because spelling and grammatical errors are unacceptable.
- ✓ Depending on your career goals you may need more than one version of your resume – talk to your Career Coach for assistance.
- ✓ If your resume is 2 pages, print on separate sheets, and include your name and page 2 on the second sheet (note: Education majors: DO NOT staple the pages and all majors outside Education: should have one page).
- ✓ Do not include an objective – instead indicate your job goal(s) in your cover letter.
- ✓ If uncertain about the exact name of your degree check with your Career Coach
- ✓ Do not include future classes, degrees, internships, jobs or other upcoming information on your resume. Employers want to see what you have done in the past and what you are doing presently. Exceptions include:
 - Accounting majors pursuing CPA should include: Anticipated completion of 150 credits
 - Education majors getting certification should indicate: certification name (pending)
- ✓ If indicating your GPA, only list a 3.0 or above and never round up (i.e. a 2.75 is not a 2.8).
- ✓ If you are looking for a job outside of your current geographical area, note in your cover letter that you are “willing to relocate”.
- ✓ Do not include a URL for a “personal” website unless the contents are professional.
- ✓ If you have work samples (art work, photos, etc.) to show employers, make them easy to find – create an electronic portfolio.
- ✓ If you are not authorized to work in the U.S. on a permanent basis, you may not indicate that you are on your resume. Employment verification in the U.S. is a legal process and must be accurate.
- ✓ It is unnecessary to state “references available upon request.” DO, however, prepare a reference document separate from your resume – see example.
- ✓ Do not abbreviate dates; use acronyms; always include months and be consistent with formatting such as bolding, italics, capitalization, etc.

- ✓ Be accurate if you are stating a foreign language proficiency on your resume. The following are some basic guidelines:
 - Basic Knowledge: Elementary level - speaker knows a few words
 - Conversant: Intermediate level - speaker knows various basics
 - Proficient: Advanced level – speaker is very skilled in the use of the language
 - Fluent: High level - speaker will have fluid speech and is able to read and write
 - Native Language: Primary language usually learned during childhood
 - Bilingual: Speaker is able to use two languages with equal fluency
- ✓ Tailor your resume to include industry language and keywords from the job description.
- ✓ If submitting hard copies of your resume make sure to print on high quality resume paper.
- ✓ Use common sense when writing your resume and cover letters – when in doubt, ask for support from your Career Coach.
- ✓ Good luck!

HOW TO GET YOUR RESUME PAST AN APPLICANT TRACKING SYSTEM

BY ALISON DOYLE

* Advantages: Appropriate, accurate keywords should get the right candidates noticed; Traditional page limits for resumes are less significant; Well-tailored applications less likely to lose out to generic applications; Candidates who have done their homework are rewarded.

* Disadvantages: Formatting issues can lead to rejection; System algorithms lack human ingenuity and instincts; Tailoring application for the system can lead to loss of focus; System can bypass quality candidates.

What can you do to get your resume noticed? How can you make the cut and get selected for an interview? You might have been rejected for a job before a prospective employer even laid eyes on your resume. The advent of online applications and digital resume submissions have made it easier for applicants to apply for jobs, expanding the number of resumes that employers receive.

To screen this large volume of resumes, many employers use software to help them conduct an initial screening of resumes. Almost all large companies utilize automated systems to screen candidates, and a significant number of mid-size organizations do the same. Companies with fewer than 50 workers are much less likely to use such a system. These applicant tracking systems (ATS) screen out or reject an estimated 70 percent or more of the resumes submitted either because the documents don't reflect the desired qualifications or are formatted in a way that the system can't digest the information.

10 TIPS TO GET YOUR RESUME PAST THE APPLICANT TRACKING SYSTEM (ATS):

1. Make sure your application contains keywords relevant to the job you're applying for. Review the qualifications listed in the job posting, and visit the organization's website to examine a detailed job description. If there's not much information available, you can review similar job vacancies on other job sites or interview professionals in your target field - inquire about the keywords and jargon they would recommend. Make a list of words and phrases and incorporate them into your application.
2. You can use the most critical keywords more than once if possible, but don't go overboard. There will be no penalty for repetition and systems often tally points for each mention of a key asset.
3. Incorporate a skills section or a summary of qualifications to list keywords for assets that you might have difficulty fully supporting through descriptions of the positions you have held.
4. Generic resumes are the enemy of applicant tracking systems and will be the first documents screened out. Be sure to tailor your resume to each job you are targeting. Incorporate as many of the keywords and phrases that you have identified and make certain your resume still reads well.
5. Don't leave off the dates of your employment. Systems may be screening based on the amount of experience required for a particular job.
6. Keep the format simple and avoid fancy graphics. Plain text Word documents are usually the most easily digested by automated tracking systems. PDFs can be troublesome for automated tracking systems. Use a font size of at least 11 points and margins of at least one inch on all sides.
7. Utilize the traditional 1- or 2-page resume although length doesn't typically matter for applicant tracking systems. While most systems will generate a summary of your resume data, some employers will review your actual document so use a simple, professional format with a focus on your most essential qualifications.
8. Some employers also use software to search the web and assess your social media presence. Cultivate your brand online. Make sure the facts represented through your social media profiles are consistent with your resume and applications.
9. Develop and save a "human eyes only" version of your resume for small employers and when you are dropping off resumes or networking. You also should bring a few extra copies of your traditional resume to your interviews.
10. Don't put all your eggs in the automated online application basket. Regardless of how well your resume is designed to penetrate applicant tracking systems, you still should place a high priority on networking strategies. Most employers have an employee referral program, and an endorsement by a member of their staff might enable you to bypass an ATS screen.

Source: Updated May 17, 2019:

<https://www.google.com/search?q=career+article+of+word+tracking+applicant+systems&oq=career+article+of+word+tracking+applicant+systems&aqs=chrome..69i57.7271j0j8&sourceid=chrome&ie=UTF-8>

COVER LETTER GUIDELINES

A cover letter is a type of job search correspondence that is sent along with your resume to a prospective employer to indicate your interest in a position.

PURPOSE

- Identifies the position for which you are applying.
- Indicates your interest in the position and employer.
- States your main qualifications, with supporting examples.
- Refers the reader to your enclosed resume.
- Specifies the action(s) that you will take in pursuit of this employment opportunity.

FORMAT

Opening paragraph: Pique the interest of the employer.

- 1) Name the position for which you are applying and how you heard about it.
- 2) Give information to show your interest in the specific organization.
- 3) Briefly preview your skills and values and how they match the organization.

Middle paragraph(s): Create a desire on the part of the employer to know more about you.

- 1) Explain why you are interested in working for this employer.
- 2) Point out your achievements or qualifications in this field, especially those that meet the job description or requirements.
- 3) Refer the reader to your general qualifications and highlight important parts of your resume that will appeal to THIS specific organization.
- 4) Avoid repetition between cover letter and resume.

Closing paragraph: Pave the way for the interview.

- 1) Ask for an appointment.
- 2) State that you will contact the employer in the near future.
- 3) Thank the employer for the consideration of future employment.

RESEARCHING EMPLOYERS

Use personal and online resources to research the values and identity of the organizations to help craft your cover letter to best match it to them.

Common Resources

- Career Wiki
- Career Fairs
- Company Website
- Social Media
- People you know

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RULES

- Use resume paper, preferably white (8.5" x 11") with a matching envelope (email is also appropriate).
- Ensure that there are no grammatical errors in the letter.
- Make sure the letter is typed.
- Keep the letter brief and to the point – define an objective.
- Avoid negative approaches – boastfulness, exaggeration, inconsistency, etc.
- Use specific, relatable examples.



SHOULD YOU ACTUALLY USE CHATGPT TO GENERATE YOUR COVER LETTER? (11 PROS AND CONS)

by Robert Henderson, CPRW, Resume Expert

Jobscan: <https://tinyurl.com/4sr5udru>

Everybody's talking about ChatGPT, the new artificial intelligence tool that can generate unique content – including cover letters!

This is excellent news for job seekers, who often struggle to write the perfect cover letter. Now you can just let ChatGPT handle this annoying task, right? Not so fast. There are some good reasons to use this new technology, but there are also some drawbacks.

What is ChatGPT?

Launched in November 2022, ChatGPT is an artificial intelligence model that has been trained on vast amounts of text from the internet and other sources. It works by responding to prompts that you write into the chat box. A prompt could be a question like, "Are you good at writing cover letters?" and ChatGPT might reply, "As an AI language model, I am capable of generating text for cover letters based on the input provided." Prompts (the input) are extremely important when using ChatGPT. The more detailed and focused your prompts are, the better the results (or output) you'll get back.

The pros of using ChatGPT to write cover letters

ChatGPT is a powerful tool that can assist with many different kinds of tasks. But to use it properly, you need to understand its *limitations* as well as its *strengths*. Let's explore both, beginning with ChatGPT's strengths.

1) ChatGPT is easy to use

One of the reasons ChatGPT is so popular is that it's simple to use. There are no downloads or installations required. You can start using the technology right away, with just a few clicks. You just type your prompt into the chat bar and hit enter. You'll have a response within seconds. Remember, your prompts have to be detailed and specific. If your prompts are weak, ChatGPT will return weak, generic responses.

2) ChatGPT saves you time and effort

Writing a cover letter can be a time-consuming process. Most people struggle to write about themselves. Sound familiar? Instead of spending hours slaving over your cover letter, ChatGPT can spit out a first draft in no time. All you need to do is enter some basic information about yourself (or better yet, your entire resume) and ChatGPT will start generating ideas for your cover letter. Now you can focus on refining and editing the first draft rather than starting from scratch. ChatGPT will NOT do all the work for you. But it helps get you started.

3) ChatGPT provides you with a professional-sounding letter

A lot of people find it difficult to sell themselves. Some are too modest. Others are too boastful.

ChatGPT can provide a fresh perspective on how to describe yourself – without any bias or emotions. For example, ChatGPT can help you *avoid* language that's either too self-deprecating or too self-promoting. Remember, ChatGPT has "learned" what makes a cover letter successful and will help you create one that is professional and has maximum impact on the reader.

4) ChatGPT can generate multiple versions of the same cover letter

Why would you want multiple versions of your cover letter? Because it gives you options.

If you're a marketer, for example, you might create one letter that emphasizes your experience in digital marketing, another that focuses on your overall marketing skills, and one that features your SEO prowess. You can choose the letter that you like best, or that's most suitable to the job you're applying for. You can also combine the best parts of each letter. Maybe you'll use the opening paragraph from one cover letter, the body from another, and the closing paragraph from a third.

5) ChatGPT generates unique content

Some people think that ChatGPT just copies and rearranges text that already exists – which would be plagiarism. ChatGPT does NOT return plagiarized content. It is programmed to create *new* and original content based on the user's prompts. But what if two or more people use the exact same prompt? While ChatGPT might return similar answers, they won't be identical (unless the answers are simple and factual). This is one of the greatest strengths of ChatGPT. It consistently generates fresh, unique content that can be used in a variety of industries.

6) ChatGPT uses correct spelling and grammar

Are you a bad speller? Terrible at grammar? Not sure about proper punctuation? ChatGPT takes care of all that for you. It has a solid command of the English language and can identify spelling and grammar mistakes in real-time, so you don't have to worry about them later. BUT sometimes errors do slip through. This is one reason why you should *always* proofread your ChatGPT generated cover letters. And it's not the only reason! This brings us to the next section of this article – the *drawbacks* of using ChatGPT to write your cover letters.

The cons of using ChatGPT to write cover letters

ChatGPT can certainly help you write a cover letter, but it has limitations. Here are six of them:

1) ChatGPT is only as good as your prompts

Some people think ChatGPT is intelligent enough to just “figure things out” on its own. This isn't true! Like any AI system, ChatGPT is only as powerful as the data you feed it. The more detailed your prompts, the better ChatGPT can help you. For example, If you *only* paste your *resume* into ChatGPT and ask it to write a cover letter, it will just regurgitate your resume. This isn't very helpful. To get the best results from ChatGPT, try experimenting with your prompts. This way, over time, you can customize ChatGPT to get even better results.

2) ChatGPT might not reflect your personality

ChatGPT doesn't know you. This means the cover letter it generates may not be able to capture the nuances of your voice or personality in a way that feels authentic. One way to avoid this issue is to add lots of personal and professional detail to your prompts. This will help ChatGPT “get to know you” better. Remember, the cover letter that ChatGPT generates for you should only be considered the *first draft*, not the polished final product. In other words, you *still* need to edit and fine-tune your cover letter to reflect your voice and personality. Don't skip this step! Hiring managers may be able to tell if your cover letter has been written *entirely* by an AI language model. This could lead them to question your commitment and genuine interest in the position.

3) ChatGPT might misrepresent you

Even the creators of ChatGPT admit that “ChatGPT sometimes writes plausible-sounding but incorrect or nonsensical answers.” We won't get into the technical reason why this happens, but you should be aware that your ChatGPT generated cover letter might contain inaccuracies. To reduce this possibility, try to create rich, detailed prompts. But even that won't guarantee 100 % accuracy. Again, this is why you *must* review your letter to make sure it represents you in a truthful manner.

4) ChatGPT's tone is excessively formal

Cover letters are professional documents and should be formal – up to a point. The best cover letters are formal while still being personable, warm, and inviting. They should also convey your enthusiasm for the position you're applying for. Because ChatGPT tends to generate content that is formal and impersonal, you'll need to fill in some details to make it more interesting to read. How? You might add some anecdotes, talk about your extracurricular activities, or use language that reflects your sense of humor, creativity, or other personal qualities. You should also check out the website of the company you're applying to. This will give you a sense of the organization's culture. Tailoring your cover letter to reflect the values of the company will help it resonate with the hiring manager.

5) ChatGPT won't generate an ATS-friendly cover letter

Most companies today use computer software to help them with the hiring process. This software is called ATS, or applicant tracking system. ATS works like this: when you send your cover letter to a company it goes straight into an ATS database. Employers search through the ATS database for potential job candidates by typing *keywords* into the search bar. These keywords are usually skills that are highly relevant to the position that needs to be filled. For example, a hiring manager looking for a qualified data analyst might type in keywords such as “statistical analysis,” “SQL,” or “data mining”. If you're a data analyst and your cover letter contain these keywords, the hiring manager will see it. If your cover letter *doesn't* have these keywords, it will stay in the database. ChatGPT doesn't know that it should include certain keywords in your cover letter. It might add them, but it might not. To make sure that your cover letter won't be filtered out by an ATS.

Is it ethical to use AI to write cover letters?

As noted above, using ChatGPT to write your cover letters has its pros and cons. On the one hand, it can save you time and effort by generating a cover letter that is professional and grammatically correct. On the other hand, ChatGPT won't produce a cover letter that fully captures your unique voice. It also won't convey the warmth and enthusiasm that can help you stand out from the crowd. You'll need to manually review, edit, and fine-tune your letter if you want to make a positive first impression. **Ultimately, ChatGPT is a tool.**

If you use it *improperly*, you'll get bad results!

HOW TO WRITE A COVER LETTER

Date

Contact (Hiring Manager's Name)
Employer Name
Employer Address
City, State, Zip Code

Dear

The first paragraph should contain a self-introduction. You should write who you are and include your education, where your expertise lies, where you found the job posting, and why you are interested in this position.

The second paragraph should respond directly to the job description written by the hiring manager. Describe how your previous job experiences, skills, abilities, and education will allow you to meet the company's needs. This paragraph should make a connection to the job description. It is okay to use words and phrases from the job description but do not copy the entire description into your cover letter.

- You can include a bulleted list of your accomplishments
- Make sure you quantify (add numbers to) these bullet points whenever possible (Example: As a tutor, assessments showed that I increased students' reading comprehension by 15%.)
- A cover letter with numbers is 100% better than one without

Go the extra mile; do research about the company/organization/school, to find out what they are doing and why given the current state of their industry. Explain how you can fit into that schema, and help push the company/organization/school forward and achieve any goals you suspect they may have.

The final paragraph is called the "call to action" portion of your cover letter. Show appreciation by thanking them for spending the time to read your resume and cover letter. Express your eagerness for the opportunity to meet with them to further discuss your qualifications. State how they should contact you (phone? Email?).

Sincerely,

Your Name

COVER LETTER EXAMPLE 1

Your Name

Your Street Address, City, State, Zip Code
Cell Number | Email Address

Date

Contact

Title

Employer Name

Employer Address

City, State, ZipCode

Dear _____,

I am especially interested in applying for the student office assistant position in the Office of Admissions that was listed on Handshake. I am a freshman at Rider University and eager to increase my skills and gain administrative experience.

This past summer, I worked as a temporary office assistant for an orthodontist. This experience facilitated the development of administrative and customer relations skills. I greeted patients, answered telephones, scheduled appointments, filed medical records, prepared the office for the arrival of patients, and was a resource for patients with inquiries. I was recognized by my supervisor and peers to be pleasant, organized and resourceful. I collaborated with the orthodontist and the staff to ensure that the patients were comfortable, had all necessary documents completed, and were prepared for orthodontic treatment. I believe these acquired skills would transfer to the Office of Admissions and that I would meet your professional requirements.

Your consideration is important to me and I want to take this opportunity to thank you for your time in reviewing my resume. Should you need additional information, I can be reached at 609.123.1234 or waggsl@rider.edu. I am hoping to have the opportunity to meet with you to discuss my qualifications and work experience further.

Sincerely,

COVER LETTER EXAMPLE 2

Date

Ms. Suzanne Burns
Senior Manager
Healthy Yogurt Company
110 High Street
Hopewell, NJ 08849

Dear Ms. Burns:

I am a senior at Rider University and writing to express my interest in the Audit Assistant position at the Healthy Yogurt Company posted on Rider's Handshake job platform. I am very interested in the field of accounting and would welcome the opportunity to contribute my audit and quantitative experience to your growing business.

As a double major in Accounting and Finance, I have had numerous opportunities to obtain field experience while still in school. As an intern for Franklin & Sons, I had the opportunity to work with professionals on both audit and tax assignments. The small size of the organization allowed me the opportunity to gain insight into the various aspects of accounting. I worked closely with the firm partners as they met with clients to discuss engagement updates and findings. My corporate experience at Bottles USA was invaluable as well as I had the opportunity to work with the finance team in creating the financial statements that the auditors then examined when they were on-site. Both experiences played a significant role in increasing my accounting knowledge and experience.

In addition to my double major, I have completed a concentration in Fraud and Business Forensics. My academic work has strengthened my research and writing skills as well as my understanding of the business world. Finally, as the SGA Finance Board Chair, I oversee and am responsible for over \$200,000 in budgets and funds for every student organization on campus. This leadership position has given me the confidence to work in a dynamic, fast-paced environment where learning quickly and pitching in are instrumental to success.

Thank you for your consideration. Attached please find my resume. I can be reached at 908-555-1111 or astudent@rider.edu should you need additional information. I very much look forward to the opportunity to speak with you in person about my interest in this position.

Sincerely,

Jane Smith

COVER LETTER EXAMPLE 3

Name

Address, City, State, Zip Code

Cell Number | Email Address

Date

Contact

Employer Name

Employer Address

City, State, Zip Code

Dear _____,

I am enthusiastically applying for a teaching position with Maple Shade Township School District. I believe that having a Bachelor of Fine Arts, a Master of Arts in Elementary Education, and extensive experience as an art teacher, makes me a strong candidate for this position.

My paintings, drawings, 3-dimensional art, and sculptures have been exhibited in eight galleries. My print-making art has been used on the cover of an album. In addition, my final teacher candidate evaluation shows that I often exceed expectations. I have three years' experience as a long-term art substitute teacher, a long-term pre-school substitute teacher, and have taught all subjects in preschool to eighth grade. I have designed unit plans, curriculum implementation, and inquiry and research-based learning.

In addition, I have completed the Rider University Teacher Certification Program and expect to acquire my teacher certification, the C.E.A.S., and the Art Teacher Certificate, through Rider University. In August, I will complete three additional courses to obtain a Master of Arts in Teaching. I am an exceptionally creative and imaginative individual and feel confident that I can ignite children's imaginations and develop lessons to inspire, build skills, and provide an exciting learning environment.

Your time and consideration are important to me and I want to thank you for your review of my application and resume. I look forward to having the opportunity to meet with you to further discuss my qualifications and experience. If you need additional information from me, please do not hesitate to contact me at the email address listed above.

Sincerely,

COVER LETTER EXAMPLE 4

Name

Address, City, State, Zip Code

Cell Number | Email Address

Date

Contact

Employer Name

Employer Address

City, State, Zip Code

Dear _____,

I am extremely interested in the position as Assistant to the Director of Diversity that was listed on Handshake because it embraces and supports diversity and inclusion. If given the opportunity, I would hope to contribute meaningfully to its mission as well as learn and grow personally.

As a graduate student in the counseling program at Rider University, I have been afforded the opportunity to gain invaluable experience in the field through internships. I recently completed an internship at So Others Might Eat (SOME) and had the opportunity to work collaboratively with a team to create, organize and implement morale-building events as well as use my counseling skills to strengthen the organizational culture.

In addition, over the past few summers, I gained valuable experience at the Mayor's Commission on People with Disabilities in Philadelphia where I had the opportunity to collaborate with the executive director of the Philadelphia Appeals Board for Disabled Parking. This along with my work at SOME played a significant role in broadening my knowledge in diversity and inclusion and create a personal path to which I am committed.

As an undergraduate student at Rider University, I served on executive boards for two student organizations that served to strengthen my knowledge on finance, media relations, and program planning. As the program chair, I headed the promotional and program planning for multiple events and maintained the finances within a budget.

I believe my education, skills, and experience meet your needs and make me a strong candidate. I am hoping to have the opportunity to meet with you to discuss my qualifications further and am appreciative of your time and consideration. If you need additional information, please do not hesitate to contact me.

Sincerely,

COVER LETTER EXAMPLE 5

Date

Ms. Sarah Johnson
Associate Development Director
Boys & Girls Club of Mercer County
212 Centre Street
Trenton, NJ 08611

Dear Ms. Johnson,

I am currently a sophomore public relations major at Rider University and I am writing to apply for the Federal Work Study: Development Assistant position with Boys & Girls Club of Mercer County. I found this opening advertised on Rider's Handshake job platform and I feel as though my experience and skills are a strong match to what you are seeking in a candidate.

As a student at Rider, I have gained several related experiences in both my coursework and campus involvement. In my Cases and Campaigns in Public Relations course, I created a campaign for fictitious nutrition beverages. This project required that I research existing products and marketing strategies. In my Fundraising Chair position with Phi Sigma Sigma, I worked with a team to raise over \$5000 for our philanthropy and collaborated to collect and enter donor information in an Excel spreadsheet. I corresponded with donors and assisted in planning several successful events for the chapter. Additionally, I plan trips and activities for Rider's Women's Soccer Team in my role as Manager/Assistant to the Soccer Coach. With strengths in communication, organization and time management, I am excited by the possibility of contributing to your organization and to further build my skills.

Thank you for considering my application. Please contact me at (609) 000-0000 or abc@rider.edu if you have questions or need additional information. I look forward to speaking with you more about the Federal Work Study: Development Assistant position with Boys & Girls Club of Mercer County.

Sincerely,

Kristy Gomez

THANK YOU

Date

Ms. Kathleen Wright
Recruiting Manager
Best Company
2000 Company Drive
Princeton, NJ 08000

** Date and name/address section of the thank you letter are not necessary if the thank you is sent electronically via email or LinkedIn*

Dear Ms. Wright:

Thank you for taking the time to interview me yesterday at your organization's headquarters. The management training program you outlined sounds both challenging and rewarding. Our discussion served to reinforce my strong interest in becoming a part of your team.

As mentioned during the interview, I will be graduating in May with a B.A. in Public Relations. Through my college education and internship experience at Johnson & Johnson, I've gained an understanding of PR strategies as well as skills and knowledge including publication design, publicity methods and PR writing. I am confident that my knowledge and experience would complement your organization.

Thank you again for the opportunity to be considered by Best Company. I have enclosed a list of references as per your request. I can be reached at 609-555-1111 or astudent@rider.edu should you need additional information.

Sincerely,

Jessica Morton

REFERENCE DOCUMENT

YOUR NAME
ADDRESS
EMAIL
PHONE #

REFERENCES

Name of Reference
Position/Title
Organization/Company of Reference
Organization/Company Address
Phone Number
Email

**The format & heading should be the same as your resume*

Name of Reference
Position/Title
Organization/Company of Reference
Organization/Company Address
Phone Number
Email

**Listing 3–4 references is appropriate—include professors and supervisors*

Name of Reference
Position/Title
Organization/Company of Reference
Organization/Company Address
Phone Number
Email

DON'T list family or friends

Joseph Freshman

123 Rider Lane, Lawrenceville, NJ 08648 | (609)000-0000 | abc@rider.edu

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts, May 2027

Major: General Liberal Arts

GPA: 3.5

HONORS

Rider Presidential Scholarship

WORK EXPERIENCE

McDonald's, Lawrenceville, NJ

Swing Manager, January 2022 - Present

- Supervise and train crew of 4-5 members; provide training on products, equipment use, and company policies
- Provide customer service; answer inquiries regarding products and dietary concerns; resolve disputes concerning customer satisfaction
- Maintain stock and supplies; ensure compliance with state health and safety regulations

Youth Center Day Camp, Seaside Heights, NJ

Head Lifeguard, June 2021 - August 2021 & June 2022 - August 2022

- Monitored pool and surrounding area to comply with camp regulations
- Delivered safe aquatic services to pool guests
- Taught individual and group swimming lessons to children, ages 5-10
- Scheduled a staff of 15 to ensure proper coverage

LEADERSHIP & ACTIVITIES

Member, Rider Dance Ensemble, Fall 2023 - Present

Member, Future Business Leaders of America, Fall 2023 - Present

SKILLS

Microsoft Office: Word, PowerPoint, Excel

Google Workspace: Docs, Slides, Sheets, Drive, Calendar

Social Media: Facebook, Instagram, X

INTERESTS

Dancing, cooking, and traveling

LIANNE LAW

42 Rider Boulevard, Lawrenceville, NJ

609-123-4567 | lawl@rider.edu

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts in Criminal Justice, May 2024

GPA: 3.57

Bucks County Community College, Newtown, PA

Associate of Arts in Criminal Justice, May 2022

GPA: 3.52

PROFESSIONAL EXPERIENCE

Rider University Public Safety, Lawrenceville, NJ

Supervisor, October 2022 – Present

- Assist in scheduling personnel workload
- Communicate work responsibilities and expectations to team leaders to distribute to team members

Princeton University Army Officer Education Program, Princeton, NJ

Gold Bar Recruiter, June 2019 – September 2021

- Attended freshman orientations and school events to promote the Officer Education Program and encouraged student engagement; received at least 3 names at 90% of the events
- Developed and executed expansion efforts for Rider University including briefs and presentations to Rider's administration and Officer Education Program cadre

Cadet Company Commander, December 2016 – June 2019

- Planned and led company training events to develop, educate, and train subordinates for future evaluations as leaders, where all participants succeed with a satisfactory evaluation or higher
- Created and briefed presentations to Army Officer Education Program cadre and university administration to show the company's advancements and successes over the full year
- Facilitated physical training sessions which ensured all soldiers' successful passing of the physical training examination

United States Army Reserves, Staten Island, NY

Cadet/Imagery Analyst, January 2015 – October 2016

- Received and reviewed satellite imagery of various global locations and developed comprehensive reports; provided imagery products vital to decision-making processes of the commander
- Led various country studies on Areas of Responsibility in support of the 66th Military Intelligence Brigade

VOLUNTEER EXPERIENCE

Petey Greene Program, Crosswicks, NJ

Volunteer, May 2023 – Present

- Tutor youth offenders working towards GED attainment in math and writing at Garden State Youth Correctional Facility

LEADERSHIP

Captain, Trenton Community Softball Team, Trenton, NJ, April 2022 – Present

SKILLS

Microsoft Office: Word, Excel, PowerPoint, and Outlook; Google Workspace: Docs, Sheets, Slides, and Gmail Remoteview; Gemini; Falconview; Electro-optical; Radar; Infra-red

Business Student

123 Main Street, Lawrenceville, NJ 08648
astudent@rider.edu 609-555-1111
<https://www.linkedin.com/in/BusinessStudent>

EDUCATION

Rider University – Norm Brodsky College of Business, Lawrenceville, NJ
Bachelor of Science in Business Administration, May 2025

Major: Finance **Minor:** Business Analytics **Concentration:** Private Wealth Management
Certificate: Leadership **GPA:** 3.4, **Finance GPA:** 3.6

HONORS/AWARDS

Provost Academic Scholarship; Dean's List

PROFESSIONAL EXPERIENCE

Rider University, Lawrenceville, NJ

Information Desk Student Worker, September 2022 - Present

- Provide customer service; answer inquiries, provide information about the University both in-person and over the phone to students and visitors
- Refer visitors to the appropriate department or resource based on their need
- Keep abreast of current campus events, processes and procedures in order to provide timely and accurate information

Walter Financial, Haddon Township, NJ

Finance Intern, June – August 2022

- Collected and analyzed confidential data for use by financial advisors
- Prepared and reported issue summaries to management
- Utilized Microsoft Excel formulas and tools to compare lists of data and summarize large amounts of financial data

Old Navy, Cherry Hill, NJ

Sales Associate, January – June 2022

- Arranged clothing displays and signage in accordance with sales and advertising plans provided by corporate office
- Assisted management with maintaining sufficient inventory to meet demand
- Earned Employee of the Month award for upselling winter accessories

LEADERSHIP, ACTIVITIES & COMMUNITY INVOLVEMENT

President – Rider University Residence Hall Association, September 2022 – Present

Member – Delta Sigma Pi Business Fraternity, March 2022 - Present

Athlete – Rider University NCAA Division 1 Soccer, September 2021 - Present

Volunteer – Meals on Wheels, October 2020 – May 2021

SKILLS

- Computer: MS Office (Excel, PowerPoint, Word)
- Technical: SAS, SAP, QuickBooks, Tableau
- Language: Bi-lingual English/Spanish

Accounting Student

123 Main Street, Lawrenceville, NJ 08648

astudent@rider.edu 609-555-1111

<https://www.linkedin.com/in/AccountingStudent>

EDUCATION

Rider University – Norm Brodsky College of Business, Lawrenceville, NJ

Bachelor of Science in Business Administration, May 2025

Major: Accounting **GPA:** 3.4, **Accounting GPA:** 3.6

Anticipated completion of 150 credits for CPA license: May 2026

- Only include information about obtaining 150 credits **if you intend on pursuing a CPA license.**
- A bachelor's degree requires 120 credits completed.
- An additional year of schooling is often required to obtain 150 credits.
- For clarification or more information, speak to your Career Coach.

HONORS/AWARDS

Provost Academic Scholarship; Dean's List

PROFESSIONAL EXPERIENCE

KPMG, Philadelphia, PA

Audit Intern, September 2023 - Present

- Assist in verifying the accuracy of quarterly reviews
- Perform and document various audit procedures such as searching for unrecorded liabilities
- Participate in recruiting events geared towards attracting future interns to the firm

Walter LLC, Haddon Township, NJ

Tax Intern, June – August 2023

- Reviewed tax documents for discrepancies and reconciled any differences
- Computed taxes owed and prepared tax returns for individuals and small businesses
- Utilized Microsoft Excel formulas and tools to compare lists of data and summarize large amounts of financial data

Macy's, Cherry Hill, NJ

Sales Associate, January – June 2023

- Arranged clothing displays and signage in accordance with sales and advertising plans provided by corporate office
- Assisted management with maintaining sufficient inventory to meet demand
- Earned Employee of the Month award for upselling winter accessories

LEADERSHIP, ACTIVITIES & COMMUNITY INVOLVEMENT

President, Rider University Student Entertainment Council, September 2023 - Present

Member, Phi Sigma Sigma Sorority, March 2023 - Present

Athlete, Rider University NCAA Division 1 Tennis, September 2022 - Present

Volunteer, Trenton Area Soup Kitchen, October 2020 – May 2022

SKILLS

Computer: MS Office (Excel, PowerPoint, Word)

Technical: SAP, QuickBooks, Tableau

Language: Bi-lingual English/French

Graduate Business Student

123 Main Street, Lawrenceville, NJ 08648

astudent@rider.edu 609-555-1111

<https://www.linkedin.com/in/BusinessStudent>

EDUCATION

Rider University – Norm Brodsky College of Business, Lawrenceville, NJ

Master of Business Administration, May 2024

GPA: 3.7

Rutgers University, Camden, NJ

Bachelor of Science in Business Administration, May 2022

Major: Marketing

GPA: 3.5

Honors & Awards: Dean's List (all semesters), Beta Gamma Sigma-Business Honor Society College of Business Honors Program, Baccalaureate Honors Program, Alpha Lambda Delta Freshman Honor Society

PROFESSIONAL EXPERIENCE

Bank of America, Pennington, NJ

Financial Services Representative, June 2023 – Present

- Provide clients with information regarding their retirement and benefit plans
- Process financial transactions including stock, money market and mutual fund trades
- Identify risky transactions and escalate as appropriate
- Currently hold FINRA SIE, Series 7 and Series 66 licenses

National Junior Tennis League of Trenton, Trenton, NJ

Marketing Intern, January – June 2023

- Established and maintained relationships with local news media
- Managed social media accounts including Facebook, twitter and Instagram
- Planned, organized, and promoted a spring fundraising gala

Bridging the GAAP, LLC, Ewing, NJ

Social Networking Intern, Summer 2022

- Developed contact lists to promote efficiency in client communication
- Contributed to the production of a Sales Force profile and e-newsletter

YMCA, Trenton, NJ

Camp Counselor, Summer 2021

- Facilitated activities for campers ages 7-12
- Supervised weekly camp excursions

SKILLS

- Computer: Microsoft Word, Excel, and PowerPoint
- Design: Adobe InDesign, Illustrator, and Photoshop
- Financial Licenses: FINRA SIE, Series 7, Series 66

Jamie Nice

10 Sycamore Avenue, Princeton, NJ 08540 | nicejamie@rider.edu | 609-123-4567

EDUCATION:

Rider University, Lawrenceville, NJ

Bachelor of Arts in Psychology, May 2024

Certificate: Research Methods in Psychology | Minor: Social Work

GPA: 3.6 | * Employed 20-30 hours per week to support educational expenses

HONORS:

Dean's List - *all semesters*

Psi Chi, International Honor Society in Psychology, *April 2023-Present*

Dean's Award, *September 2020-Present*

RELATED EXPERIENCE:

Anchor House, Trenton, NJ

Intern, May 2023 - Present

- Collaborate with case managers regarding youth and adolescent clients, including runaways and victims of abuse and neglect, ranging in age from 10 to 17
- Complete intake interviews, assist in running groups, and deal with crisis situations
- Participate in training in effective listening skills, goal setting, and relaying organizational rules to clients

Research Methods in Applied Behavior Analysis (ABA), Rider University, Lawrenceville, NJ

Independent Research: Rewards, Reinforcement, and Autism Spectrum Disorders, Spring 2023

- Reviewed scholarly articles regarding reinforcement learning and Autism Spectrum Disorders
- Created brief survey; collected data from 100 participants, ages 18 to 22
- Utilized SPSS to analyze data, including interpreting one-way analysis of variance (ANOVA) of the effect of rewards on various behaviors, supporting research hypothesis and demonstrating statistical significance ($p= 0.10$)
- Wrote 15 page research paper in American Psychological Association (APA) style; presented findings to classmates and professor using Microsoft PowerPoint

VOLUNTEER EXPERIENCE:

Autism Speaks, Princeton, NJ

Volunteer, April 2022

- Represented Autism Speaks at the North Brunswick Township Disability Awareness Day

Autism New Jersey, Robbinsville, NJ

Volunteer, February 2021

- Reviewed surveys on past workshops and compiled attendees' responses and reactions
- Utilized Microsoft Word to list and organize data

Buddy Ball of North Brunswick, North Brunswick, NJ

Volunteer, May 2019 - February 2020

- Assisted children and adolescents with disabilities, including Autism and Attention Deficit Disorder, with basic soccer skills in preparation for bi-annual soccer games

WORK EXPERIENCE:

Red Lobster, East Brunswick, NJ

Certified Trainer, August 2019-Present; Bartender, May 2018-Present; Host, June 2017-May 2018

SKILLS:

Proficient with SPSS; Proficient with Microsoft Word and PowerPoint; Familiar with Microsoft Excel

Bilingual in Spanish/English

Social Media: Facebook, X, and Instagram

KRISTY GOMEZ

Ewing, NJ | 908-123-4567 | gomezkristy@rider.edu | www.insertlinktoonlineportfoliohere.com

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts in Journalism and Public Relations, May 2025

Minor: Event Planning and Production

GPA: 3.35; Dean's List, Fall 2022 - Present

RELATED PROJECT EXPERIENCE

Cases and Campaigns in Public Relations, Spring 2023

- Created campaign for fictitious energy/nutrition drinks, Brotein and Wotein

Multimedia Production I- Interactive Design, Spring 2023

- Utilized Adobe Photoshop, Dreamweaver, Flash, and Illustrator to create websites about butterflies and natural parks

Publication Design, Fall 2022

- Used Adobe InDesign to create different styles of newspapers and worked on dummy sheets both digitally and by hand to create newspaper layouts

SKILLS

- Adobe Photoshop, InDesign, Illustrator, Dreamweaver, and Flash; Canva
- Social Media: X, Instagram, Pinterest, YouTube, Snapchat, Clubhouse, Twitch, and TikTok
- Camera and lighting techniques; film, sound and video editing; script writing
- Digital video cameras; studio floor camera; digital photography and graphics
- Animation and 2D/3D modeling principles
- HTML, JavaScript, CSS and jQuery
- Microsoft Word, PowerPoint, and Excel; Google Workspace: Docs, Slides, and Sheets
- Bilingual in Spanish/English

LEADERSHIP EXPERIENCE

Phi Sigma Sigma, Theta Eta Chapter, Lawrenceville, NJ

Social Chair, Spring 2023

- Led a committee to plan various educational and social events for 50-person chapter
- Managed Zoom details for virtual events, including handling chat communications
- Researched nearby venues and worked with staff to plan formal and semi-formal dance and reception
- Collaborated with other chapter members and organizations to co-host events
- Created flyers for events and Facebook event pages; created invitations

PROFESSIONAL EXPERIENCE

Rider University Maurer Athletic Gym, Lawrenceville, NJ

Strength and Conditioning Center Staff, September 2022 - Present

Rider University Women's Soccer, Lawrenceville, NJ

Manager/Assistant to Soccer Coach, May 2022 - Present

- Plan camping trips and team-building activities for team
- Film games for coach's review of plays with team

Hollister Company, Elizabeth, NJ

Sales Associate/Model, May 2021 - March 2023

Michael Smith

Lawrenceville, NJ | 609-123-4567 | smithmic@rider.edu

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Science in Biology, May 2024

Premedical Studies Program

GPA: 3.65

RELATED EXPERIENCE

Dental Arts of Mount Laurel, Taraz Motamedi, DMD, Mount Laurel, NJ

Volunteer/Rider University Shadow Program, June 2023

- Observed dentist on the job for 200 total hours
- Reflected upon experience in group meetings and final paper

Lotus Medical Center, Vedat Obuz, MD, Trenton, NJ

Shadow Experience, April 2022-March 2023

- Shadowed and observed a general practitioner on the job for 14 hours per week

PROFESSIONAL EXPERIENCE

Lotus Medical Center, Trenton, NJ

Medical Office Receptionist, June 2022-Present

- Greet patients and visitors in person and on the telephone; answer and refer inquiries
- Optimize patients' satisfaction, provider time, and treatment room utilization by scheduling appointments; keep patient appointments on schedule by notifying provider of patient arrivals
- Ensure availability of treatment information by filing and retrieving patient records

Bagels 'n' Cream, Robbinsville, New Jersey

Cashier, Summer 2021 & Summer 2022

- Provided friendly customer service while preparing food to order and operating cash register

The Goddard School for Early Childhood Development, Bordentown, NJ

Assistant Teacher, May 2021-March 2022

- Edited lesson plans according to curriculum for classes with children ranging from 3-6 years old
- Assisted teachers by supplying needed materials for project of the day
- Trained in roll taking and leadership skills
- Managed classroom with ten toddlers

LEADERSHIP & COMMUNITY SERVICE

GLASS Mentor, Rider University, College of Arts and Sciences, October 2022-Present

- Provide guidance for two students with undeclared majors

Volunteer, Restore the Shore, Ocean City, NJ, November 2021

Volunteer, Marsh Cleanup and Beach Sweeps, Trenton and Ocean City, NJ, September 2021

SKILLS

Computer: Microsoft Word, PowerPoint and Excel; Graphical Analysis

Certification: CPR/AED Certified, 2021- 2023

Language: Bilingual in Turkish/English

Lab: Performance and Analysis of FT-IR, H-NMR, C-NMR, TLC, pH and Gel electrophoresis

JENNA BEAKER

4212 South Main Street, Trenton, NJ 08608 | beaker@rider.edu | (609)123-4567

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Science in Biology, Minor: Chemistry, May 2024

Honors: Honorable Mention and Third Place, Mercer Science and Engineering Fair, *Fall 2022*
Excellence in Science, Robert Wood Johnson Medical Hospital: Mini Medical Course, *Summer 2022*

RESEARCH EXPERIENCE

Rider University, Lawrenceville, NJ

Research Assistant in Microbiology Laboratory, Fall 2022

- Worked independently to detect antibiotic-resistant food-borne pathogens in beef
- Identified microorganisms in salamander egg jelly
- Created genetic knockouts in the archaeon *Haloferax volcanii*

LABORATORY SKILLS

Hydrogen/Hydrogen Identification-NMR
Macroscale/Microscale Reaction Set-up
Acidity/Basicity-PH Test
Chemical Test-Ferric Chloride/Bromine/
Beilstein/Flame/Hydroxamic

Electrophoresis apparatus
Vacuum Distillation
Gas Chromatography
Preparing Samples-Agar plates
Preparing Microscopic Plates

DNA Extraction
Refluxing/Filtration
Dissection

INSTRUMENTATION

Electron Microscope
IR
LC/MS
Micropipette
Rotary Evaporator

Pipette
Inverted/Compound Microscope
GC
TLC
Electron Spectrometer

Centrifuge
NMR/ C NMR
Vernier Caliper
Refractometers

PROFESSIONAL EXPERIENCE

Robert Wood Johnson University Hospital, New Brunswick, NJ

Assistant Coordination Management/Admitting Registrar, August 2022-Present

- Admit patients for lab work, to outpatient services, and to inpatient surgery
- Interact with patients in trauma, labor and delivery, emergency, and other departments as needed, in order to complete admission paperwork

Physical Therapist - Dr. William Rineheimer, Hamilton, NJ

Shadow Experience, January 2022

- Observed physical therapist in private practice for over 40 hours
- Communicated with PT and patients regarding injuries, causes, and treatment; conducted research to further understand techniques and root causes

Doctor of Internal Medicine – Dr. Randa F. Mina, Hamilton, NJ

Shadow Experience/Office Receptionist, Summer 2019 & Spring 2021

- Observed doctor in private practice for over 50 hours
- Checked patients' blood pressure and weight; performed patient intake prior to appointment with doctor
- Interacted with patients, insurance companies, labs, other doctors, and pharmacies

ACTIVITIES

American Medical Student Association, Member, 2020- Present

Blood Council Drive, Member, 2020- Present

Asian Students at Rider (ASAR), Member, 2020- Present

Emerging Leaders, Member, 2020-2021

Relay for Life, Participant/Fundraiser, 2020

Rider University Art Show, Participant, 2020

SKILLS

Scientific/Research Software:

NUTS, STELLA Modeling and Simulation Software; Graphical Analysis; Logger Pro; STATA/SAS/SPSS

Hospital Software:

Sunrise Clinical Management and Optimum

Computer Skills:

Microsoft Excel, Word, and PowerPoint; Google Workspace: Sheets and Docs

Languages:

Fluent in Bengali, Hindi, and Urdu; Written Arabic

Trina CompSci

1010 Technology Blvd., Trenton, NJ 08879 | 609-123-4567 | compsci@rider.edu | github.com/username32

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Science in Computer Science, May 2025

GPA: 3.94

HONORS & AWARDS

Dean's List, all semesters

Phi Theta Kappa Honor Society, April 2023 – Present

Rider University Dean's Scholarship, September 2021 – Present

RELATED EXPERIENCE

Rider University - Academic Success Center, Lawrenceville, NJ

Tutor: CSC110 - Python Programming; CSC130 - Data Structures, September 2022 – Present

- Assist students by providing tutoring services for computer science courses
- Mentor and aid students with Java programming, computer architecture, and Microsoft Office
- Learn individual tutoring techniques and strategies through participating in trainings

Rider University - Franklin F. Moore Library, Lawrenceville, NJ

IT Assistant, February 2023 – August 2023

- Helped students resolve computer software and printer issues
- Installed various software and/or hardware on both new and old computer systems

TECHNICAL PROJECTS

Airport Simulator, Data Structures, July 2023

- Utilized Java programming and data structures to calculate average landing/take-off queue times for aircrafts

“Alien Invasion” Video Game, Software Security Engineering, January 2022 – May 2022

- Collaborated with a team to design, create, and write code for a video game

TECHNICAL SKILLS

Java; Python; C/C++; JavaScript; HTML; CSS; MIPS/Assembly Language

Visual Studio; Microsoft Word, Excel, and PowerPoint

Familiarity with Linux OS

CERTIFICATIONS & TRAINING

Coursera, June 2023

- Attained Google IT Support Professional Certification
- Participated in interactive coursework including computer networking, IT security, operating systems, fundamentals of technical support, and system administration

Dataquest, November 2022

- Completed courses in Numerical Python (NumPy), Pandas, SQL, and Regular Expression (Regex)

LinkedIn Learning, September 2022

- Achieved certification in Data Science Foundations: Fundamentals

LEADERSHIP & COMMUNITY SERVICE

Member, Multicultural Student Leadership Institute, Spring 2023 – Present

Volunteer, Meals on Wheels, Lawrenceville, NJ, January 2022 – March 2022

WORK EXPERIENCE

Sales Associate, Kohl's, Hamilton, NJ, Summer 2021 – Present

- Recognized twice as Employee of the Month for quality of customer service

Counseling Student

123 Rider Road, Anywhere, NJ 08540
609.924.1234 counselingstudent@gmail.com

EDUCATION

Rider University, Lawrenceville, NJ

Master of Arts in Counseling Services, With Distinction, May 2023

Concentration: School Counseling, GPA: 3.9

Bachelor of Arts in Psychology, summa cum laude, May 2019

GPA: 3.8

CERTIFICATIONS

National Certified Counselor (NCC): ID#736597

NJ State Licensed Associate Counselor: #64519785

NJ State School Counselor Standard Certification: #5546150

PROFESSIONAL EXPERIENCE

Cherry Hill High School, Cherry Hill, NJ

School Counselor Graduate Intern, September 2021 - Present

- Counsel a caseload of 290 students for academic and personal concerns
- Lead two counseling groups on a weekly basis focusing on transitioning
- Co-facilitate presentations with high school counseling staff on college admissions procedures, decision making, substance abuse, divorce and anti-bullying
- Established and oversee the 'LaLaNobooza' event advocating alcohol free parties increasing parental involvement by 90%
- Provide information and resources on college search and application process to parents
- Assist supervisor at IEP meetings

Rider University Career Development and Success, Lawrenceville, NJ

Graduate Assistant, September 2019 - May 2021

- Trained by professional career coach to critique resumes and cover letters
- Collaborated with team to coordinate three annual career fairs hosting over 150 employers and 400 students/alumni
- Researched and updated online career resources for Career Development and Success website
- Created PowerPoint presentations for undergraduates on conducting an effective job search and navigating the graduate school application process

PUBLICATION

Holland, G. (2016). The effects of anti-bullying training for high school students. New Haven, Conn.: Poole Publishing.

PROFESSIONAL DEVELOPMENT

- **Cherry Hill Schools:** Case Management (2022), Multicultural Counseling (2022), Teen Drug Use (2021)
- **NJCDA/NJECA** Career Management Workshop (2022)
- **NJ Association for Multicultural Counseling Conference** (2022)

Tanya Teach

12 Main Street, Hamilton, NJ 08501
(609)123-4567 | bestteach@rider.edu

EDUCATION

Bachelor of Arts, expected May 2024
Rider University, Lawrenceville, NJ
Dual Major: Elementary Education and Integrated Math and Science
Dual Minor: Early Education, Special Education and Mathematics
GPA: **3.70**

CERTIFICATIONS

- **NJ State Elementary School Teacher Certificate of Eligibility with Advanced Standing**
 - NJ State Special Education Certificate- Pending
 - NJ State Early Childhood Certificate- Pending
 - NJ State Substitute Teaching Certificate
-

HONORS

- Professional Development Award- *Rider U. Dept. of Teacher Education*
 - Dean's List- 7 semesters
 - Kappa Delta Pi International Education Honor Society
 - Gamma Sigma Alpha National Greek Academic Honor Society
 - Order of Omega Greek Leadership Honor Society
-

EDUCATIONAL EXPERIENCE

STUDENT TEACHING:

- 1st Grade General Education, Johnson Park Elementary School, Princeton, NJ
- Kindergarten, 1st, 2nd Language Learning Disability, Johnson Park Elementary School, Princeton, NJ

INTERNSHIPS:

- 4th Grade Co-Taught Inclusion, Village Elementary School, West Windsor, NJ
- Preschool, Crossroad Nursery School, Princeton, NJ
- 1st Grade, Constable Elementary School, Kendall Park, NJ
- 2nd Grade, Eldridge Park Elementary School, Lawrenceville, NJ
- Kindergarten, 1st Autistic Classroom, Mercer County Special Services Elementary School, Trenton, NJ

EDUCATION SKILLS:

- Responsive Classroom
- Everyday Math
- Wilson Foundations
- Reader's and Writer's Workshop
- Inquiry based science and social studies

PROFESSIONAL EXPERIENCE

Substitute Teacher, Lawrenceville, NJ

October 2022 - Present

- Understand all major subjects of instruction.
- Establish an evenhanded and ethical atmosphere for all students.
- Work with lesson plans established by primary teacher.
- Adapt quickly and display versatility in various kinds of classrooms.

Child Care Provider, The Goddard School, Randolph, NJ

April 2021- Present

- Manage care of infants and children ages 2-5 including meals and snacks, naps, diapers, and bathroom routines.
- Demonstrate a kind, caring, and friendly attitude for children, parents, and staff members.

Computer Lab Assistant, Rider University, Lawrenceville, NJ

September 2022 – May 2023

- Maintained records of student attendance for computer lab.
 - Provided computer assistance for faculty and staff at Rider.
-

PROFESSIONAL DEVELOPMENT

- National Writing Project-Rider University
 - Teachers College Reading and Writing Project-NYC
 - Google Training-Rider University
 - Wilson Foundation- Johnson Park Elementary School
 - Fostering Intellectual Engagement- Princeton Public School District
-

PROFESSIONAL AFFILIATIONS

- Member: Student Education Association
 - Member: Council for Exceptional Children
 - Membership Vice President: Alpha Xi Delta, National Women's Greek Fraternity
-

SKILLS

Language: Fluent in written and spoken Spanish

Technology: Microsoft Office, Adobe Acrobat

Other Skills: CPR & Lifesaving

MADISON GUGGEN

1645 Forty Second Avenue New York, NY 10036 212-555-5000 broadwaym@rider.edu

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts in Arts and Entertainment Industries Management, May 2024

- *Non-commercial/Institutional Path*

Relevant Coursework:

Survey of Art History	Intermediate Painting I-II	Three-Dimensional Design
Advanced Studio Workshop	Fundamentals of Painting	Drawing II

PROFESSIONAL DEVELOPMENT EXPERIENCE

Chautauqua Institution Summer Program, Chautauqua, NY

Art Student, Summer 2021

- Attended eight week, competitive, residential program emphasizing daily drawing and painting with noted artists, including Barbara Grossman and Gina Werfel
- Participated in weekly guest-artist lectures and museum visits

RESEARCH EXPERIENCE

Independent Study in Abstraction, Rider University, January 2021 - May 2021

- Conducted an in-depth study of structures and philosophy of abstract painting, with readings from Klee, Kandinsky, and Mondrian
- Created drawings and paintings to develop compositions based on geometrical schemata, divisions of the canvas, and symmetry

LEADERSHIP EXPERIENCE

Vice President, Art Society, Rider University, September 2021 - May 2023

- Coordinated lectures and national museum tours

Secretary, Arts Management Association, Rider University, September 2021- May 2022

- Scheduled meetings and speakers; took minutes

PROFESSIONAL EXPERIENCE

Rider University, Lawrenceville, NJ

Studio Monitor, October 2022 - May 2023

- Maintained studio supplies and still life setups
- Prepared mediums and supervised model setups
- Trained peers in studio procedures and assisted with various tasks

Johnson Atelier, Hamilton, NJ

Volunteer Tour Guide, April 2022 - August 2022

- Trained to conduct on-site tours of Grounds for Sculpture for the general public
- Acquired in-depth knowledge of featured sculptures and sculptors
- Interacted with an average of 250 visitors each weekend
- Received recognition for exceptional performance, attitude, and attendance record

Barnes & Noble Bookstore, Princeton, NJ

Cashier/Clerk, February 2020 – March 2022

- Accurately handled cash and credit card transactions in a fast paced retail book and music store
- Handled inquiries and provided customer service
- Maintained inventory while monitoring for theft prevention

LANGUAGE SKILLS

Proficient in written and conversational French

***Note for Rider Students & Alum - Access more arts document examples here:**

https://drive.google.com/drive/folders/1z8PNP_1ZFQfNhbzS07ejiS2FpWjGpabo?usp=share_link

FINE AND PERFORMING ARTS STUDENT

andrewrider@gmail.com

(123) 123-1234

NEW YORK OFF BROADWAY

Fiddler on the Roof
Jersey Boys
Avenue Q
The Secret Life of Bees

Tzeitel
Mary Delgado
Kate Monster
Lily Owens

Stage 42
New World Stages
New World Stages
Linda Gross Theater

REGIONAL

West Side Story
Christmas Carol
Rent
Crazy for You

Maria
Belle
Mimi Marquez
Polly Baker

Paper Mill Playhouse
McCarter Theatre
New Jersey Theatre Alliance
Kelsey Theatre

EDUCATIONAL THEATRE

Will Rogers Follies
Assassins
Oklahoma
Bonnie & Clyde
Once on This Island
Much Ado About Nothing

Betty Blake
Sara Jane Moore
Laurey Williams
Bonnie Parker
Erzulie
Friar

Rider University
Rider University
Rider University
Rider University
Rider University
Princeton University Summer Theatre

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts in Theatre, Musical Theatre Concentration, May 2024

BROADWAY MASTER CLASSES

Jenn Colella
Derek Dlena

Taylor Loudeman
Lindsay Mendez

Laura Osnes
Jeff Whiting

SPECIAL SKILLS

Dialects: Knowledge of International Phonetic Alphabet
Dance: Ballet, Ballroom, Bollywood, Jazz, Tap
Vocal Range: Alto

***Note for Rider Students & Alum - Access more arts document examples here:**

https://drive.google.com/drive/folders/1z8PNP_1ZFQfNhbzS07ejiS2FpWjGpabo?usp=share_link

MARIO SMITH

Lawrenceville, NJ | 908-123-4567 | smithmar@rider.edu | www.insertlinktoonlineportfoliohere.com

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts in Game and Interactive Media Design, May 2025

Minor: Computer Science

GPA: 3.35, Dean's List (Spring 2022 - Present)

RELATED PROJECT EXPERIENCE

Application Development with JavaScript, Spring 2023

- Learned and applied skills, both independently and with a team, regarding web application architecture, web page development using HTML and CSS, and user interaction control via jQuery/JavaScript
- Utilized programming basics, including variable declaration/usage, program flow of control, and function declaration/calling

Game Design, Spring 2023

- Studied and employed basic concepts of game design, including game rules, iterations, and playtesting
- Gained independent and collaborative experience with pre-production and production design techniques

SKILLS

- Java; JavaScript; HTML; CSS; MIPS/Assembly Language; HTML, Python; C/C++; and jQuery
- Ableton Live; Apple Logic Pro X and Garageband; Avid Pro Tools and Sibelius; Adobe Audition; PreSonus Notion 6; FL Studio; SoundCloud
- Adobe Photoshop, InDesign, Illustrator, Dreamweaver, and Flash; Canva
- Social Media: X, Instagram, Pinterest, YouTube, Snapchat, Clubhouse, Discord, Twitch, and TikTok
- Camera and lighting techniques; film, sound and video editing; script writing
- Digital video cameras; studio floor camera; digital photography and graphics
- Animation and 2D/3D modeling principles
- Microsoft Word, PowerPoint, and Excel; Google Workspace: Docs and Slides
- Bilingual in Spanish/English

RELATED EXPERIENCE

Black Rocket Productions, Newtown, PA

Summer Camp Assistant STEM/Technology Teacher, Summers: June 2022 - Present

- Assist lead teacher in providing instruction to campers, ages 8-14, in topics including video games, coding, Python, Roblox, app design, 3D modeling, digital movies, robotics, and drones
- Recommended to begin training for lead teaching role in summer 2024 based on demonstrated knowledge and ability to successfully interact with campers as a positive role model

CERTIFICATIONS

LinkedIn Learning, September 2022 - Present

- Achieved certifications by completing all courses in Game Design Foundations: 1 Ideas, Core Loops, and Goals, Game Design Foundations: 2 Systems, Chance, and Strategy, and Game Design Foundations: 3 Pitch, Propose, and Practice
- Reviewed all course content and achieved additional certifications in Game Development Foundations: Game-Related Math, AI Algorithms for Gaming, and Cert Prep: Unity Certified Associate Game Developer Audio and Effects

LEADERSHIP EXPERIENCE

Rider University E-Sports Club, Lawrenceville, NJ

Team Co-Captain, January 2022 - May 2023

- Led team practices, including reviewing match performances to improve strategy and performance
- Qualified as team for annual Metro Atlantic Athletic Conference (MAAC) in Atlantic City, NJ

WORK EXPERIENCE

Macy's, Lawrenceville, NJ

Sales Associate, May 2021 - Present

MUSIQ JONES

143 Siobhan Avenue, Ewing, NJ 08080

908-123-4567 | jonesmus@rider.edu

www.insertlinktoonlineportfoliohere.com

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts in Music Production, May 2025

Track: General

GPA: 3.35, Dean's List (Spring 2022 - Present)

PROJECT EXPERIENCE

Digital Composition of Popular Music, Spring 2023

- Utilized Digital Audio Workstation (DAW) software techniques in Ableton Live, Apple Logic Pro X, Avid Pro Tools, and Apple GarageBand to record, edit, and produce music in various genres

Popular Music Arranging, Spring 2023

- Learned fundamental arranging techniques for popular music styles
- Arranged popular music for standard instrumentation across genres such as pop/rock ensemble, including bass guitar, drumset, rhythm guitar, and keyboard
- Applied skills in composition software platforms including Avid Sibelius and PreSonus Notion 6

SKILLS

- Ableton Live; Apple Logic Pro X and Garageband; Avid Pro Tools and Sibelius; Adobe Audition; PreSonus Notion 6; FL Studio; SoundCloud
- HTML, JavaScript, CSS and jQuery
- Social Media: YouTube, TikTok, X, Instagram, and Snapchat
- Microsoft Office: Word, PowerPoint, and Excel; Google Workspace: Docs and Slides
- Bilingual in Spanish and English; Intermediate knowledge of French

RELATED EXPERIENCE

Freelance Music Production Services, Ewing, NJ

Producer, October 2021 - Present

- Create and mix music in various genres for private artists/clients using Ableton Live
- Promote services via word of mouth and social media, including Instagram

107.7 The Bronc, Rider University, Lawrenceville, NJ

Music Talk Show Host, September 2021 - Present

- Host music-related talk show, facilitating opinion based conversations
- Analyze new and older music across genres, hosting guest speakers from various backgrounds

LEADERSHIP EXPERIENCE

Phi Sigma Sigma, Theta Eta Chapter, Lawrenceville, NJ

Social Chair, Spring 2022

- Led a committee to plan various educational and social events for 50-person chapter

WORK EXPERIENCE

Rider University Men's Soccer, Lawrenceville, NJ

Manager/Assistant to Soccer Coach, May 2022 - present

Hollister Company, Freehold, NJ

Sales Associate, May 2019 - March 2020

Shelly Herstory

Hamilton, NJ | herstorys@rider.edu | (732) 867-5309

WILLING TO RELOCATE

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts in History, May 2024

GPA: **3.84**

Honors: Undergraduate Research Scholarship Award (URSA)

History Department Carskaddan Prize Winner

History Department Student Spotlight on the Web

Alpha Lambda Delta, National Honor Society for First-Year Students

Dean's List (all semesters)

Baccalaureate Honors Program (BHP)

Phi Alpha Theta, History Honor Society

University of Wisconsin – Stevens Point, Stevens Point, WI

Study Abroad – Germany, Poland, Czech Republic, Summer 2022

Topic: Nazi Germany and the Holocaust

GPA: **4.0**

RESEARCH EXPERIENCE

History and BHP Theses, "Neo-Fascist Extremism in the Aftermath of the Soviet Union," September 2022 - May 2023

- Analyzed secondary scholarship on post-Soviet Russia and neo-fascism, as well as newspaper reports and publications from Russian neo-fascist organizations
- Examined how neo-fascist movement during Yeltsin era gained significant following; investigated appeal of racism, nationalism, and xenophobia in modern times; topic prospectus received one of five \$5,000 scholarships from Rider University

LEADERSHIP EXPERIENCE

Opinion Writer, The Rider News, October 2020 - Present

- Write political opinion columns

Senator, Student Government Association, January 2022 - May 2023

- Attended weekly student senate sessions and voted on important issues
- Promoted SGA activity and involvement, such as voting and participation in student government elections

Secretary, University Political Club, January 2021 - May 2023

- Organized campus-wide voter registration events; managed organization's mailing-list and public relations
- Handled correspondence with other student organizations
- Worked with Rider University's Rebovich Institute for New Jersey Politics to promote bipartisan events and lectures

WORK EXPERIENCE

Macroeconomics Tutor, Rider University, Lawrenceville, NJ, September 2022 - Present

- Professionally trained by Academic Success Center
- Tutor students in virtual individual and group appointments via TutorTrac

Student Assistant, Rider University, Lawrenceville, NJ, September 2022 - December 2022

- Assisted gallery curator during events, such as gallery opening receptions and artist lectures
- Greeted visiting guests and artists; answered questions about exhibitions, specific works, and featured artists

Assistant Teacher, Timberlane Middle School, Pennington, NJ, September 2021 - December 2021

- Provided help as needed in eighth-grade social studies classes
- Participated in professional learning communities, assignment grading, lesson planning, and team meetings

SKILLS

Language: Intermediate knowledge of German; Basic knowledge of Russian

Computer: Microsoft Word and PowerPoint; Google Docs and Slides

Social Media: Instagram, TikTok, and Discord

FEDERAL RESUME FORMAT

Federal resumes should include the following sections:

JOB INFORMATION

Announcement number, title, series and grade of job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address with ZIP code, phone number with area code, Social Security number, country of citizenship, veteran's preference.

SUMMARY

Written in the third person, describing overall skills and abilities as they relate to your career and the job announcement.

EDUCATION

Colleges or universities (name, city and state, concentration, certificates, type and year of any degrees)

PROFESSIONAL EXPERIENCE

Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number (and indication of whether your supervisor can be contacted), starting and ending dates, hours per week and salary. Reference key skills from the job announcement and describe your accomplishments as they relate to those skills.

OTHER QUALIFICATIONS

Training courses, technical and language skills, certificates and licenses, honors, awards and accomplishments. Accomplishments can include publications, professional memberships, leadership activities, public speaking engagements, athletics, and other information relevant to the job announcement.

You can also find more information about what to include in a federal resume on www.usajobs.gov and via this Google folder:

https://drive.google.com/drive/folders/1Lg8qWwY87uXRn9f-tkOjblFv0FqYOWSC?usp=share_link

Adapted/shared with permission from Princeton University, Center for Career Development:

https://careerdevelopment.princeton.edu/sites/g/files/toruqf1041/files/resource-links/federal_resume_format_0.pdf

FEDERAL RESUME WRITING TIPS

- ★ Use the USAJobs Resume Builder to create your federal resume. It walks you through the sections step-by-step and ensures your resume is in the correct format. You may create and upload several resumes and tailor each of them to fit different positions.
- ★ Avoid bold fonts and horizontal lines. Your resume should be scannable and easy for the Applicant Tracking System to understand.
- ★ Describe job duties and activities in paragraph or bullet form.
- ★ Use the active voice when writing about your experiences.
- ★ Begin each work experience with a description of overall duties in paragraph form followed by paragraphs or bullets describing accomplishments. Relate these accomplishments to the job announcement.
- ★ Job announcements often refer to KSAs, which are knowledge, skills and abilities. These are used to determine whether an applicant is qualified for the role. Think of KSAs as a way of writing your bullet points. Describe your knowledge in a particular area, the skills you gained (e.g., technical, language and soft skills) and your ability to perform a task. Your resume must include KSAs in addition to specialized experience and keywords from the job announcement.
- ★ Federal resumes should be between 2-5 pages. Describe your accomplishments in full detail and list all activities and work experience. Use numbers to quantify your accomplishments whenever possible.
- ★ Federal resumes require details on college coursework, papers, projects, recognitions, internships, athletics or other college activities, part-time jobs and volunteer positions. The skills you gain during these experiences is what is important — it does not matter if the activities were paid or unpaid.
- ★ Some jobs allow the option to upload your own document; others require that you use the USAJobs.gov Resume Builder.
- ★ You may also upload a master federal resume to USAJobs that provides a general overview of your skill sets and experience that HR specialists can find when they are actively recruiting for positions.

REEGAN RIDER

123 Namey Street, Apt 5, Washington, D.C. 20001 | riderreeg@rider.edu | (111) 222-3333

ANNOUNCEMENT NUMBER: 12-923009-DB

Veteran's Preference: N/A | Federal Civilian Status: N/A | Country of Citizenship: USA

SUMMARY OF QUALIFICATIONS

Research: Legal case research via Westlaw and LexisNexis databases, health policy research via Proquest Congressional

Quantitative: Data analysis and data visualization using SPSS, Tableau, and Excel

Project Coordination: Planning and coordinating, compiling data, tracking status, and managing details

Program Development: Nonprofit grant writing and budget analysis

Writing and Editing: Reports, correspondence, academic, web/social media content, newsletter content

Languages: Bilingual (English & Spanish), proficient in American Sign Language

Technical: Java, Tableau, SPSS, Microsoft Suite -Word, PowerPoint, Excel; Keyboard 50 wpm

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts in Sociology, September 2018-May 2022

Certificate: Public Health

GPA 3.4

Relevant Coursework: Inequality, Health and Health Care Systems, Sociological Research Methods, Critical Perspectives in Global Health, Epidemiology, Economics of Health and Healthcare, Issues in American Public Health, Health, Education and Work in Latin America

PROFESSIONAL EXPERIENCE

Goodname Institute, Center for Policy Research

Research Assistant, Health Policy (Remote)

Supervisor: Prof. Jane Doe, (555) 555-5555, may be contacted

June 2020 - September 2020

Street Address, New York, NY

Hours: 20/week, Salary: \$15/hour

RESEARCH & ANALYSIS

- Conducted background literature research for a study about domestic health insurance options for use in white paper and comprehensive policy report for the institute.
- Compiled statistical data on health indicators in the local area and utilized SPSS to analyze data.
- Created publication-ready tables summarizing findings from a youth health survey.

WRITING & EDITING

- Co-wrote and edited a biweekly digital newsletter to 1,000+ subscribers about issues and events related to health policy.

Adapted & shared with permission from Princeton University, Center for Career Development:

https://careerdevelopment.princeton.edu/sites/g/files/toruqf1041/files/resource-links/federal_resume_format_0.pdf

Tophelp Community Health Program
Program Assistant
Supervisor: Jane Good, (555) 111-1111, may be contacted

September 2019 - March 2020
Street Address, Trenton, NJ
Hours: 15/week, Salary: \$12/hour

PROGRAM SUPPORT & DEVELOPMENT

- Assisted in grant writing to secure \$10K in funding for the nonprofit, focusing on areas of preventative health care.
- Facilitated community outreach efforts aimed at publicizing the clinic's programs and services to targeted at-risk population and those who are uninsured or under-insured.
- Prepared annual budget documents for presentation to the Board of Directors, including analysis and recommendations.

ADMINISTRATIVE & EVENT COORDINATION

- Provided administrative support to program officers and board members as needed. Participated in weekly staff briefings.
- Employed problem-solving and organizational skills when providing support for day-of event coordination.
- Oversaw travel and logistics for speakers and provided administrative support for conferences on health economics. Booked travel and accommodations for incoming speakers, wrote conference programs, and advertised the event to the community.

Department of Health and Human Services
Summer Intern
Supervisor: Tom Human, (555) 555-3333, may be contacted
Level: GS – 03

June 2019 - August 2019
Street Address, Washington, D.C. 20201
Hours: 35/week, Salary: \$10/hour Grade

DATA ANALYSIS

- Analyzed trends data for 3 public health reports, under supervision.
- Created data visualizations by utilizing Tableau for distribution to external partners.

COMMUNICATIONS & ADMINISTRATIVE SUPPORT

- Demonstrated written communication skills by composing weekly memos and press releases.
- Answered letters with general questions from the public; created agendas for weekly staff meetings and prepared copies and faxes.
- Communicated with Spanish-speaking constituents for completion of surveys for wide-scale public health study.

Kinspace, Community Health Initiatives
Nutrition and Public Health Fellow
Supervisor: Bob Smith, (555) 555-4444, may be contacted

June 2018 - August 2018
Street Address, Oakland, CA
Hours: 20/week, Salary: \$15/hour

EDUCATION & COMMUNITY OUTREACH

- Participated in summer fellowship in nutrition education and counseling. Worked with a team of 10 fellows and 2 nutritionists to develop and implement nutrition workshops in local K-12 schools. Successfully implemented program within 10 schools.
- Served as a liaison between organization and school administration; led information sessions and meetings for school officials to communicate the benefits of the program.
- Co-managed curriculum development for grades 4-8. Co-wrote and edited a workbook on nutrition education to be used in after-school programs and local summer camps.

Adapted & shared with permission from Princeton University, Center for Career Development:

https://careerdevelopment.princeton.edu/sites/g/files/toruqf1041/files/resource-links/federal_resume_format_0.pdf

Multicultural Youth Community Center
Program Intern
Supervisor: Jean Greene, (555) 444-5555, may be contacted

September 2018 - May 2019
Street Address, Trenton, NJ
Hours: 10/week, Salary: Unpaid

STUDENT SUPPORT & PROGRAMMING

- Collaborated with staff to plan and implement 15+ programs and events related to multicultural youth support and diversity education.
- Mentored students during weekly office hours to facilitate open communication and youth leadership development.

COMMUNICATIONS

- Managed the program's Twitter and Instagram accounts, increasing followers by 50% through creation of innovative content and strategic brand management.
- Developed relationships with outside partners to help advertise events to the community at large.

VOLUNTEER & COMMUNITY EXPERIENCE

- Rider University American Sign Language Club, Princeton, NJ, September 2019 - present
- Blue Springs High School Peer Mentor, Washington, D.C., August 2016 - May 2018
- Blue Springs Soup Kitchen Server, Washington, D.C., October 2016 - December 2017

AWARDS

Young Award for Community Leadership, May 2018

CERTIFICATIONS

First Aid/CPR Certification - American Red Cross, May 2019 - May 2021

AFFILIATIONS

Student Member, National Association of Community Health Practitioners, September 2019 - present

Volunteer, Helping the Homeless Campaign, 2018 - present

Member, Student Diversity Coalition, 2018 - present

Tom Thompson

122 Functional Resume Road, Ewing, NJ 08628
909-123-4567 | tthompson@rider.edu

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts in Liberal Studies, December 2024

Concentration: Applied Social Science

GPA: 3.75, Dean's List (every semester)

University of Missouri, Kansas City, MO

Business courses, May 1999: Introduction to Accounting, Introduction to Finance, Macroeconomics, Microeconomics and Introduction to Management

PROFESSIONAL EXPERIENCE

Project Management:

- Participated on multi-district committee to pass budgets and major referendum for high school renovation
- Fundraised \$500 for annual auction, "Auction at the Mill," for Delaware Township Community Education Foundation including reaching out to previous and potential donors, maintaining data using Microsoft Access database, generating letters and producing programs
- Invited to sit on committee to appoint organization leader, responsibilities included proposing goals, reviewing resumes, conducting interviews and presenting case for final candidate choice
- Served as financial secretary, responsible for counting, depositing, and posting all income and donations and preparing reports to Board and statements to members
- Contributed as financial treasurer, responsible for payroll and payment of bills, reporting financial statements and relevant expense reports to board

Leadership Experience:

- Served as Trustee and evaluated accounts
- Managed property and repairs/renovations including setting up, collecting and reviewing work estimates
- Suggested availability of foreign currency at bank and implemented successfully

Communication and Interpersonal Experience:

- Conducted telephone outreach with multi-district voters and solicited donations via telephone, mailings, and face-to-face meetings
- Presented work estimates for repairs/renovations to Board of Trustees for review and finalization
- Communicated with financial advisor regarding investments for organization

EMPLOYER EXPERIENCE

Trustee/Deacon, **Stockton Presbyterian Church**, Stockton, NJ, 2013-Present

Member, **Vote Yes Committee**, **Hunterdon Central School District**, Flemington, NJ, 2009-2011

Member, **Delaware Township Community Education Foundation**, Stockton, NJ, 2006-2011

Financial Treasurer, **Kirkpatrick Presbyterian Church**, Ringoes, NJ, 2005-2006

Financial Secretary, **First Congregational Church of Christ**, Woodbury, CT, 2001-2005

COMPUTER SKILLS

Microsoft Office: Word, Excel, Outlook, Access and PowerPoint; Google Workspace: Docs, Sheets, and Slides; QuickBooks

***Functional resumes are suggested ONLY for career changers/professionals with large experience gaps. See your career coach.**



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The new primary affiliation with Virtua Health assures that Rowan students will enjoy more clerkship, residency and fellowship opportunities within Virtua.

A LEGACY OF EXCELLENCE IN EDUCATION

- Two learning tracks: Synergistic Guided Learning and Problem-Based Learning
- Multi-faceted curriculum that includes small group sessions, standardized patient encounters, simulators, year-one preceptor program and community-involved projects
- Nationally acclaimed education, research and clinical programs serving children, older adults and special needs populations
- Ranked among the top medical schools in the nation for diversity
- Combined degree programs: D.O./M.B.A., D.O./J.D., D.O./Ph.D, D.O./M.P.H.

som.rowan.edu

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Care Manager

What does a Care Manager do?

A Care Manager works with different populations of youth and helps them, and their families identify their strengths & needs, find resources, and gives them voice & choice in order to enhance the family's self-sufficiency. The role takes a strength-based approach to help families achieve their goals. The Care Manger identifies and builds a support team that aids the family in reaching their full potential.

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- Bachelor's Degree in a Human Service field
- One year post undergraduate experience in Social Services
- Valid NJ Driver's License required and must have a vehicle
- Bi-Lingual, Spanish (a plus)

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A culture we are all proud of. It's yours to build.

The better the question. The better the answer. The better the world works.





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PCDI
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Camp Holiday Trails



GET PAID
to play outside



Adventure

It is okay to fall, it is okay to laugh, and it is okay to get up and dance. We encourage our staff and our campers to try something new because you never know, you may love it!



Community

We value every job and every role. We strive for equity in our language, hiring, activities, and culture. We include, we adapt and we are a safe place to be your best self.



Compensation

Counselors are paid \$300 a week and receive housing for the entirety of their employment. Counselors enjoy 3 meals and 3 snacks a day with our Campers. Counselors have Friday afternoons to Sunday mornings off + 1 morning each week.



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Positions Open at Camp Holiday Trails for Summer 2024!

Questions? Contact Caitlin Carroll, MSW, Director of Programs- programecampholidaytrails.org



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- Social Work
- Family & Public Health
- Nursing

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