

2019 - 2020

# CAREER PLANNING GUIDE

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**RIDER**  
UNIVERSITY

2083 Lawrenceville Road  
Lawrenceville, NJ 08648

**CAREER**  
DEVELOPMENT  
AND SUCCESS  
AT RIDER UNIVERSITY



# Rider University On-Campus Employment

Need a job on-campus?

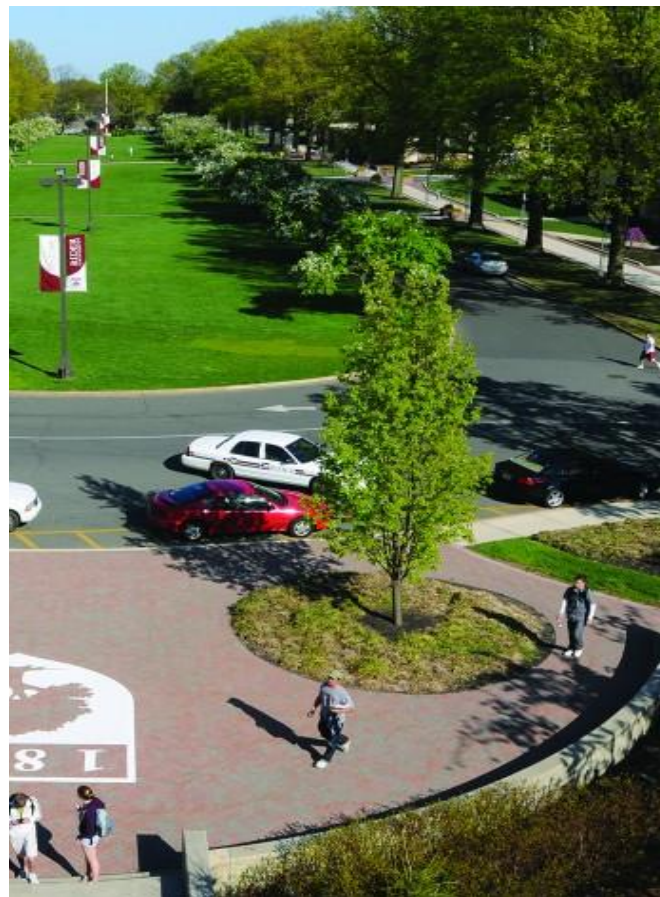
Rider University presents engaging opportunities for students on-campus who are looking to learn and develop transferable skills in order to demand success in their post-graduate professional careers.

- Students are encouraged to check Rider's career platform, Handshake, in order to apply to on-campus positions.
- **NEW!** All students have a **Canvas Page** with applicable information about the on-campus employment program and what needs to be done in order to obtain and maintain a job.
  - Students who have acquired an on-campus position must use this page in order to participate in an Orientation and also a self-evaluation on valuable competencies.

If you're interested in learning more about the on-campus job student employment position, please contact Rider University's On-Campus Student Employment Coordinator, Christopher Watson. You can set up an appointment on Rider's career platform, Handshake.

## Christopher Watson

Student Employment Coordinator  
watsonchr@rider.edu  
609-896-5000 x7546





Kim Barberich

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September 2019

Dear Rider Students,

The Rider University *2019-2020 Career Planning Guide* is an essential resource for all Rider students with a focus on the career planning process from professional assessments to discovering your skills and interests; to cover letter and resume information and samples; to tips for networking, job searching and interviewing. The Career Development and Success team updates the Career Planning Guide every summer to include new guidance and tips. The *2019-2020 Career Planning Guide* includes the following new information: “From Court to Career: How Your Time as a Rider Athlete Can Help You Land a Job”; “Types of Job Interviews”; “Lunch and Dinner Job Interview Etiquette”; “How to Get Your Resume Past an Applicant Tracking System”; “Your First Job” and “Writing a Personal Statement”. The *Career Planning Guide* is an excellent tool that we encourage you to review and utilize throughout your time as a Rider student.

For a calendar of upcoming workshops, programs and events as well as other links and resources, please visit Handshake at <https://rider.joinhandshake.com>, check out our webpage at <http://www.rider.edu/careers/> or follow us on Facebook, Twitter and Instagram. We look forward to supporting you and trust that this guide will be of immense value in your professional development.

Have a great year!

Kim Barberich  
Executive Director  
Rider University Career Development and Success



<b>Letter from the Executive Director .....</b>	<b>3</b>
<b>Getting Started .....</b>	<b>9</b>
<b>Professional Communication.....</b>	<b>18</b>
<b>Job Search and Career Fairs .....</b>	<b>22</b>
<b>Networking .....</b>	<b>27</b>
<b>Interviewing .....</b>	<b>30</b>
<b>Graduate School.....</b>	<b>40</b>
<b>Job Offers .....</b>	<b>43</b>
<b>Resume Writing .....</b>	<b>49</b>
<b>Examples .....</b>	<b>57</b>

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# Behavior Analysts JOIN OUR TEAM!

*Devereux Advanced Behavioral Health, founded in 1912 by special education pioneer Helena Devereux, is one of the largest and most advanced behavioral healthcare nonprofit organizations in the country. We serve many of the most vulnerable members of our society in the areas of autism, intellectual and developmental disabilities, specialty mental health and child welfare. Informed by the latest advancements in science and medicine, we combine evidence-based interventions with compassionate family engagement to help change lives.*

## We are guided by our mission:

To change lives by unlocking and nurturing human potential for people living with emotional, behavioral or cognitive differences.

**We are seeking talented BCBA and Behavior Analyst professionals with a passion to empower children, adolescents and adults throughout our New Jersey programs.**

## What Devereux Advanced Behavioral Health Offers:

- Research opportunities and conference attendance and presentations.
- Free continuing education (CEs) to maintain your BCBA credential, professional development opportunities, and tuition assistance.
- Collaboration with other BA professionals and involvement in the development of ABA programs across Devereux's continuum of services.
- Best available, highest quality, low-cost benefit options (learn more at [benefits.devereux.org](https://benefits.devereux.org)).
- Ability to work for a stable national non-profit that is forward-thinking in our clinical practice and research.

## CONTACT US

Michele Price  
Recruitment Manager  
[mprice@devereux.org](mailto:mprice@devereux.org)  
732-786-5571

[www.devereuxnj.org](https://www.devereuxnj.org)

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dignity through independence



### Benefits:

- Paid Training
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- Staff Appreciation Events
- Employee Referral Bonus
- Mileage Reimbursement
- Lunch & Learns
- 401K
- Employee Recognition Awards
- Student Loan Forgiveness Program
- Paid Time Off (Full Time)
- Medical & Dental Coverage (Full Time)

## NOW HIRING

Alternatives, Inc. provides a variety of support services to adults with Developmental Disabilities and Mental Illnesses throughout central New Jersey. With programming expanding throughout Warren, Hunterdon, Somerset, Middlesex, Monmouth and Ocean counties, we are continually seeking reliable, dedicated and responsible people to join our team of direct care staff.

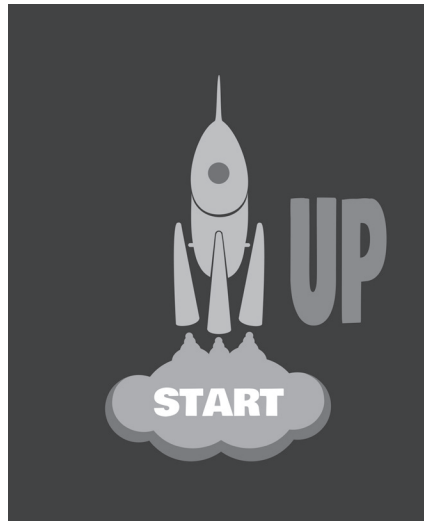
This team is made of Direct Support Professionals, Case Managers and Employment Specialists with one common goal: to help our clients succeed! If you are interested in a fulfilling career with growth opportunities, visit us at [www.alternativesinc.org](http://www.alternativesinc.org) for a list of available positions.

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## GETTING STARTED

**CAREER**  
DEVELOPMENT  
AND SUCCESS  
AT RIDER UNIVERSITY

## 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
- Utilize the tools and resources provided by the office to collect career information
- Network with employers, alumni and other professional contacts
- Learn about Engaged Learning, 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 advising, 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 advising, education, preparation and development. Providing career focused resources, programs, Engaged Learning and employment opportunities, Career Development and Success engages, guides and empowers 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 advising appointments, workshops, programs and events.
- **Individual career advising/coaching** with a career advisor - located in your college - to discuss creating a Career Action Plan, choosing a major, résumés and cover letters, interview preparation, networking tips, internship 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 counseling 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 recruiting and interviewing** includes 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 provide students with valuable professional experiences, that prepare them for employment beyond college.



- **Career development resources** like the *Rider Career Development & Success: Career Planning Guide*, Rider Career Talk – a bi-weekly e-newsletter and tip sheets on various career topics.
- **Informative website** grants you access to valuable information, facts, outcomes, advice, links, and online tools like Big Interview, Candid Career and Vault.
- **Social media** lets you connect to us and get valuable career updates and information via Facebook, Twitter, Pinterest, and Instagram.

## **ENGAGED LEARNING: INTERNSHIPS AND CO-OPS**

- **What is an internship and a co-op, 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. Most 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 advisors, faculty, clubs and organizations, professional associations and internet searches. Students should contact their career advisor 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](mailto:careers@rider.edu).

## **MEET THE CAREER DEVELOPMENT & SUCCESS TEAM**

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# CDS ONLINE RESOURCES



Focus 2 is a career, major and education assessment and planning system set up for Rider students that helps clarify your academic and career goals.

\* Use ACCESS CODE: *bronc*

<https://www.focus2career.com/Portal/Login.cfm?SID=1633>



**Vault** provides in-depth intelligence on what it's really like to work within an field, industry, company, or profession—and how to position yourself to launch and build the career you want. Vault.com provides detailed information on nearly 5,000 companies in more than 120 industries. Vault also provides extensive information on more than 840 professions. This includes education requirements, skill requirements, salaries, advancement prospects, and more.

<http://access.vault.com/>



**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.

<https://www.candidcareer.com/rider>



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

<https://rider.biginterview.com/>





# START USING HANDSHAKE

## 5 quick steps to jump-start your Handshake experience:

1. Login to Handshake <https://rider.joinhandshake.com/>
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](mailto: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](mailto:careers@rider.edu).





# 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, 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

- Stop by the Career Development and Success office and pick up your **Career Planning Guide**
- 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
- Read **Rider Career Talk**, CDS' bi-weekly e-newsletter, to gain tips and catch workshops and events
- Begin to explore **majors and professional interests** through academic classes and career programs
- Explore on **campus jobs via Handshake** to begin developing your professional skills and experience
- Create/update your resume by attending a **resume writing workshop** and upload it on Handshake
- Take a **professional self-assessment** – follow directions on CDS website
- Get to know your **Career Advisor** and begin a conversation about your professional development
- Join student **organizations, fraternities/sororities and recreational sports**



## ENGAGE: SOPHOMORE YEAR

- Realize your "professional self" by completing **The Professional VIPS Evaluation**
- Touch base with your **Career Advisor** to identify careers that align with your interests and goals
- Discover career areas linked to your major through **Focus 2** on the CDS website
- Consider **community service** to broaden your professional skills and experience
- Establish **relationships with faculty and pre-professional advisors** to get input on careers and grad school
- Build a robust **LinkedIn profile** by going to a CDS workshop
- Utilize **Big Interview** on the CDS website to begin practicing your interview skills
- Attend **CDS workshops** on networking and professional dress
- Connect with alumni and other professionals through **The Rider Shadow Experience**
- Continue to participate in **academic clubs, multicultural organizations and arts/cultural groups**



## 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 Advisor** 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 Advisor**
- Attend the **Fall and Spring Rider Career Fairs** to meet employers and submit your resume for internships
- Attain **leadership positions** in student organizations and leadership programs
- Begin the **grad school application process**
- Expand your **professional network** through programs and events and keep track of contact information



## EXECUTE: SENIOR YEAR

- Schedule several meetings with your Career Advisor 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 information 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
- **Attend a CDS workshop** on interviewing and professionalism
- **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!

[rider.edu/careers](http://rider.edu/careers)



# TRANSFER STUDENTS: 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 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 **Career Development and Success office** and pick up your **Career Planning Guide**
- **Complete your profile on Handshake** – Rider's online job management platform
- **Get to know your Career Advisor** and identify careers that align with your interests and goals
- **Create/update your resume** by attending a resume writing workshop and upload it on Handshake
- **Read Rider Career Talk**, CDS's bi-weekly e-newsletter, to gain tips and catch workshops and events
- **Join** student organizations, academic clubs, arts/cultural groups and recreational sports
- **Establish relationships with faculty and pre-professional advisors** to get input on careers and grad school
- **Build a robust LinkedIn profile** by going to a CDS workshop
- **Attend CDS workshops** on networking, interviewing and professional dress
- **Collect information and network** by attending on-campus employer recruiting events
- **Attend the Fall and Spring Rider Career Fairs** to meet employers and submit your resume for internships
- **Gain professional skills and experience** through internships, co-ops and research opportunities
- **Begin the grad school application process**



## 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/co-ops, fellowships and jobs**
- **Schedule several meetings with your Career Advisor** to create a job search plan with goals and timeline
- **Attend a CDS workshop** on interviewing and professionalism
- **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 information 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 with
- **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 Advisor.

**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

# 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.

Updated May 17, 2019:

<https://www.google.com/search?q=career+article+of+word+tracking+applicant+systems&oq=career+article+of+word+tracking+applicant+system&aqs=chrome..69j57.7271j0j8&sourceid=chrome&ie=UTF-8>



# PROFESSIONAL COMMUNICATION

**CAREER**  
DEVELOPMENT  
AND SUCCESS  
AT RIDER UNIVERSITY



## 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:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

My qualifications and selling points:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
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 advisor so it sounds conversational rather than rehearsed.

Hello, my name is \_\_\_\_\_. I am currently a junior at Rider University, majoring in Global Studies 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 Philadelphia Partnership for Public Service as a Policy Analyst doing research and writing. I recently read an article about your company’s plans for growth in the Trenton area and I’m interested in learning more.

# 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.

## 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.

## 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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# 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.





## JOB SEARCH & CAREER FAIRS

**CAREER  
DEVELOPMENT  
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## **CAREER FAIR TIPS**

### **A. Prior to the Career Fair**

1. Plan to wear a professional outfit – first impressions are critical and lasting:
  - Do not wear jeans, t-shirts, 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 at 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. 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.).
  - Turn off cell phones in the employer areas.
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.

Reprinted from Idealist Careers: <http://idealistcareers.org/top-10-myths-about-working-in-the-nonprofit-sector/>



# 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 labelled "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, a Job-Hunt sponsor, 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 the other aggregators like LinkUp.com 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. Jobs posted on Craigslist sites aren't usually included in an aggregator's site unless the employer cross-posts the job. LinkUp focuses on jobs posted only on employer websites.

### 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  
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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.

**HOW TO USE TWITTER:** Twitter is a “micro-blogging” service where posts are limited to 140 characters. By “following” others on Twitter, you are notified of their “tweets” 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 Twitter 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 – retweet their posts
- ✓ Get targeted job tweets sent to your twitter feed
- ✓ Establish Relationships - Direct message someone and ask them for an informational interview
- ✓ Make career connections - by “tweeting” 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**  
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## S.T.A.R. METHOD OF INTERVIEWING

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

### **S**ituation

- 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.”

### **T**ask

- 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.”

### **A**ction

- 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.”

### **R**esult

- 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:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ► 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:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### MY PROVE-IT STATEMENT:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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 Skype, Face Time or Google Hangouts 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 webcam 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 Advisor 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](http://Rider.BigInterview.com) or ask your Career Advisor 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 DISABILITIES

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 making 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:

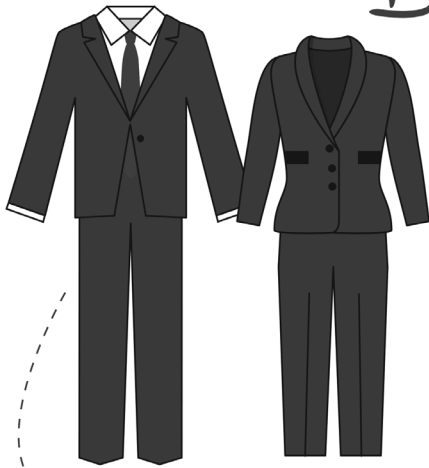
<https://www.thebalancecareers.com/etiquette-for-lunch-and-dinner-job-interviews-2058576>



# Dress for Success!

A GUIDE ON HOW TO DRESS FOR YOUR NEXT JOB INTERVIEW

## 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!**

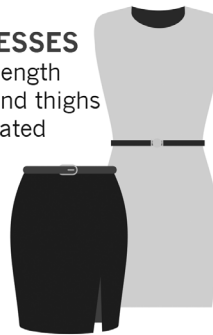
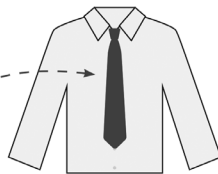
## Business Casual DAILY WORK ATTIRE

### 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, closed-toe shoes or comfortable for walking in



## 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 with mild fragrance



**PIERCINGS & TATTOOS**  
Align to company culture or standards



# GRADUATE SCHOOL

**CAREER  
DEVELOPMENT  
AND SUCCESS  
AT RIDER UNIVERSITY**

# 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 Advisor** 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
- ✓ 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 advisor 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 advisor
- ✓ 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 visitations 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

**CAREER**  
**DEVELOPMENT**  
**AND SUCCESS**  
AT RIDER UNIVERSITY

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



## 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 decision, 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 suggestion for improvement

## Sample Action Words to Start Resume Bullet Points:

- |                |              |
|----------------|--------------|
| • Achieved     | • Motivated  |
| • Collaborated | • Oversaw    |
| • Created      | • Organized  |
| • Directed     | • Provided   |
| • Established  | • Reinforces |
| • Influenced   | • Replaced   |
| • Initiated    | • Revamped   |
| • Led          | • Reviewed   |
| • Mentored     | • 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  
AT RIDER UNIVERSITY

## 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

## **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](http://www.1stwebdesigner.com/inspiration/creative-resume-designs)

Professor Franko 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 pretensions 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 Franko Oliano here:

[https://prezi.com/-2hfsecjxzdz/portfolio-101/?utm\\_campaign=share&utm\\_medium=copy](https://prezi.com/-2hfsecjxzdz/portfolio-101/?utm_campaign=share&utm_medium=copy)

# 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

**CAREER  
DEVELOPMENT  
AND SUCCESS**  
AT RIDER UNIVERSITY

# RIDER CAREER DEVELOPMENT AND SUCCESS RESUME TIPS

- ✓ 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 under the filename firstnamelastname.pdf.
- ✓ PROOFREAD - ask a friend, family member, faculty advisor and Career Advisor 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 Advisor 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 Business majors: 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 Advisor
- ✓ 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.
- ✓ Last semester of your final year, do not list your Rider email address - use a personal email instead.
- ✓ 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 Advisor.
- ✓ Good luck!

# COVER LETTER EXAMPLE

March 20, 2019

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](mailto: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

# THANK YOU

April 25, 2019

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

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](mailto: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

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

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*

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

*DON'T list family or friends*

# **Business Student**

93 Chestnut Ave., Westmont, NJ 08108  
astudent@rider.edu  
856-555-1111

## **EDUCATION**

**Rider University, Lawrenceville, NJ**

***Bachelor of Science in Business Administration, May 2022***

**Major:** Finance

**GPA:** 3.4

## **HONORS/AWARDS**

Provost Academic Scholarship; Dean's List

## **PROFESSIONAL EXPERIENCE**

**Rider University, Lawrenceville, NJ**

***Information Desk Student Worker***, September 2019 - Present

- Provide information about the University in person and over the phone to students and visitors
- Refer visitors to the appropriate department or resource based on their need
- Stay up to date on campus events and processes and procedures in order to provide timely and accurate information

**Walter Financial, Haddon Township, NJ**

***Finance Intern***, September 2019 - December 2019

- 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***, June 2018 - August 2019

- 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 in December 2014 for upselling winter accessories

## **LEADERSHIP & ACTIVITIES**

***President – Rider University, Residence Hall Association***, September 2018 - May 2019

- Led efforts to provide social and academic programming for resident students
- Partnered with Residence Advisors and Directors to ensure residents adhered to policies
- Reduced programming costs by 10% by switching food vendors for all events

## **VOLUNTEER EXPERIENCE**

***Meal Service, Trenton Area Soup Kitchen***, October 2018 - Present

- Serve meals to underprivileged populations

## **SKILLS**

- SAS, SAP, QuickBooks
- Bi-lingual English/Spanish



# Accounting Student

129 Westmont Ave., Haddon Twp., NJ 08108  
accountingstudent@rider.edu  
856-555-2222

## EDUCATION

**Rider University, Lawrenceville, NJ**

***Bachelor of Science in Business Administration, May 2022***

**Major:** Accounting

**GPA:** 3.41

Anticipated completion of 150 credits May 2023

Only include information on 150 credits if you plan on pursuing public accounting (Big 4, regional accounting firms),

## HONORS/AWARDS

Dean's Academic Scholarship; Dean's List (all semesters); Business Honors Program

## PROFESSIONAL EXPERIENCE

**KPMG, Philadelphia, PA**

***Audit Intern***, June 2019 - Present

- Roll forward audit documents and update formatting and wording as necessary to prepare for the upcoming audit
- Assist in verifying the accuracy of Quarterly reviews by tying out numbers to various schedules and work papers
- Perform and clearly document various audit procedures such as searching for unrecorded liabilities
- Participate in recruiting events geared towards attracting future interns to the firm

**Johnson & Johnson, Titusville, NJ**

***Finance Co-op***, June 2017 - January 2018

- Consolidated and assisted in variance analysis for worldwide income tax expenses and capital portfolio
- Updated and maintained historical Income Statement databases
- Assisted in monthly/quarterly accounting close
- Performed J&J benchmarking analysis vs. global competitors on quarterly close

**Dunkin Donuts, Haddon Township, NJ**

***Assistant Manager***, June 2016 - August 2018

- Sustained and organized an appealing display of store products
- Controlled inventory to ensure supplies were efficiently stocked
- Managed scheduling of 15+ employees and daily financial reports

## LEADERSHIP & ACTIVITIES

***Member – Accounting Society***, September 2019 - Present

- Network with accounting professionals at various networking events

***Member – Black Student Union***, September 2018 - Present

- Attend bi-weekly meetings and host events to teach the Rider Community about the African American culture

## VOLUNTEER EXPERIENCE

***Walk N' Roll – Children's Specialized Hospital***, Fall 2015 – Fall 2017

- Participated in a walk to raise awareness and funds for people suffering from Cerebral Palsy
- Promoted and fundraised for the event through various social media outlets and in person

## SKILLS

- RIA Checkpoint, Ultra Tax, QuickBooks, SAP

## **Susan Cash**

123 Park Street, Hamilton, NJ 08610  
astudent@rider.edu  
609-555-1111

### **EDUCATION**

**Rider University, Lawrenceville, NJ**

***Master of Business Administration, May 2020***

GPA: 3.5

***Bachelor of Science in Business Administration, May 2017***

Majors: Marketing and Advertising

GPA: 3.7

***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**

**Pier 1 Imports, Princeton, NJ**

***Sales Lead/Sales Associate, June 2017 – Present***

- Execute daily sales tasks to meet projected sales goals
- Design merchandise displays to market new products and promote sale items
- Manage team of associates for daily operations
- Ensure quality customer service by attending and addressing purchase needs

**National Junior Tennis League of Trenton, Trenton, NJ**

***Marketing Intern, January – June 2017***

- 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 2016***

- 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 2015***

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

### **LEADERSHIP EXPERIENCE**

**Rider University, Tutoring Services, Lawrenceville, NJ**

***Student Tutor, September 2014 – May 2015***

- Tutored peers in subjects of Accounting, Economics, Marketing and Mathematics
- Provided quality instruction to clarify difficult concepts introduced in class

### **SKILLS**

Microsoft Word, Excel, and PowerPoint, Adobe InDesign, Illustrator, and Photoshop

# Jamie Nice

10 Sycamore Avenue, Princeton, NJ 08540

nicejamie@rider.edu

609-123-4567

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## EDUCATION:

### **Rider University, Lawrenceville, NJ**

*Bachelor of Arts in Psychology, May 2020*

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 2018-Present

Rider Advantage Scholarship, May Present

## PROFESSIONAL EXPERIENCE:

### **Anchor House, Trenton, NJ**

*Intern, Spring 2017*

- Collaborated with case managers regarding youth and adolescent clients, including runaways and victims of abuse and neglect, ranging in age from 10 to 17
- Completed intake interviews, assisted in running groups and dealt with crisis situations
- Trained in effective listening skills, goal setting and relaying organizational rules to clients

## VOLUNTEER EXPERIENCE:

### **Autism Speaks, Princeton, NJ**

*Volunteer, April 2019*

- Represented Autism Speaks at the North Brunswick Township Disability Awareness Day
- Answered questions about Autism statistics and spoke to other foundation representatives and community members

### **Autism New Jersey, Robbinsville, NJ**

*Volunteer, February 2018*

- 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 2016-June 2017*

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

## OTHER EXPERIENCE:

### **Red Lobster, East Brunswick, NJ**

*Certified Trainer, August 2018-Present*

*Bartender, May 2018-Present*

*Host, June 2017- May 2018*

**SKILLS:** Proficient with Microsoft Office and Social Media (Facebook, Twitter, Instagram)

**INTERESTS:** Soccer, cooking and writing short stories

# KRISTY GOMEZ

143 Siobhan Avenue, Ewing, NJ 08080  
908-123-4567 | gomezkristy@rider.edu  
[www.insertlinktoonlineportfoliohere.com](http://www.insertlinktoonlineportfoliohere.com)

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## EDUCATION

**Rider University, Lawrenceville, NJ**  
*Bachelor of Arts in Journalism and Public Relations, May 2020*  
*Minor: Event Planning*  
GPA: 3.35, Dean's List (Spring 2017- Present)

## PROJECTS

- Cases and Campaigns in Public Relations**, Spring 2019
- Created campaign for fictitious energy/nutrition drinks, Brotein and Wotein
- Multimedia Production I- Interactive Design**, Spring 2018
- Utilized Adobe Photoshop, Dreamweaver, Flash, and Illustrator to create websites about butterflies and natural parks
- Publication Design**, Fall 2017
- 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
- Social Media: Facebook, Twitter, Instagram, Pinterest, YouTube, and Snapchat
- 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

## LEADERSHIP EXPERIENCE

- Phi Sigma Sigma, Theta Eta Chapter, Lawrenceville, NJ**  
*Social Chair, Spring 2018*
- Led a committee to plan various educational and social events for 50-person chapter
  - Researched nearby venues and worked with staff to plan and implement formal and semi-formal dance and reception
  - Collaborated with other chapter members and organizations to co-host events
  - Created flyers for events, as well as Facebook event pages

## PROFESSIONAL EXPERIENCE

- Rider University Women's Soccer, Lawrenceville, NJ**  
*Manager/Assistant to Soccer Coach, May 2017- Present*
- Plan camping trips and team-building activities for team
  - Film games for coach's review of plays with team
  - Handle cash and process transactions for team donations and organize clinics
- Rider University Maurer Athletic Gym, Lawrenceville, NJ**  
*Strength and Conditioning Center Staff, September 2016-May 2017*
- Complete and file paperwork regarding athlete training
  - Monitor heart rates and weights and maintain cleanliness of facility
- Hollister Company, Elizabeth, NJ**  
*Sales Associate/Model, May-August 2016*
- Provided friendly service while greeting customers and operating cash register
  - Maintained cleanliness on sales floor and in fitting rooms

# Michael Smith

609-123-4567

[smithmic@rider.edu](mailto:smithmic@rider.edu)

## Local address:

2083 Lawrenceville Road  
Lawrenceville, NJ 08648

## Permanent Address:

56 Main Street  
Cleveland, Ohio 44108

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## **EDUCATION**

**Rider University, Lawrenceville, NJ**

***Bachelor of Science in Biology, May 2020***

Premedical Studies Program

GPA: 3.65

## **RELATED EXPERIENCE**

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

***Volunteer/Rider University Shadow Program, Summer 2019***

- 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, Summer - Fall 2018***

- Observed and shadowed a general practitioner on the job for 14 hours per week

## **PROFESSIONAL EXPERIENCE**

**Lotus Medical Center, Trenton, NJ**

***Medical Office Receptionist, June 2017 - 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 patients' arrival
- Ensure availability of treatment information by filing and retrieving patient records

**The Goddard School for Early Childhood Development, Bordentown, NJ**

***Assistant Teacher, September 2016 - May 2017***

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

**Bagels 'n' Cream, Robbinsville, New Jersey**

***Cashier, Summer 2015 & Summer 2016***

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

## **LEADERSHIP & COMMUNITY SERVICE**

***GLASS Mentor – Rider University, College of Liberal Arts and Sciences, October 2016 - Present***

- Provide guidance for two students with undeclared major

***Volunteer, Marsh Cleanup and Beach Sweeps, Trenton and Ocean City, NJ, May 2018***

***Volunteer, Restore the Shore, Ocean City, NJ, November 2016***

## **SKILLS**

**Computer:** Microsoft Word, PowerPoint and Excel; Graphical Analysis

**Certification:** CPR certified, 2019 - 2021

**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](mailto:beaker@rider.edu) ~ (609)123-4567

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## **EDUCATION**

**Rider University, Lawrenceville, NJ**

*Bachelor of Science in Biology, Minor: Chemistry, May 2020*

**Honors:** Excellence in Science, Robert Wood Johnson Medical Hospital: Mini Medical Course, 2018;  
Honorable Mention and Third Place, Mercer Science and Engineering Fair, 2017

## **RESEARCH EXPERIENCE**

**Rider University, Lawrenceville, NJ,**

*Research Assistant in Microbiology Laboratory, Fall 2018*

- Detected antibiotic-resistant food-borne pathogens in beef (independent project)
- 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/

Belstein/Flame/Hydroxamic

Electrophoresis apparatus

Vacuum Distillation

Gas Chromatography

Preparing Samples-Agar plates

Preparing Microscopic Plates

DNA Extraction

Refluxing/Filtration

Dissection

## **INSTRUMENTATION**

Electron Microscope

Inverted/Compound Microscope

Vernier Calliper

Refractometers

Pipette

NMR/ CNMR

Micropipetter

Rotary Evaporator

Centrifuge

LC/MS

TLC

Electrospectrometer

IR

GC

## **PROFESSIONAL EXPERIENCE**

**Robert Wood Johnson University Hospital, New Brunswick, NJ**

*Assistant Coordination Management/Admitting Registrar, August 2018-Present*

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

**Physical Therapist - Dr. William Rineheimer, Hamilton, NJ**

*Shadow Experience, January 2018*

- 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 2016 & Spring 2017*

- 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, 2017- Present**

**Blood Council Drive, Member, 2017- Present**

**Asian Students at Rider (ASAR), Member, 2016- Present**

**Emerging Leaders, Member, 2016-2017**

**Relay for Life, Participant/ Fundraiser, 2017**

**Rider University Art Show, Participant, 2016**

## **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

**Languages:**

Fluent in Bengali, Hindi and Urdu; Written Arabic

# MADISON GUGGEN

1645 Forty Second Avenue    New York, NY 10036    212-555-5000    [broadwaym@rider.edu](mailto:broadwaym@rider.edu)

## EDUCATION

### Rider University, Lawrenceville, NJ

*Bachelor of Arts in Arts Administration, May 2020*

*Emphasis: Art - program requires practicum and internship experiences in addition to academic courses*

#### **Relevant Coursework:**

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

## PROFESSIONAL DEVELOPMENT

### Chautauqua Institution Summer Program, Chautauqua, NY

*Art Student, Summer 2019*

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

## INDEPENDENT STUDY

### Rider University, Independent Study in Abstraction, Spring 2019

- 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 2018 –May 2019**

Coordinated lectures and national museum tours

### ▪ **Secretary – Arts Management Association, Rider University, September 2017-May 2018**

Scheduled meetings and speakers; took minutes

## PROFESSIONAL EXPERIENCE

### Rider University, Lawrenceville, NJ

*Studio Monitor, October 2018 -May 2019*

- 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 2016 -August 2018*

- Trained to conduct on-site tours of the 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 2016 –March 2018*

- Accurately handled cash/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

# Counseling Student

123 Rider Road, Anywhere, NJ 08540

609.924.1234

[counselingstudent@gmail.com](mailto:counselingstudent@gmail.com)

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## EDUCATION

**Rider University, Lawrenceville, NJ**

*Master of Arts in Counseling Services, With Distinction, May 2020*

Concentration: School Counseling, GPA: 3.9

*Bachelor of Arts in Psychology, summa cum laude, May 2018*

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**

**September 2019-Present**

*School Counselor Graduate Intern*

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

**Rider University Career Development and Success, Lawrenceville, NJ**

**September 2018-Present**

*Graduate Assistant*

- Trained to critique resumes and cover letters by licensed professional counselors
- Teamed in coordinating 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
- Observed counselor MBTI and Strong Interest Inventory review sessions with clients

## 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 (2019), Multicultural Counseling (2019), Teen Drug Use (2018)
- **NJCDA/NJECA Career Management Workshop** (2018)
- **NJ Association for Multicultural Counseling (NJAMC) Conference** (2018)

# Rider Student

12 Deer Lane, City, NJ 07XXX  
(123) 111-1234  
[riderstudent@yahoo.com](mailto:riderstudent@yahoo.com)

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## EDUCATION

**Bachelor of Arts** (May 2020)  
**Rider University**, Lawrenceville, NJ  
Dual Major: Elementary Education and Integrated Math and Science  
Dual Minor: Early Education, Special Education and Mathematics  
GPA: **3.7**      *Magna Cum Laude*

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## CERTIFICATION

**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

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## HONORS

- Professional Development Award - *Rider University Department 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

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

### INTERNSHIPS

- 4<sup>th</sup> Grade Co-Taught Inclusion, Village Elementary School, West Windsor, NJ
- Preschool, Crossroad Nursery School, Princeton, NJ
- 1<sup>st</sup> Grade, Constable Elementary School, Kendall Park, NJ
- 2<sup>nd</sup> Grade, Eldridge Park Elementary School, Lawrenceville, NJ
- Kindergarten, 1<sup>st</sup> 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
  - Differentiated instruction
  - Applied Behavior Analysis
-

## PROFESSIONAL EXPERIENCE

### **Substitute Teacher, City, NJ**

*Fall 2018- Present*

- Teach all subjects of instruction as required
- Manage classroom to ensure an ethical atmosphere for all students encouraging cohesion, inclusion and fairness
- Follow and implement lesson plans established by primary teacher
- Versatility in methods of instruction and ability to adapt quickly

### **Child Care Provider, The Goddard School, Randolph, NJ**

*Spring 2018- Present*

- Manage care of infants and children 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**

*Fall 2017-Present*

- Maintain records of student attendance for computer lab
- Provide assistance when needed

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## 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

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## PROFESSIONAL AFFILIATIONS

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

***NOTE: In the field of education, resumes may exceed one page***



# FINE AND PERFORMING ARTS STUDENT

[andrewjrider@gmail.com](mailto:andrewjrider@gmail.com)

(123) 123-1234

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## 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, 2022*

## 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

## **LIANNE LAW**

42 Rider Boulevard, Lawrenceville, NJ  
609-123-4567 | [lawl@rider.edu](mailto:lawl@rider.edu)

### **EDUCATION**

#### **Rider University, Lawrenceville, NJ**

*Bachelor of Arts in Criminal Justice, May 2020*

GPA: 3.57

#### **Bucks County Community College, Newtown, PA**

*Public Safety Training & Certification, May 2016*

### **PROFESSIONAL EXPERIENCE**

#### **Rider University Public Safety, Lawrenceville, NJ**

*Supervisor, October 2016 - Present*

- Assisted in scheduling personnel workload
- Communicated work responsibilities and expectations to team leaders to distribute to team members

#### **Princeton University Army Officer Education Program, Princeton, NJ**

*Gold Bar Recruiter, June 2013 - September 2015*

- 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 2011- May 2012*

- 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 2011 – October 2012*

- 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 2016 - Present*

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

### **LEADERSHIP**

**Captain – Trenton Community Softball Team, April 2016 – present**

### **SKILLS**

Microsoft Word, Excel, PowerPoint, and Outlook

Remoteview; Gemini; Falconview; Electro-optical; Radar; Infra-red

# Tom Thompson

122 Federal Road, Ewing, NJ 08628

909-123-4567

[tthompson@rider.edu](mailto:tthompson@rider.edu)

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## **EDUCATION**

**Rider University**, Lawrenceville, NJ

*Bachelor of Arts in Liberal Studies*, December 2020

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
- Fund-raised \$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
- Served 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, 2012- Present

*Member*, **Vote Yes Committee**, **Hunterdon Central School District**, Flemington, NJ, 2008-2010

*Member*, **Delaware Township Community Education Foundation**, Stockton, NJ, 2005-2010

*Financial Treasurer*, **Kirkpatrick Presbyterian Church**, Ringoes, NJ, 2004-2005

*Financial Secretary*, **First Congregational Church of Christ**, Woodbury, CT, 2000-2004

## **COMPUTER SKILLS**

Microsoft Word, Excel, Outlook, Access and PowerPoint; QuickBooks

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# CAREER DEVELOPMENT AND SUCCESS AT RIDER UNIVERSITY

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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**HOPEWELL VALLEY YMCA \* 609-737-3048 \* [info@hvymca.org](mailto:info@hvymca.org)**



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