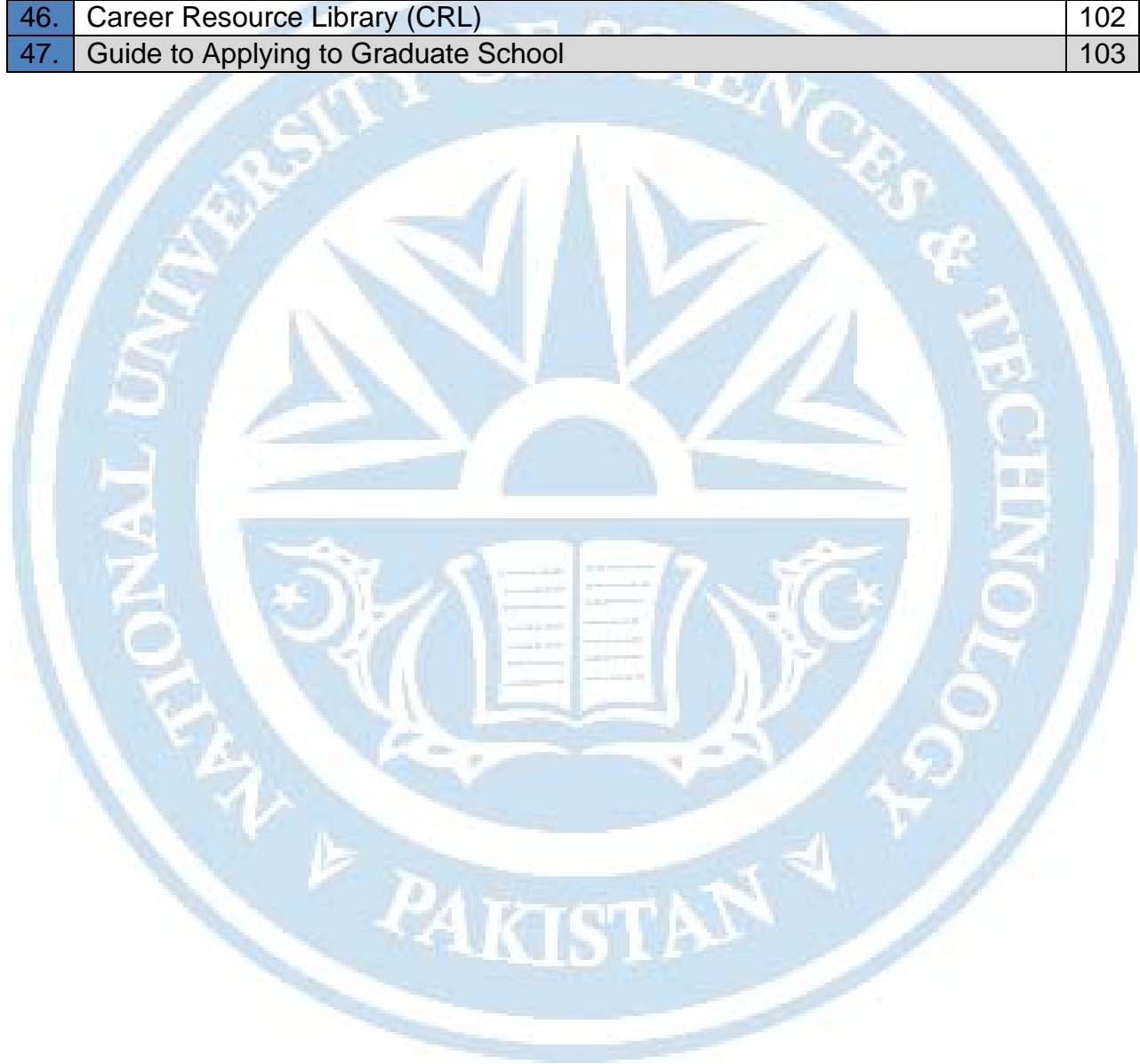


CAREER DEVELOPMENT GUIDE

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CAREER DEVELOPMENT GUIDE

NUST Career Development Center

Letter from the Deputy Director, Career Development Centre (CDC)
Career Development Centre @ a Glance
Atiya Zulfiqar

Your success and career satisfaction are the primary goals of Career Development Center staff at NUST. We believe that you can turn your strengths and interests into meaningful careers that you enjoy, whether you are entering directly into the workforce or attending graduate school. CDC of talented and dedicated professionals can help you reach your goals as you launch into a new stage of life. We help you turn your passion into a profession.

The Career Development Guide is one of the tools that we have created to assist you with the career exploration process. In the following pages, you will find relevant and valuable information pertaining to all aspects of the job search. Consider this your guide book to career and job search planning. Additional resources, including Job Opportunity of jobs at NUST, can be found on our website at: nust.edu.pk.

Most Importantly, come visit us! We can help you explore your career options, weigh decisions and get you connected with the people you need to meet.

Best wishes on your career journey!

- Jobs: Internship, part-time, seasonal, entry-level full-time, and experienced full-time
- Professional career advising on topics including: job search, resume development, interviewing strategies, networking, developing your brand, graduate school application and finding out what you want to do
- Recruitment and networking events including: career fairs, on-campus interviews with employers, corporate visibility days

Career Development Centre, CDC

2nd Floor, CIE building, HQ NUST, Sector H-12, Kashmir Highway, Islamabad.

Office Hours: Mon-Friday: 09:00 am – 05:00 pm

Walk-In Hours: Monday-Friday: 2-4pm

Career Counseling Appointments:
Please call 051-90851211, 90856218

Walk-In Policy: Resume Critique / Overview First-come, first-served. 15 minutes. Last appointment taken at 2:00 pm, if no one is ahead of you.

“We help you turn your passion into a profession”

Career Development Center Events – 2013

Look for these and other career events throughout the year

For 3rd Year Students

Sr.	College/School	Events	Time Per Seminar	Tentative Date
1	MCE	Finding and Applying to Internships	45 minutes	2-Jan-13
		Making the Most of a Job Fair	45 minutes	
		Making Professional Connections - Networking	15 minutes	
2	MCS	Finding and Applying to Internships	45 minutes	8-Jan-13
		Making the Most of a Job Fair	45 minutes	
		Making Professional Connections - Networking	15 minutes	
3	C of E&ME	Finding and Applying to Internships	45 minutes	15-Jan-13
		Making the Most of a Job Fair	45 minutes	
		Making Professional Connections - Networking	15 minutes	
4	AM College	Finding and Applying to Internships	45 minutes	22-Jan-13
		Making the Most of a Job Fair	45 minutes	
		Making Professional Connections - Networking	15 minutes	
5	PNEC	Finding and Applying to Internships	45 minutes	29-Jan-13
		Making the Most of a Job Fair	45 minutes	
		Making Professional Connections - Networking	15 minutes	
6	CAE	Finding and Applying to Internships	45 minutes	5-Feb-13
		Making the Most of a Job Fair	45 minutes	
		Making Professional Connections - Networking	15 minutes	
7	SMME	Finding and Applying to Internships	45 minutes	12-Feb-13
		Making the Most of a Job Fair	45 minutes	
		Making Professional Connections - Networking	15 minutes	
8	SCEE	Finding and Applying to Internships	45 minutes	19-Feb-13
		Making the Most of a Job Fair	45 minutes	
		Making Professional Connections - Networking	15 minutes	
9	ASAB	Finding and Applying to Internships	45 minutes	26-Feb-13
		Making the Most of a Job Fair	45 minutes	
		Making Professional Connections - Networking	15 minutes	

10	SADA	Finding and Applying to Internships	45 minutes	5-Mar-13
		Making the Most of a Job Fair	45 minutes	
		Making Professional Connections - Networking	15 minutes	

Note: Seminar includes; Handouts, Presentation and Q&A Session. Exercises (Optional)

For 4th Year Students

Sr.	College/School	Events	Time Per Seminar	Tentative Date
1	MCE	Industrial Partner Talk	45 minutes each	12-Mar-13
		Effective Job Search Strategies		
		Interviewing Skills		
2	MCS	Industrial Partner Talk	45 minutes each	19-Mar-13
		Effective Job Search Strategies		
		Interviewing Skills		
3	C of E&ME	Industrial Partner Talk	45 minutes each	26-Mar-13
		Effective Job Search Strategies		
		Interviewing Skills		
4	AM College	Industrial Partner Talk	45 minutes each	2-Apr-13
		Effective Job Search Strategies		
		Interviewing Skills		
5	PNEC	Industrial Partner Talk	45 minutes each	9-Apr-13
		Effective Job Search Strategies		
		Interviewing Skills		
6	CAE	Industrial Partner Talk	45 minutes each	16-Apr-13
		Effective Job Search Strategies		
		Interviewing Skills		
7	SMME	Industrial Partner Talk	45 minutes each	23-Apr-13
		Effective Job Search Strategies		
		Interviewing Skills		
8	SCEE	Industrial Partner Talk	45 minutes each	2-May-13
		Effective Job Search Strategies		
		Interviewing Skills		
9	ASAB	Industrial Partner Talk	45 minutes each	8-May-13
		Effective Job Search Strategies		
		Interviewing Skills		
10	SADA	Industrial Partner Talk	45 minutes each	15-May-13
		Effective Job Search Strategies		
		Interviewing Skills		

Note: Seminar includes; Handouts, Presentation and Q&A Session. Exercises (Optional)

SERVICES: NUST CAREER DEVELOPMENT CENTER (CDC)

Individual Career Counseling / Advisement

If you have questions or concerns about any career-related matter, such as exploring your major/career goals, job searching, interviewing, writing resumes, or applying to graduate school, we encourage you to meet with CDC staff.

Appointments: Appointments can be scheduled in person or by phone (051-90856218).

Walk-ins: Walk-ins are held in the CDC each weekday. Walk-ins are short, 15-minute meetings and are ideal for quick questions and resume critiques.

Mock Interviews: To practice interviewing with a career specialist, you'll need to first review mock interview instructions. Following this, you'll schedule an hour-long appointment to conduct and review your mock interview; you'll also receive some detailed preparation instructions. Be sure to bring your resume and a sample job announcement with you to the mock interview.

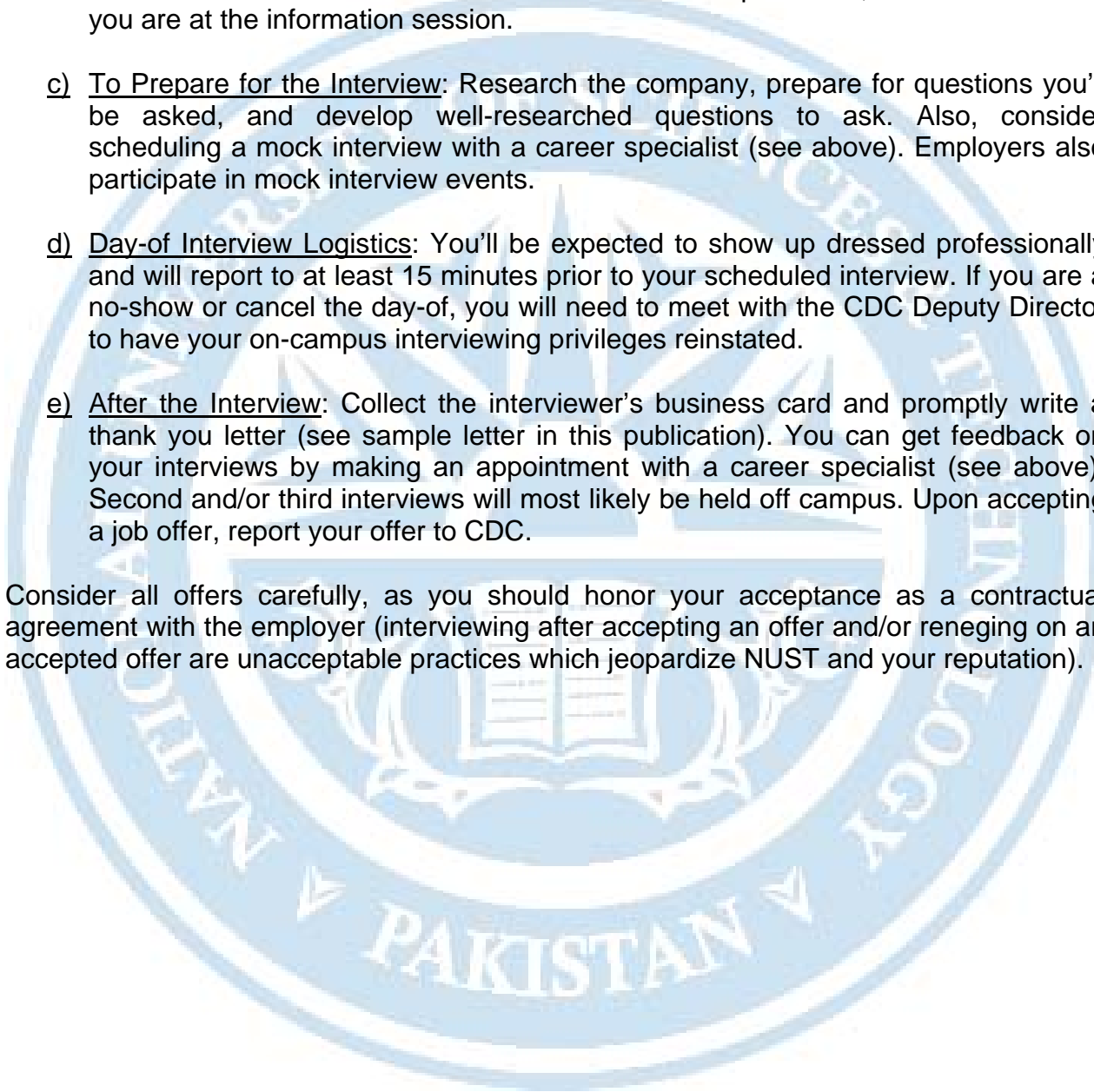
Career Sources: In the Career Development Center main office, there are reference resources (books, e-books, magazines) on various topics pertaining to career planning, the job search process and applying to graduate school. The library resources are available during normal CDC operating hours.

NUST Online Job Listing and Recruitment System: This online recruiting and job listing system allows you to post your resume, view and apply for part-time and full-time jobs and internship/co-op listings, view a schedule of career and recruitment events, and participate in on-campus interviews. Access NUST recruitment drives account information under Topics Jobs and Internships on its website by uploading your resume, it will be reviewed by a Career Specialist and if not approved, you will be asked to visit the Career Development Center to have it reviewed and subsequently approved.

This one-stop, web-based program will allow you to manage your job search throughout your time at NUST. A comprehensive calendar of career events is also accessible through NUST Web Portal.

On-Campus Interviews with Employers: First Steps: To apply for the opportunity to interview with employers for full-time, post-graduation, and career-related positions you will first need to access and maintain your CDC Membership form. Check out our online workshops to learn interviewing and job search tips. Honing your interviewing skills will make you more competitive in your job search.

- a) Sign Up for On-Campus Interviews: Search and apply for on-campus interview opportunities in NUST Career Portal. Apply by the stated deadlines (generally two weeks prior to the interview date). About a week before the interview date, prepare your resume and talk to a CDC specialist.

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- b) Company Information Sessions: Information sessions, generally open to the campus at large, offer the opportunity to learn about companies and network with recruiters; they're also invaluable in preparing for interviews. If you've signed up for on-campus interviews, you're required to attend the information session those employers have scheduled. Keep track of and RSVP for information sessions via the Events and/or Calendar sections of NUST. Keep in mind, recruiters notice if you are at the information session.
- c) To Prepare for the Interview: Research the company, prepare for questions you'll be asked, and develop well-researched questions to ask. Also, consider scheduling a mock interview with a career specialist (see above). Employers also participate in mock interview events.
- d) Day-of Interview Logistics: You'll be expected to show up dressed professionally and will report to at least 15 minutes prior to your scheduled interview. If you are a no-show or cancel the day-of, you will need to meet with the CDC Deputy Director to have your on-campus interviewing privileges reinstated.
- e) After the Interview: Collect the interviewer's business card and promptly write a thank you letter (see sample letter in this publication). You can get feedback on your interviews by making an appointment with a career specialist (see above). Second and/or third interviews will most likely be held off campus. Upon accepting a job offer, report your offer to CDC.

Consider all offers carefully, as you should honor your acceptance as a contractual agreement with the employer (interviewing after accepting an offer and/or renegeing on an accepted offer are unacceptable practices which jeopardize NUST and your reputation).

A STUDENT'S TO-DO LIST: WHAT YOU NEED TO KNOW AND DO ALONG THE WAY:

By the end of your FIRST OR SOPHOMORE YEAR you should be able to:	
Task/Knowledge	How to Make It Happen:
<ul style="list-style-type: none"> • Explore and describe what you are “Good at” that you also like to do • Explore and describe what you enjoy learning • Explore and begin to define WHAT YOU'D LIKE TO DO (e.g., accounting, medicine, engineering, teaching) and WHERE YOU'D LIKE TO DO IT (e.g., consulting firm, hospital, government agency, public school) • Identify SKILL SETS needed for jobs in potential career fields 	<ul style="list-style-type: none"> • Meet with a Career Development Center (CDC) career specialist for assistance in developing short- and long-term career goals • Use FOCUS and Career Insider available on CDC's website • Take a variety of classes to clarify interests/skills • Use Career Path (www.nust.edu.pk/cdc) to explore majors/career paths • Visit University Counseling Services for self-assessment help • Access resources in Academic and Pre-Professional Advising
<ul style="list-style-type: none"> • Create a LIST OF CONTACTS who can assist you with career decision-making and implementation • Begin a CONVERSATION with at least one of those contacts (email, letter, phone, in-person) 	<ul style="list-style-type: none"> • Learn how to conduct informational interviews • Use Pro-Net (part of NUST) to connect with alumni and employer mentors • Attend networking events (Career Week, Diversity Recruitment Banquet, etc.) • Stop by to talk with faculty offices during their office hours • Make a concerted effort to stay in touch with current and former employers, teachers/professors, co-workers, and advisors
<ul style="list-style-type: none"> • Begin putting together a RESUME focusing on the strengths, education and 	<ul style="list-style-type: none"> • Access resume resources on the CDC and Career Path websites

<p>experiences of relevance to your career goals</p> <ul style="list-style-type: none"> Engage in an ON- or OFF-CAMPUS OPPORTUNITY that will help you gain career insight, make connections, and build relevant skill sets 	<ul style="list-style-type: none"> Get your resume reviewed at CDC Log-in to NUST to update your profile; upload your resume; and search for job, research, internship/co-op, and service learning opportunities Obtain a part-time job related to your interests Attend Campus Jobs Fair and / or Summer and Part-Time Job / Internship Fair Connect with The Shriver Center coordinator for your major for relevant service learning, research, internship and co-op opportunities Visit the Study Abroad Office to explore international opportunities Join and contribute to an on- or off-campus club / organization
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By the end of your JUNIOR OR SENIOR YEAR you should be able to:

Task/Knowledge	How to Make It Happen:
<ul style="list-style-type: none"> Fine tune your career goals in terms of: FUNCTIONS (sales, community outreach, software development) INDUSTRIES (pharmaceuticals, non-profits, defense contracting) SPECIFIC COMPANIES (for example, Wyeth, Catholic Charities, Northrop Grumman) 	<ul style="list-style-type: none"> Utilize FOCUS and Career Insider on CDC's website Meet with a CDC career specialist Gain insight, connections and relevant experience by getting an internship / co-op, working part-time, and / or volunteering Connect with professionals in your field (ProNet, Career Week)
<ul style="list-style-type: none"> Maintain / expand your LIST OF CONTACTS Conduct / continue CONVERSATIONS with these contacts 	<ul style="list-style-type: none"> Continue to conduct informational interviews Utilize NUST ProNet Join / be active in the professional organization for your field

	<ul style="list-style-type: none"> • Attend networking events (job fairs, Evenings with Industry, Career Week) • Develop and maintain contacts through work, internships, and volunteering
<ul style="list-style-type: none"> • Conduct an EFFECTIVE INTERVIEW 	<ul style="list-style-type: none"> • Schedule a mock interview • Access interviewing resources on CDC's website
<ul style="list-style-type: none"> • Develop a LIST OF TARGETED GRADUATE SCHOOLS • Understand / engage in the GRADUATE SCHOOL APPLICATION PROCESS 	<ul style="list-style-type: none"> • Access the Graduate School Application Guide on CDC's website • Talk with faculty about your graduate education goals • Visit CDC for help with statements and resumes
<ul style="list-style-type: none"> • Develop and implement a JOB SEARCH STRATEGY • Develop and fine tune your NETWORKING SKILLS and develop your brand 	<ul style="list-style-type: none"> • Attend NUST and other area job / career fairs • Participate in NUST on-campus interviews • Attend employer events (i.e., Corporate Visibility Days, information sessions) • Utilize your NUST account – post your resume / search for jobs
<ul style="list-style-type: none"> • Obtain a JOB OFFER OR GRADUATE SCHOOL ACCEPTANCE 	<ul style="list-style-type: none"> • All of the above! Be sure to complete the NUST Graduating Student Report

CAREER PLANNING AND STRENGTHS ASSESSMENT

Explore Your Dependable Strengths!

Recognizing your strengths is the first step to discovering a career fit that maximizes your opportunities for success and satisfaction. Dependable Strengths are motivated skills that are used repeatedly in experiences in which you have done well and enjoyed what you were doing. The more you know about your strengths, the more you will understand how to adapt to the changing demands of the workforce. By using your strengths you will be able to improve your interpersonal relationships, build your career, increase your job satisfaction, and reduce stress on the job. Equally important is your ability to clearly articulate your strengths to potential employers and provide evidence of those strengths.

Four Basic Steps to Exploring Your Strengths

1. Accept yourself as having a unique kind of excellence that is always growing within you.
2. Recognize that the elements of your excellence have been demonstrated from time to time throughout your life. These elements have most likely been demonstrated in good experiences you have made for yourself. **Good Experiences**, in this case are defined as: **things you feel you did well, you enjoyed doing them, and you were proud of what you did.**
3. Believe that by carefully identifying and studying your good experiences, you will find the pattern of skills and talents you have repeatedly used to make those experiences happen.
4. Focus on using this pattern of skills and strengths. They are reliable elements of your special excellence. This pattern of strengths provides clues to the kinds of career activities that are likely to be part of your future achievements regardless of your job titles or job descriptions.

Five Questions to Identify Ten Top Good Experiences that Will Assist in Identifying Patterns of Strengths . . .

1. What is the good experience that first comes to your mind? Describe it briefly in the space below. What did you do to make it happen and what strengths did you use?

2. What activities give you the most enjoyment? These could include hobbies, volunteer work, ventures, projects with the family, work, school or anything else. Give two or more examples.

3. In your last assignment, activity or work, which parts of it did you do best and enjoy most? Give two or more examples.

4. After completing your formal schooling, which two or three subjects did/will you continue to study and enjoy most?

5. Briefly list up to ten (10) good experiences (see definition above) from any time of your life and any part of your life. What did you do to make them happen and what strengths did you use?

After answering the questions above, begin to examine patterns within your good experiences. What strengths are demonstrated throughout your experiences? In highlighting these strengths, are you able to give three or more examples of how you have used that strength in a number of ways in various environments? This information will help you craft your resume, as well as assist you in your interviews. Working within your areas of dependable strengths only increases your potential and career satisfaction. Be sure to discuss this assessment with a career specialist.

RESUME & COVER LETTER GUIDE

Use a resume to:

- Respond to an advertised job vacancy
- Send to employers that interest you after you have researched the organization
- Accompany graduate school or other important application forms
- Present at an interview to a potential employer
- Submit to employers before on-campus interviews
- Accompany a request to a past or current employer or professor to write a letter of recommendation
- Reinforce a personal contact you have already established with a employer

How to develop a resume:

1. **Analyze the job description for skills and abilities** – Read through job descriptions for the skills and abilities that employers are seeking. Read through the descriptions and highlight the required skills, attributes and qualifications. Use these words in your resume.
2. **Create a list of accomplishments** – Take some time to think about your accomplishments: things you did well, enjoyed doing and were proud of. Include education/training, volunteer opportunities, jobs, projects, school assignments, travel and group/team activities. Describe in detail what you did, who you did it with, what equipment you used and what happened. Quantify your results, if possible, and use commonly understood terminology.
3. **Analyze experiences for relevant skills areas**
4. **Write descriptive phrases** – Using action verbs, write short phrases to describe what you did that illustrates each skill. Be concise and specific. Arrange the descriptive phrases in order of relevance to the position for which you are applying.
5. **Choose the appropriate format** - There are several resume formats that suit individuals with different backgrounds with varying experiences. Choose the one that is best for you:

Chronological:

This type of resume lists your experience in reverse chronological order, starting with the most recent. You may arrange your headings in various ways, depending upon what aspects of your background that you wish to stress. This format works best when your work, volunteer, and academic experiences relate directly to the type of job for which you are applying. It is preferred by most business employers.

Skills/Functional:

This resume highlights your most important skills or functions. Headings are built around these areas. Job titles, employers and dates of employment are listed in a brief section at the bottom of the page. This format allows you to highlight skills, knowledge and relevant abilities to the position regardless of where and when you obtained them. It works well when your work experience is not directly related to your career goal, you are entering a job market for the first time, or you are making a career change.

Hybrid:

This resume combines both the chronological and skills resumes. It allows you to maintain the popular chronological resume while including a summary of your skills. It can be organized in a number of ways, but most hybrids start with a skills summary followed by a list of experiences with descriptions in reverse chronological order.

RESUME DO'S & DON'TS

Do:

- Use good quality paper (at least 20 lb. bond) paper
- Use a readable font and print on laser printer
- Be specific in your objective, if you use one
- Emphasize results produced, significant achievements, recognition from others
- Quantify when possible and use specific examples
- Check the spelling of every word; make sure grammar and punctuation are correct
- Have someone else proofread your resume
- Get feedback from several people
- Begin phrases with action verbs such as “developed,” “originated,” “led,” etc.
- Be truthful about your accomplishments
- **Keep your resume to one page unless you have extensive experience related to your job objective**

Don't:

- Use resume templates (i.e. Resume Wizard). It is difficult to adjust sections and your resume looks like all other candidates who used the same template
- Begin phrases with “I” or use complete sentences
- Include personal information such as marital status, social security number, age or national origin
- Use flashy graphics or colored paper
- Mention controversial activities or associations
- List unrelated, detailed duties such as “opened mail” or “filed documents”
- Exaggerate your experience

- Use meaningless words or phrases such as “seeking a challenging position” or “seeking a position working with people”
- Start phrases in the experience section with “my responsibilities (or duties) included”
- Use abbreviations

REFERENCES

Because it is assumed that a candidate will furnish references upon request, it is unnecessary to put “references available upon request” at the bottom of your resume. However, when an employer does request references, include them on a separate piece of paper with current contact information (names, titles, addresses, phone numbers and e-mail) of 3 to 5 persons who have agreed to provide recommendations for you.

Some suggestions relating to selecting and working with your references:

- **Always ask the person's permission** to use him or her as a reference. Do not assume that the person will be willing to recommend you. This courtesy is appreciated and may avoid later embarrassment -- or a negative reference. "*Would you be comfortable giving me a strong recommendation?*" opens the subject. Be prepared to hear a "no" or to deal with some reservations.
- **Give the person providing the recommendation a copy of your current resume.** In many cases, he/she will know you in only one context (in the classroom, as an advisor, as a supervisor in a work situation). The reference may be stronger if the person has fuller knowledge of your other accomplishments.
- **Discuss with the person the type of position you will be seeking or share descriptions of specific positions for which you are being considered.** If there are particular skills or information you hope he or she will include in the reference, mention these.

SENDING RESUMES & COVER LETTERS ELECTRONICALLY

To send your resume as an attachment:

- Create your resume using a common word processing program
- Give the document a name the recruiter will associate with you (i.e. MillerJennifer.doc)
- Be absolutely sure your document is free of viruses. Send it electronically to a friend to make sure it is easy to open, the formatting stays correct, and the document is virus-free.

To send your resume in the text of the e-mail message:

- The cover letter should appear first, above your resume
- Do not use bold, underlining, bullets, distinctive fonts, colored text, or html codes. Use asterisks (*), plus signs (+), dashes (-), ALL CAPITAL LETTERS, and combinations of these to highlight text.
- Align all text to the left margin
- Using your word processing software, select “File-Save As” and change the “file type” to “text only.” Name the resume version something such as “resume text version.”
- Re-open your text version and view the differences. The text version is now ready to e-mail or paste into a web-based form.
- Send it electronically to yourself and to a friend with a different e-mail system to see how it will look
- Text resumes look plain and ordinary, but employers are used to this

To make your resume scannable:

Some large employers utilize resume database tracking systems. They scan incoming resumes into a database (sometimes letters, too) and when they have openings, they can retrieve resumes using relevant keywords.

- It's okay to ask the employer if you should provide a scannable resume. Some companies will indicate on their website if they scan resumes
- Include industry or job-specific keywords, especially relevant skills, understandable abbreviations, major, specific fields of study, and experience
- Use 10 to 14-point font size
- Do not use italics, underlining, fancy fonts, bullets, and multiple columns.
- Use spacing or ALL CAPITALS for emphasis
- Do not center text

RESUME COMPONENTS

COMPONENT	BASICS	COMMENTS
Identifying Data	Name, address, e-mail address & phone number (include area code and zip code) - Put at the top of the page	Be sure that any message on your personal answering machine is appropriate for a potential employer. If you have a personal webpage that you want employers to view, include its address here.
Education	Name of school, major, degree received, graduation date or expected graduation date	Honors and G.P.A. are optional. However, most businesses (especially consulting and accounting firms) want to see your G.P.A. If you have attended more than one school, list the most recent first. It is not necessary to list all the schools you have attended. Do not list high school. Additional training you have received may either go under this heading or under a separate one.
Experience	Paid, volunteer or military. Emphasize skills, abilities and accomplishments appropriate to the position for which you are applying. Note the job title, employer's name, location and dates of employment.	Experience does not need to be paid to be included here. Focus on achievements and contributions (i.e. a procedure you streamlined or a cost-saving suggestion you made)
Job Objective*	If used, this is a one line description of the type of position desired.	The job objective should follow your identifying data and be as specific as possible.
Skills & Abilities*	Foreign languages, computer skills, office skills, lab techniques or transferable skills not mentioned elsewhere in	These can be listed separately or combined under the heading "Skills & Abilities"

	the resume	
Languages*	Mention if you are fluent in a foreign language	If you understand a language, but are not fluent you still might want to mention it (i.e. Conversational Spanish or read and write French)
Activities & Interests*	In order of importance, list student activities, professional associations and committees in which you have participated. List any offices you have held and indicate the skills you used.	Include activities and interests that show leadership, initiative or pertain to your career interest.
Community Involvement*		If the setting is political or religious, you may want to use generic descriptions (i.e. Youth leader for church, Speech writer for City Council candidate). If substantial, these experiences may be listed under "Experience."
Honors*	Recent graduates and continuing students can include academic honors such as Deans List, honor societies and scholarships	These can be listed separately or as a subsection under "Education."
Research & Publications*	Briefly describe relevant research projects. List articles, papers or books that have been published.	
Travel*	Include this section if your career interest involves travel or knowledge of other cultures.	

**Optional components – use if appropriate for your background and the employers you're targeting*

VERB LIST FOR RESUMES & COVER LETTERS

<u>Management Skills</u>	<u>Communication Skills</u>	<u>Research Skills</u>	<u>Technical Skills</u>	<u>Financial Skills</u>
Administered	Addressed	Clarified	Assembled	Administered
Analyzed	Arbitrated	Collected	Built	Allocated
Assigned	Arranged	Critiqued	Calculated	Analyzed
Attained	Authored	Diagnosed	Computed	Appraised
Chaired	Collaborated	Evaluated	Designed	Audited
Consolidated	Convinced	Examined	Devised	Balanced
Contracted	Corresponded	Extracted	Engineered	Budgeted
Coordinated	Developed	Identified	Fabricated	Calculated
Delegated	Directed	Inspected	Maintained	Computed
Developed	Drafted	Interpreted	Operated	Developed
Directed	Edited	Interviewed	Overhauled	Forecasted
Evaluated	Enlisted	Investigated	Programmed	Managed
Executed	Formulated	Organized	Remodeled	Marketed
Improved	Influenced	Reviewed	Repaired	Planned
Increased	Interpreted	Summarized	Solved	Projected
Organized	Lectured	Surveyed	Upgraded	Researched
Oversaw	Mediated	Systematized	<u>More Verbs</u>	
Planned	Moderated	<u>Clerical/Detail Skills</u>	Achieved	
Prioritized	Negotiated	Approved	Expanded	
Produced	Persuaded	Arranged	Improved	

Recommended	Promoted	Catalogued	Pioneered	
Reviewed	Publicized	Classified	Reduced (losses)	
Scheduled	Reconciled	Collected	Resolved	
Strengthened	Recruited	Compiled	Restored	
Supervised	Spoke	Dispatched	Spearheaded	
<u>Creative Skills</u>	Translated	Executed	<u>Teaching Skills</u>	
Acted	Wrote	Generated	Adapted	
Conceptualized	<u>Helping Skills</u>	Implemented	Advised	
Created	Assessed	Inspected	Clarified	
Customized	Assisted	Monitored	Coached	
Designed	Clarified	Operated	Communicated	
Developed	Coached	Organized	Coordinated	
Directed	Counseled	Prepared	Demystified	
Established	Demonstrated	Processed	Developed	
Fashioned	Diagnosed	Purchased	Enabled	
Founded	Educated	Recorded	Encouraged	
Illustrated	Expedited	Retrieved	Evaluated	
Initiated	Facilitated	Screened	Explained	
Instituted	Familiarized	Specified	Facilitated	
Integrated	Guided	Systematized	Guided	
Introduced	Motivated	Tabulated	Informed	
Invented	Referred	Validated	Instructed	

CHRONOLOGICAL RESUME

Sally Hiu

5200 N. Lake Road

Merced, CA 95343

209-724-4200

shiu@ucmerced.edu

OBJECTIVE:

Seeking a laboratory assistant position in a microbiology lab

EDUCATION:

University of California, Merced

Merced, CA

B.S. Biological Sciences, minor in Arts

expected May 2012

G.P.A. 3.7

EXPERIENCE:

Kolligian Library, University of California, Merced
Assistant

Merced, CA *Student*
August 2009–present

- Assist patrons in locating reference material
- Locate library journals for interlibrary loan program

Bed Bath and Beyond

Fresno, CA

Front End Manager

June 2008–August 2009

- Promoted to Front End Manager from Sales Associate after 1 year of employment
- Trained new employees on cash register, return policy, bridal registry and customer service
- Worked 20 hours/week while maintaining strong academic record and course load
- Provided strong customer service in a busy retail environment
- Received 100% marks on 3 “secret shopper” visits

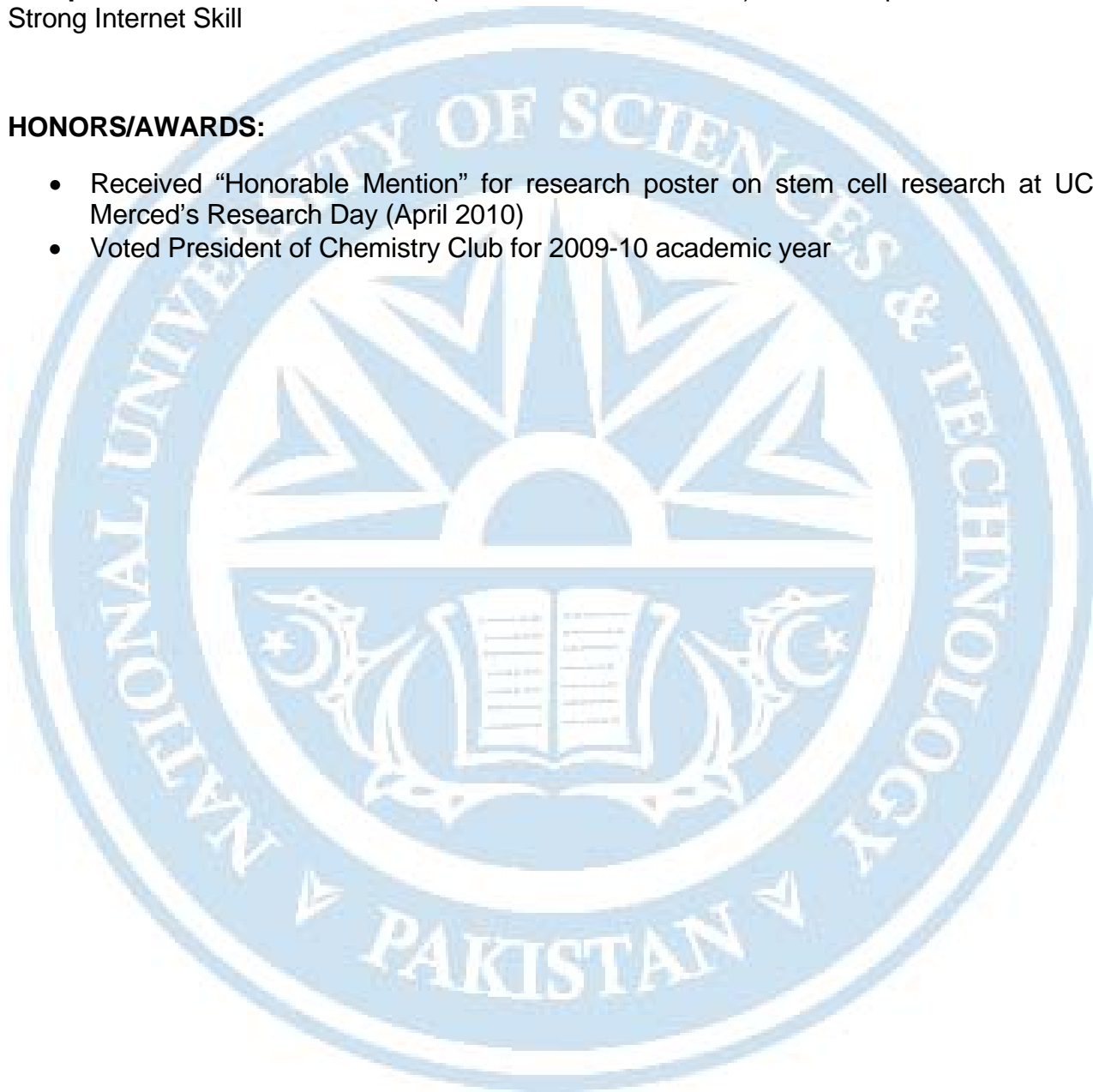
SKILLS:

Lab: Enzyme characterization, RIAs, ion-exchange chromatography, gel electrophoresis, media preparation, protein, assays, plasma preps, aseptic techniques, use of radioisotopes, HPLC, cell fractionation

Computer: Microsoft Office Suite (Word, Excel, PowerPoint), Photoshop, Dreamweaver, Strong Internet Skill

HONORS/AWARDS:

- Received “Honorable Mention” for research poster on stem cell research at UC Merced’s Research Day (April 2010)
- Voted President of Chemistry Club for 2009-10 academic year



CHRONOLOGICAL RESUME

David Gonzalez

dgonzalez@ucmerced.edu

School Address:

510 G. Street
Merced, CA 95348
(209) 742-2100

Home Address:

1300 Avenue 12
Madera, CA 93637
(559) 673-3200

OBJECTIVE

Seeking a co-op position in the field of nanobioengineering

EDUCATION

University of California, Merced

Merced, CA

B.S. Bioengineering

expected May 2012

Madera Community College

A.A. General Studies

May 2010

RELEVANT COURSEWORK

Algorithm Design & Analysis

Engineering Fundamentals

Physics

Chemistry

RELEVANT EXPERIENCE

Madera Community College, Technology Services

Madera, CA

Computer Lab Assistant

August 2010-May 2008

- Responded to students' questions and resolved problems in C, C++, and PASCAL

- Developed interpersonal skills and problem solving strategies while working with students from a wide range of backgrounds
- Maintained Technology Services website

COMPUTER SKILLS

- Software: ViewLogic Workview, Oracle, vx Works and Tornado
- Programming: Java, C++, Visual C++, HTML, LISP, MIPS assembly, VHDL
- Applications: Networking (Mosaic, Netscape, FTP), Database (SQL, dBase), Microsoft Word, WordPerfect
- Operating Systems: Windows 2000/NT/98/95/3.1, Unix (BSD, Solaris)



HYBRID RESUME

Mee Vang

209-724-8197

1245 R. Street

mvang3@ucmerced.edu

Merced, CA 95348

<http://www.meevang.com>

Objective

Research position in the field of developmental psychology

Summary of Qualifications

- Collaboratively worked on a team of 3 Graduate Research Assistants and 2 faculty members in the field of developmental psychology
- Undergraduate coursework in Research Methods and Probability & Statistics
- Proficient in Microsoft Word, Excel, PowerPoint, SPSS, Melvyl

Experience

Kaplan Test Prep

San Diego, CA

Teacher, S.A.T. Subject Test: Biology/Chemistry

Fall 2008 – Spring 2010

COMMUNICATION SKILLS

- Taught small groups of high school students with different learning styles and/or learning disabilities on the S.A.T. Biology subject tests
- Consistently improved S.A.T. test scores from onset of class to end of course
- Conversational French

LEADERSHIP SKILLS

- Voted Southern California Region Teacher of the Year
- Developed new curriculum that was approved for nationwide use
- Created fun and informative learning environment that motivated students to learn difficult concepts

University of California, San Diego, Center for Brain & Cognition

La Jolla, CA

RESEARCH SKILLS

Located 20 children with typical language development and children with language impairments for formal speech and language evaluations

Gathered and processed statistical data from participants that was ultimately used in a nationwide survey

Conducted literature review on the acquisition and development of language in children

Education

University of California, Merced

Merced, CA

B.A. Psychology

May 2011



REFERENCES

SHELLY ANDERSON

1032 R. Street, Merced, CA 95340 · 209.617.4457 · sanderson4@ucmerced.edu

REFERENCES

Deborah Smith

Director of Marketing

ADworks Corporation

2 Sacramento Plaza, Suite 2434

San Francisco, CA 94311

(415) 555-0477

deborah.smith@adworks.com

Philip Meyer, Ph.D.

Assistant Professor

University of California, Merced

School of Social Sciences, Humanities & Arts

P.O. Box 2039

Merced, CA 95344

(209) 228-7272

pmeyer@ucmerced.edu

WRITING THE COVER LETTER

Cover Letters for Advertised Positions:

1. **Research the employer** – Research the prospective employer’s organization to match your skills, abilities and values with that of the organization. In your cover letter, show why you are a good fit with the employer. Send the letter to a specific person whenever possible. If you don’t, the organization receiving the letter will feel little or no responsibility to respond.
2. **Analyze the job description** – Look for the duties and qualifications of the job and design your cover letter to match these as much as you can. Often job listings are very short and vague. In this case, draw from your research of similar jobs to infer what skills and abilities might be required.
3. **Analyze your background** – Think about your background in relation to the job duties and qualifications. Ask yourself “*What have I done that is similar to the duties of this job?*” Areas to think about are courses taken, classroom projects, past work experience, summer jobs, internships, volunteer experience, extracurricular involvement and travel.

COVER LETTER DO’S & DON’TS

Do:

- Use paper that matches your resume
- Write an original cover letter for each employer and position
- State in the first sentence why you are writing
- Show that you know your career goals, the position and the employer’s organization
- Demonstrate originality and enthusiasm
- Proofread for typos and accuracy
- Type or computer print envelopes
- Keep photocopies of all materials for your records
- Include a cover letter with every resume
- If a specific person alerted you to the job opening, include that person’s name and professional affiliation (i.e. *Professor John Doe of UC Merced’s School of Engineering suggested I contact you about your Sanitary Engineer opening*)

Don’t:

- Use the same generic cover letter for every job. Target each cover letter and resume to the position you are applying for.
- Make the letter more than one page
- Be long-winded; make your points succinctly
- Exaggerate your skills or experience

COVER LETTER - SUGGESTED CONTENT & LAYOUT

Name

Your return address

Your city, state and zip code

Current date

Person to whom you are writing

Title and department

Organization Name

Address City, state and zip code

Dear Mr./Ms./Dr. Last Name:

First Paragraph: In your initial paragraph, state the reason for the letter, the specific position or type of work for which you are applying and indicate from what resource (Career Center, newspaper, friend, etc.) you learned of the opening.

Second Paragraph: Indicate specifically why you are interested in the position, the company, its products or its services. Demonstrate your high level of interest and enthusiasm for the position by revealing the fact that you have researched their organization. This section of the letter, often eliminated by the naive letter writer, is the most important.

Third Paragraph: Refer the reader to the enclosed resume and/or application form that summarizes your qualifications, training and/or related experience. As a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have related work experience, point out the specific achievements or unique qualifications. Try not to repeat the exact information the reader will find in the resume, rather elaborate on points of interest to them.

Final Paragraph: In the closing paragraph, indicate your desire for an interview and your flexibility as to the time and place. Possibly repeat your phone number, although it is on your resume. Finally, close your letter with a statement or question, which will encourage a

response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. State that you will call to follow up on your letter (within ten days to two weeks) to discuss a possible appointment. Thank the person for his/her consideration.

Sincerely,

Your Signature

Your Name



RESUME & COVER LETTER WRITING ASSISTANCE

For more individualized attention with your resume and/or cover letter, make an appointment with a Career Counselor. We have the most up-to-date information on current practices because we hear directly from employers what they are looking for in candidates. Here is how the Career Services Center can assist you.

We can help you to:

- Identify skills and characteristics that employers value
- Choose the type/format of resume that best fits the job/industry you are applying for
- Make mundane tasks sound cool and relevant to your industry/field
- Emphasize accomplishments and results, not simply job responsibilities
- Focus your cover letter so that it is not “all over the map”
- Define the “audience” you are writing to
- And much, much MORE!!!

DROP BY THE CAREER SERVICES CENTER:

Monday-Friday • 8:00am-5:00pm

Kolligian Library • Suite 127

209.228.7272

Last modified 7/11

THE RESUME: YOUR 15-SECOND CHANCE TO

The resume is considered comparable to a formal document when used in the employment process. The employer uses it to judge qualifications and skills as they relate to an available position. Communicating information about yourself in writing reflects the type of person you are, e.g. your creativity, uniqueness, and motivation.

Consider your resume as a brief commercial. Your goal is to convince the reader (in approximately 15 seconds) to invest in what you have to offer. The resume can vary depending upon the style that you select. All resumes should contain certain basic information. Visit the “Career Path” website (<http://www.nust.edu/careerpath/>) for a sample resume for each NUST major. Here are a few guidelines to help you get started:

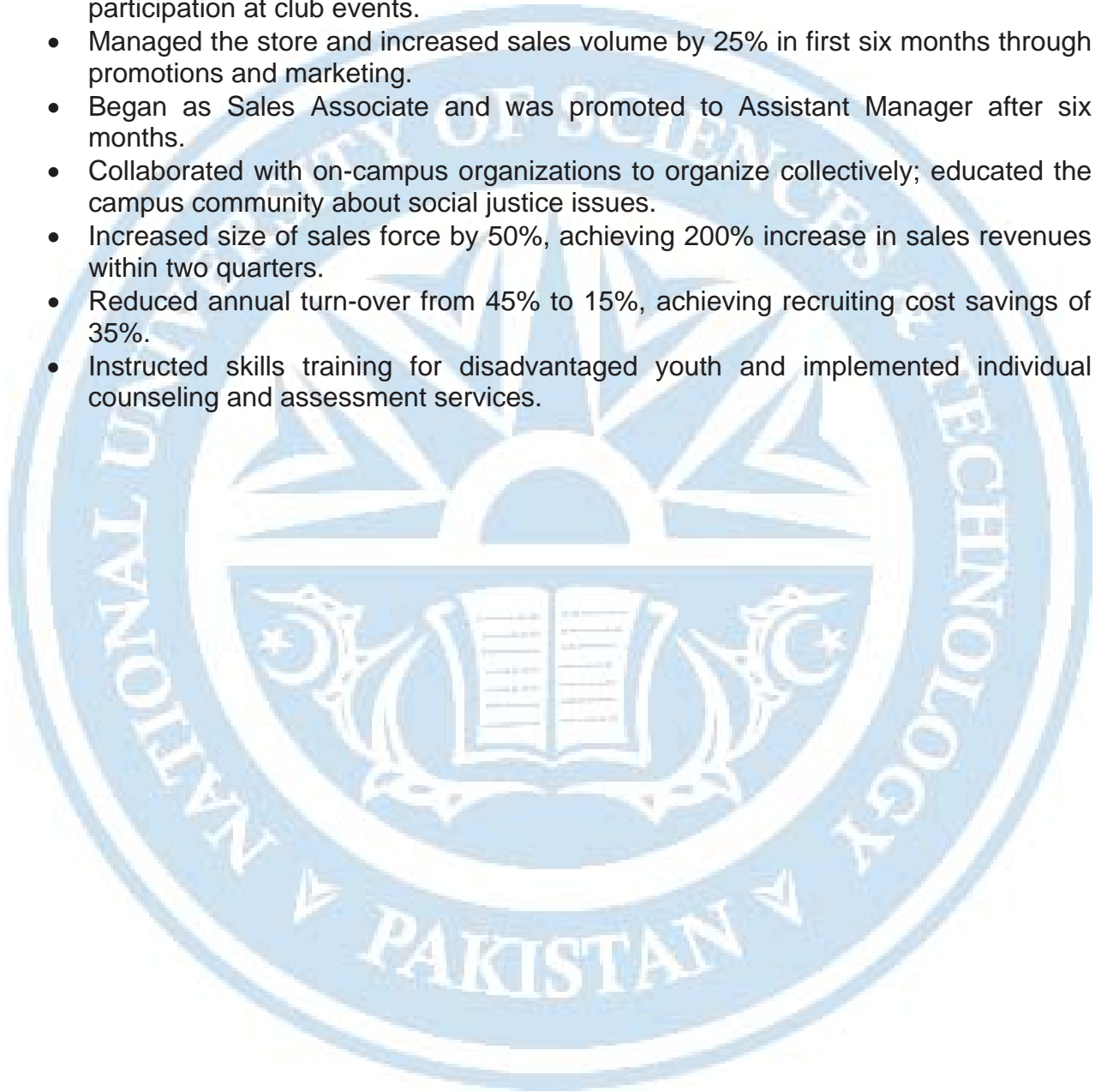
GENERAL GUIDELINES

- Every resume will and should look different – the resume is an evolving document that represents your individual professional experiences. It should be tailored to the specific position; play the match game.
- Create and order headings to showcase your skills, abilities, and experiences. Be consistent in format and style within and between headings.
- Keep in mind your audience (employer) – format your resume so he/she will be able to quickly see your qualifications; focus on what the employer cares about.
- Most entry-level candidates should have a one-page resume, but this will depend on the amount of experience you have. If needed, you can use as small as a 10.5 pt. font (but nothing larger than a 12 pt.) and margins as little as half an inch.
- Make sure you proofread your resume – have someone else read it over also.
- You may have more than one resume – each one geared toward a different objective.
- List the most important items first (e.g., categories, bullet points); when items are dated, list them in reverse chronological order.
- Quantify your results; include numbers and figures (e.g., percentage increased by) whenever possible.

EXAMPLES OF AN ACCOMPLISHMENT-ORIENTED STATEMENT

- Coordinated individual programming and behavior modification to children who are developmentally challenged.
- Observed 15-20 students from diverse backgrounds in the classroom to count and chart behaviors.
- Spearheaded publicity and facilitated campus meetings via advocacy actions such as letter writing and media activity.
- Completed an original research project on anger management and self-awareness in adolescents that resulted in a report and presentation to the principle investigators.

- Accurately entered confidential patient data and improved data management in the department.
- Wrote movie, theater, and restaurant reviews for the weekly student-run newspaper.
- Designed a homepage and electronic mail distribution list, including information on all of the upcoming events; efforts resulted in a 25% increase in member participation at club events.
- Managed the store and increased sales volume by 25% in first six months through promotions and marketing.
- Began as Sales Associate and was promoted to Assistant Manager after six months.
- Collaborated with on-campus organizations to organize collectively; educated the campus community about social justice issues.
- Increased size of sales force by 50%, achieving 200% increase in sales revenues within two quarters.
- Reduced annual turn-over from 45% to 15%, achieving recruiting cost savings of 35%.
- Instructed skills training for disadvantaged youth and implemented individual counseling and assessment services.

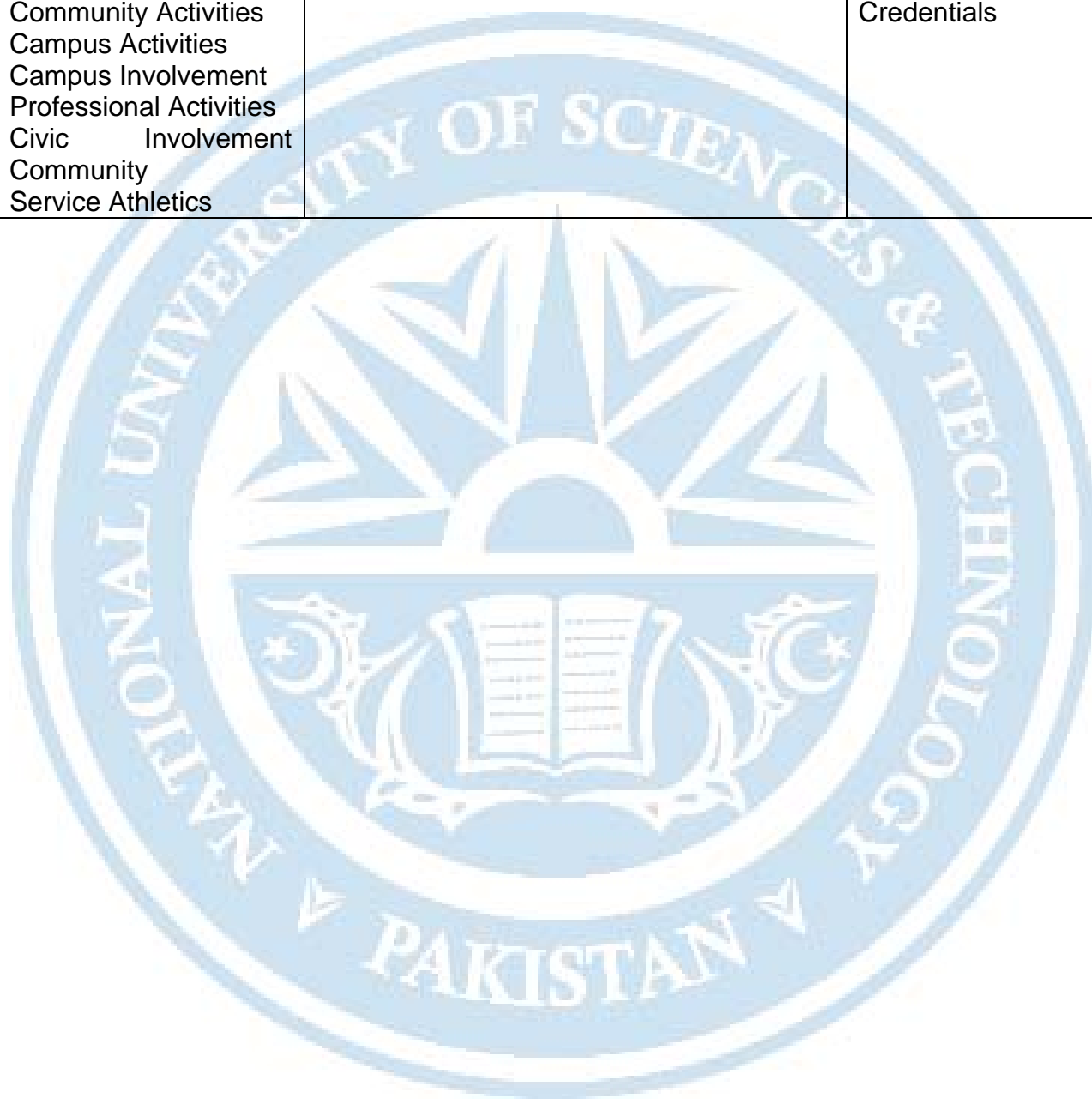


ALTERNATIVE RESUME HEADINGS

Following are alternate headings you might use in your resume. This is not an exhaustive list. Be creative in developing yours.

<p>Objective (optional) Career Objective Employment Objective Job Objective Professional Objective Career Interest Career Goal</p>	<p>Special Skills and Training Certifications Endorsements Language Competencies Special Training Areas of Knowledge Areas of Expertise Professional Skills Technical Tools Computer Competencies Computer Experience</p>	<p>Honors/Awards Awards Distinctions Special Honors Citations Scholarships College Awards Community Honors</p>
<p>Education Academic Background Academic Training Educational Experience Educational Preparation Relevant Coursework</p>	<p>Professional Memberships Professional Affiliations Societies Memberships</p>	<p>Military History Armed Forces Military Experience Military Service</p>
<p>Course Projects Special Projects Relevant Course Projects</p>	<p>Publications Referenced Publications Juried Articles Writing Experience Current Research Interests</p>	<p>Travel Experience Abroad Foreign Travel International Experience International Relations</p>
<p>Work Experience Employment Experience Highlights Professional Background Practicum Experience Professional Work History Career-related Experience Additional Experience Part-time and Summer Work Sales Experience Teaching Experience</p>	<p>Presentations Papers Conference Presentations Exhibits Recitals Concerts Juries</p>	<p>Interests Additional Data</p>

Experience Writing Experience Research Experience School Employment Internship		
Activities Political Activities Community Activities Campus Activities Campus Involvement Professional Activities Civic Involvement Community Service Athletics		References Recommendations Credentials



DOES MY RESUME MAKE THE GRADE? Compare your resume to these criteria and find out!

Resume Criteria		Meets Criteria?		
		Yes	Yes but could be improved	No
Presentation/Format				
•	Easy to read; not too crowded			
•	Ordered effectively – most important categories/information are listed first; reverse chronological order is used when items are dated			
•	Length (one full page ideal; if two pages, the resume is a full two pages)			
•	Standard fonts of 10.5 pt. or larger are used, but no larger than 12 pt.			
•	Uses consistent formatting (i.e., bolding all job titles, listing all dates the same way)			
•	Use of resume template is not obvious; resume is tailored to the individual			
•	Strengths are clearly highlighted			
Grammar/Spelling				
•	Error free and consistent use of grammar (i.e., periods or no periods at the end of phrases)			
Objective				
•	States position and industry sought			
•	Focuses on candidate's strengths and employers' needs			
Education Section				
•	Includes NUST, degree, anticipated graduation date, major, minor or relevant area of focus			
•	Includes only relevant educational experiences (typically high school and transfer institutions are not included); if multiple schools are included, they're listed in reverse chronological order			
•	Overall and/or major/upper class 3.0+ GPA included; select honors may be included			
•	Includes work statement, if applicable (i.e., Worked 20 hours/week as a full-time student)			
•	Lists a few, select relevant courses, if applicable			
Experience Section(s)				

•	Relevance of each experience and how it supports the objective is clear (i.e., not just a job description or list of responsibilities but detailed accomplishments, strengths and skill development)			
•	Bullet point descriptions begin with strong action verbs and use the correct/consistent tense			
•	Proper format – includes job title, employer/organization, dates, city/state			
•	Relevant/similar experiences are grouped together (i.e., separate sections for Relevant Experience and Other Experience) and may include paid and non-paid experiences (e.g., volunteer, internships, campus involvement); within each section, information is in reverse chronological order			
Skills Section				
•	Relevant skills (e.g., transferable, technical, field-specific) are highlighted, possibly subcategorized			
•	Listed skills are backed up/proven throughout resume			
Resume Content				
•	Content is relevant; supports objective			
•	Strengths and value to offer employer are clear and supported; focuses on the employer's needs			
•	May include a Summary of Qualifications or Highlights section			
•	Additional categories / information (e.g., Honors, Activities, Leadership, Professional Memberships) are included, if applicable			
•	References are not listed in the body of the resume			

CURRICULUM VITAE

Curriculum vitae (Latin for “course of life”) are a job search tool used in place of a resume for persons seeking academic positions, some administrative positions in higher education, and the professions (medical doctors, psychologists). Resumes, in contrast, are used by practically everyone else.

Commonly referred to as a vitae or a CV, a curriculum vitae is a comprehensive biography of educational and professional experiences. CVs for recent PhDs are usually two to three pages long, and CVs for PhDs with professional experience can be up to six pages (or more) in length.

Remember to include all relevant information that would support your candidacy for a position. Some categories to consider include:

- Identifying Information
- Career Objective
- Educational Background
- Dissertation Summary
- Academic Honors
- Professional Experience:
 - Teaching
 - Research
 - Administrative
- Academic or Professional Service
- Professional Associations and Memberships
- Credentials
- Publications
- Presentations
- Areas of Expertise
- Teaching or Research Interests
- Service and Committee Assignments

As with resumes, there is a great deal of freedom in the category headings which can be used to present information.

For additional information, speak to a career specialist or check out these websites:

- The Curriculum Vitae Handbook, by Rebecca Anthony & Gerald Roe(Career Services Center reception area, Math/Psych 212)

- The Global Resume and CV Guide
- Creating and Maintaining Your CV <http://chronicle.com/blogs/profhacker/creatingmaintaining-your-cv/26887>
- Free Sample Curriculum Vitae http://www.quintcareers.com/vita_samples.html



PROFESSIONAL PORTFOLIOS

Portfolios are not just for art-related majors – everyone can use a portfolio to document their accomplishments and contributions.

A portfolio is a collection of “show and tell” items which are presented to an employer during an interview to visually demonstrate your skills, experiences, qualifications, and accomplishments. It provides physical evidence of your achievements. Presenting a portfolio will demonstrate that you are prepared and will also refresh your memory about which accomplishments, activities, and skills will be important to the interviewer.

A portfolio may especially be valuable if you are seeking a career in visual arts or writing where samples of your work are often requested. Students majoring in computer-related courses may also find it helpful to prepare a portfolio of programming projects which can demonstrate a degree of proficiency with different programming languages.

Below is a list of possible items/artifacts that could be part of your portfolio:

Professional Development

- Professional organizations to which you belong
- Your goals
- Reflection/professional statement of interests and goals

Past Work Experience

- Job descriptions
- Resume
- Records showing how your clients did after receiving your services
- Data (graphs, charts) showing your accomplishments/progress/work results
- Reports
- Performance reviews
- Letters of recommendation
- Business cards
- Photos of you at work or of your work environment

Skill Demonstration

- Examples of problem solving (figures or pictures showing improvements)
- Leadership (committees served or projects initiated)• Evidence of public speaking (speech outline, brochure for your presentation, photos of you at the podium)
- Writing samples (e.g., an excerpt from a paper or report)
- Documentation of computer skills (screen-shots of websites you've designed, desktop publishing documents, programming print-outs)
- Samples of art work

Achievements

- Award/Honors
- Letters of commendation or thanks
- List of professional accomplishments
- Newspaper articles in which you were mentioned

Education/Training

- Certificates, brochures, syllabi describing special training
- Instructor evaluations
- Transcripts
- Licenses
- Conferences and workshops attended (name tag, program)

*** A word of caution**

A portfolio should be used as a supplement to your explanations during the interview, and should be used only when appropriate, i.e. when relevant topics arise during the interview. If you have supporting documents to verify your expertise, then you might want to share this information. If you have questions about the proper way to use a portfolio, consult a career specialist in the Career Development Center.

COVER LETTERS THAT GET ATTENTION

Many employers still expect you to send a cover letter with your resume. It is required whenever you are not present to personally introduce your resume. To a large extent, securing an appropriate position is a challenge of communicating effectively.

Job-search letters should reflect sound writing practices and promote your candidacy. You must communicate your value to a prospective employer in an understandable, brief and positive way. The following guidelines should help you achieve these goals.

Purpose

- Introduces the resume; gets the reader excited to learn more about you.
- Allows you to target the information you present to an individual employer. Ideally, your resume and cover letter change and are tailored each time they are sent out.
- Serves as a writing sample.
- Allows you to personalize and convey enthusiasm and personality (but remember it's still a formal document – balance warmth with professionalism). The tone should mirror your style and the culture of your field.

Guidelines

- Cover letters should always be sent (emailed, mailed, faxed) to a specific individual (name and title when possible) whenever you're not there to introduce yourself in person.
- Keep it clear, specific, and concise (limit to one page) – long letters do not get read by busy employers. Be efficient in your use of words (e.g., “concluded” instead of “arrived at the conclusion”). After each sentence ask “So what?” from the employer's perspective – if you can't answer the question, remove it or reword it to make it meaningful.
- Do not just reiterate your resume – focus on only the most relevant details for that employer/position; make them want to see your resume for more information.
- Focus on the employer – what you can do for / offer them – not what this job will do for you; demonstrate you know about their priorities and concerns.
- Proofread – make it perfect; mistakes are easy to make, but will not be easily forgotten or overcome; don't trust grammar and spell check to catch all errors.
- Format – single space; do not go below a 10.5 point font size.
- Paper – use matching, quality, smooth, white or off-white, 8.5”x11” paper; laser print; send via a 8.5x11 envelope (unfolded and your resume) when possible.
- Keep copies of sent letters for your records.
- When emailing, you may attach your resume and cover letter as separate documents. Also, cut and paste your information into the body of your email message.
- What qualities do you want to emphasize? What benefits will you bring? What sets you apart?
- How are your previous jobs/experiences similar to the job you are seeking?
- What do you like about the prospective employer?

Structure

Your Contact Information

- Include your address, city, state, and zip code (you may also include your phone number and email).
- Don't use abbreviations (except for "P.O. Box" and two letter state abbreviations – e.g., "MD").

Date

- A line or two below your contact information; watch abbreviations.

Inside Address

- Employer's name (spelled correctly), title, name of organization, address, city, state, and zip code; check the company's website to find and/or confirm the contact information.

Salutation

- Address to a specific individual -- watch titles (i.e., use "Ms." for women, regardless of marital status).
- Use "Dear Employer:" if you cannot locate a specific individual to address.

Introduction (1st paragraph) – Why You're Writing

- Make sure it's immediately clear: (1) why you are writing, (2) the position you're applying for (include vacancy #, job # or code, if applicable), and (3) how you learned of the company or available position (e.g., by referral, website, or want ads).
- Demonstrate your knowledge of the organization (i.e., visit their website; find one thing that excites/impresses you about the organization and mention it to grab their attention and to demonstrate that you really want to work for their company).

Body (middle paragraph/s) – Why Hire Me

- State what you have to offer the organization and your relevant skills, education, and experiences (not just an unfocused laundry list). If they want it, let them know you have it. Use the language and key words the employer uses in the job advertisement.
- **Conclusion (last paragraph), Closing – Next Steps**
- When closing, use "Sincerely," or some other appropriate closing phrase; type your name four lines below closing, and sign in black ink. Note any enclosures such as a resume or reference sheet two lines below your name.

Cover Letter Resources

www.cover-letters.com/jobsearch.about.com/od/coverletters/Cover_Letters.htm
Letters for Dummies by Joyce Lain Kennedy (available in MP212)

Cover

Cover Letter: Application Letter

Structure your application letters with three or four paragraphs:

- Come to the point. Reveal your purpose and interest. Identify the position and your source of information. Introduce your themes.
 - Outline your strongest qualifications that match the position requirements based on the themes you selected. As much as possible, provide evidence of your related experiences and accomplishments. Refer to your enclosed resume.
 - Suggest an action plan. Request an interview, and indicate that you will call during a specific time period to discuss interview possibilities.
 - Express appreciation to the reader for his or her time and consideration.
-

(your address)

(date)

Ms. Susie Recruiter
College Recruiting Coordinator
Continental Industries, Inc.
2900 Essex Blvd.
Washington, DC 20210

Dear Ms. Recruiter:

I am applying for the web developer position that was advertised with NUST's Career Services this week. The position seems to fit very well with my education, experience, and career interests.

Your position requires skills in various types of programming and software used in web development. My academic program in computer studies emphasized C, C++, .NET, PHP, Visual Basic, Assembler, Java, and MSSQL. In addition, I have extensive experience with several software packages in web development, including Adobe Illustrator, Photoshop, After Effects, Dreamweaver, and Microsoft Visual Studio. My experience as a department computer consultant gave me exposure to both PC (Windows XP, Vista, 7) and Macintosh OSX platforms, as well as Microsoft Active Directory.

Additionally, I worked as a summer intern in computing operations for a major city newspaper where I gained knowledge of enterprise systems, content management systems, and e-commerce operations. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Continental Industries, Inc. Your firm has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at (410) 444-4444 or careerdevelopment@nust.edu.pk

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,
Sanya Vasquez

Cover Letter: Prospecting Letter / Letter of Inquiry

- Indicate your interest and reveal your source of information.
- Outline your strongest qualifications—focus on broader occupational and/or organizational dimensions to describe how your qualifications match the work environment.
- Do some personal marketing: Convince the employer that you have the personal qualities and motivation to contribute to the organization.
- Suggest an action plan. Request an interview, and indicate that you will call during a specific time period to discuss interview possibilities.
- Express appreciation to the reader for his or her time and consideration.

(your address and phone number)
January 12, 20XX

Mr. Mike Recruiter
Director of College Recruiting
East-Coast Mercantile, Inc.
1202 Somewhere St.
Baltimore, MD 21205

Dear Mr. Recruiter:

I read your company's description in NACE's Job Choices: Diversity Edition and would like to inquire about employment opportunities in your management training program. I want to work in retail management and would like to remain in the Baltimore area after graduation.

I shall receive my B.S. degree in media and communication studies this May. My interest in business started in Junior Achievement in high school and developed further through a variety of sales and retail positions during college. My internship with a large department store convinced me to pursue a career in retail. When I researched the top retailers in

Mid-Atlantic region, East-Coast Mercantile emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional environment I seek.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees, but they do not tell the whole story. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management. And my relatively extensive experience gives me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I shall call you during the week of January 23 to discuss employment possibilities. In the meantime, if you need to contact me, my number is (410) 222-1234 and my e-mail is sample@nust.edu.

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

Amy Chen (your signature)
Amy Chen



EFFECTIVE JOB SEARCH STRATEGIES

The process of searching for a job is really the process of selling yourself – convincing an employer to “buy” what you have to offer. To do this effectively, you’ll need to know what you’re selling (your skills, experience, education, interests, etc.) and who you’re selling it to (the position, industry, and type of employer you’re targeting). Next, you’ll need to come up with a good advertising brochure (your resume) and an effective sales strategy (job search techniques targeted to your field). Develop a detailed plan of action to include the following:

CAREER SERVICES CENTER RESOURCES

Books, eBooks, magazines and newspapers available in Math/Psych 212; careers.nust.edu; NUST’s online recruitment system (NUST); job fairs; on-campus interviews; employer information sessions; corporate visibility days; and individual counseling/advising. Also, on the CDC website, be sure to check out the online workshop on job search. Networking – The Career Services Center provides numerous opportunities to network with employers. Networking is one of the most effective ways to conduct a job search (see page 26-33 for more detail).

Use NUST to find job listings targeting NUST students and apply (full-time, part-time, on-campus, temporary, entry-level, experienced, etc), sign up for on-campus interviews, post your resume and view the calendar of events.

MAXIMIZING NUST

- Login in to your NUST account from our website or from my NUST (Topics > Jobs and Internships).
- Complete the profile section first and post your resume in the “documents” section of NUST (pending approval).
- Click on the “Jobs” and “NACElink” tabs to review and search all job listings.
- Additionally, you may want to set up Search Agents (under “Advanced Search”) to be automatically emailed when jobs meeting your set criteria are posted.

INTERNET JOB SEARCHING

- Job Listing Sites: Search the Internet for sites listing jobs for your geographic area, profession, or industry.
- Company/Organization/Agency Websites: Many list job vacancies, news of acquisitions and organizational growth.
- College Career Center and Government Sites: CDC’s site (careers.nust.edu) has many links.
- Resume Posting: NUST’s online resume database (NUST; search the Internet for other appropriate/secure sites).

EMPLOYMENT AGENCIES

Locate search firms, outplacement organizations, temp and temp-perm agencies, executive recruiters, staffing agencies, etc. in phone books and on the Internet. Read contracts carefully; you should never pay for these services.

JOB FAIRS

This is a great way to introduce your resume and yourself in person; always follow up with contacts after the fair. CDC hosts several fairs, co-sponsors off-campus fairs, and advertises many more fairs each year. See our calendars in NUST and on our website.

ORGANIZATION AND TRACKING YOUR JOB SEARCH

When conducting a job search, it is important to be organized. Use a journal or table to track where you found a job posting, who you called, emailed, met at a networking event, whether they replied back, or whether they supplied you with a lead to someone else. Here is a sample record sheet that you can setup in Microsoft Excel. It will help you to stay focused.

SAMPLE RECORD SHEET

Organization	Address	Contact Person	Phone	Email	Type of contact	Date of contact	Action Needed	Action Needed Date

YOUR GOVERNMENT JOB SEARCH

The federal government recruits and hires students and recent graduates interested in careers in public service. These job openings will be in many different career fields and at a variety of government agencies.

When applying for a federal government position, it is important that you start early and have a strategy.

First, identify your strengths and skills and determine which agencies you would like to target keeping in mind that you, ideally, would like to work for an agency that fits or matches your unique skill sets.

For help identifying agencies that fit your interests and skills, check out:

Federal Jobs:

Search Google: www.jobz.pk/government-jobs/-
<http://www.bayrozgar.com>

Connect with the government agencies you are targeting while attending networking events sponsored by Career Services, such as career fairs, information sessions, on-campus interviews, and Corporate Visibility Days.

Network with recruiters and representatives from your targeted agencies at these events and you can also check LinkedIn (see the article on LinkedIn in this guide, pages 30-31, for more information) and the Professional Network (accessed from your NUST account).

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Tips on Writing the Federal Government Resume

Most government agencies will now accept a standard resume; however, applications tailored for specific jobs that are a good match for your skills and talents will be more successful than sending out a standard resume for many jobs. So, it is better to have a targeted position in mind. Be sure to tailor your resume for each position you apply for.

Tips:

Your employment section is most critical. You must go into detail and describe each position thoroughly.

For each position you are listing, include key words and core competencies to highlight your accomplishments. Keep the vacancy announcement in front of you while writing your federal resume as it will help to match your skills to the position.

Begin with a description of your duties using key words from the announcement.

Write your accomplishments in the active voice; for example: researched and developed vs. responsible for researching and developing (this is in the passive voice).

After summarizing what you did, state your key accomplishments. Follow the CCAR approach:

C (Context): What is the context?

C (Challenge): What is the challenge you handled?

A (Action): What action did you take to resolve the problem?

R (Result): What was the outcome?

Write a “compelling story” using CCAR. Be sure to include numbers and figures, and percentages where applicable.

- Using bullets are not necessary on the government resume.
- The rule about page length does not apply here—the more detail, the better.
- The typical length for a recent graduate should be between two to three pages

Example:

OPERATIONS MANAGEMENT:

Served as Operations manager for leading international provider of non-alcoholic beverages. Determined supply usage and demand and projected completion. Conducted daily inventories and projected demands based on customer usage data. Used Excel to graph and generate charts and diagrams. Calculated and presented usage reports to manager utilizing specialized formulas. Updated databases weekly. Implemented improved tracking procedures resulting in an increase of 30% on usage reports over a 90-day period.

Search for vacancies at the agencies you are targeting.

Use Pak-jobs.gov and the **Pathways** website (www.pak-jobs.gov/studentsandgrads/) for information on student hiring programs. The government now has two hiring programs for current students (the Internship Program) and recent graduates (The Pathways Program). Also, be sure to check for vacancies directly on the agencies' website as well.

Graduate Students should check out the PMF Program (Presidential Management Fellows Program). The PMF program is a two-year government-wide leadership development program for graduate and professional degree candidates. Upon successful completion of the program, participants will be eligible for conversion to full-time federal employment.

Students with disabilities might want to check out the Workforce Recruitment Program (WRP). The Workforce Recruitment Program for College Students with Disabilities, managed by The Department of Labor, is a recruitment and referral program that connects public and private sector employers nationwide with highly motivated current students and recent graduates with disabilities seeking summer or permanent jobs.

The WRP is run on an annual basis (Fall Semester) and requires an interview with one of our recruiters during an on-campus recruitment visit. If you are interested in this program, contact the Career Development's recruitment coordinator for more information.

Prepare for a Wait

It can take weeks to months before you will hear back about an application and there may be little or no communication from the agency. However, new federal recruitment procedures promise that your wait period should be shortened (with-in 80 days or less). But, don't let this deter you. Federal employment can be very rewarding. Good luck with your federal job search!

RESEARCHING COMPANIES ...WHY? WHAT? HOW

Why Do The Research?

- Researching companies is a critical part of the job search process and will help you to select employers that match your skill sets, work values and interests.
- Be better prepared to answer interview questions such as: Why do you want to work for our organization? What do you find interesting about our company? Why should we hire you?
- Be better prepared to ask good interview questions: You don't want to ask questions you can easily find the answers to on your own. To show you've done your research, lead off a question with something you do know.
- Researching the employer prior to the interview (e.g., when research is integrated into a cover letter or conversation), can demonstrate a sincere interest in working for that particular organization.

How Do You Conduct Research?

Visit the company's website, conduct informational interviews, access insider information on Vault's Career Insider employer database and online library, and utilize other additional resources on our website, careers.NUST.edu. See the list of "Job Search Websites" and "Links by Major."

WHAT SHOULD YOU RESEARCH?

Industry

Forecasts
Recent Events
Industry Leaders
Trends
History
Big Names

Job/Position

Educational Requirements
Typical Career Paths
Skills Needed
Job Titles
Typical Duties
Typical Salary

Company

Services / Products
Ownership (private, public)
Size (# of employees)
Structure (subsidiaries, etc.)
Financial Status (profits, etc.)

Recent Events/History
Big Names (owner, board members)
Competitors
Locations
Clients/Accounts
Public Image
Industry Rank

Career Insider..! Employer information, Job listings, Blogs, Online Career Library and more

All NUST students have access to exclusive insider information on more than 5000 companies, salary information, plus career advice articles and message boards on the Career Insider, powered by Vault.

Benefits of Career Insider:

- Learn about companies who hire in your major in the company profiles
- Read about various career industries and the latest developments in that field
- Rankings of various firms generated from company employees
- “Day in the Life” articles
- Sample resumes by industry
- Career Video Library
- Community discussion boards
- Career e-books
- Articles, blogs and news

Career Insider can help you to ultimately land that dream job. Access it from careers.NUST.edu. Login with your myNUST account to verify you are affiliated with NUST and then create a Career Insider account. Once you create an account you can bookmark/favorite the Career Insider login page for future use.

TIPS TO PROTECT YOURSELF FROM APPLYING TO FRAUDULENT JOBS

If it sounds too good to be true, it probably is...

We have seen an increased number of employers posting positions that seem to be administrative in nature; however, once the company is contacted, the description suddenly changes and the employer is offering to send a check for a significant amount of money...all you need to do is deposit the check and return a portion of the funds using a wire service. Think about it. Why would someone be willing to pay you to wire their money when they could do it themselves? Don't fall for it! Students and others should know the only reason someone needs YOU to cash their checks and wire money is because they have no bank account or assets and the check/money order is no good. Ignore these types of opportunities!

Sites to help you evaluate the validity of an organization:

www.ripoffreport.com

www.bbb.org/us/consumers

www.hoovers.com

www.anywho.com

Avoid applying for positions that have these fraudulent job red flags...

- You must provide your credit card, bank account numbers or other personal financial documentation.
- The posting appears to be from a reputable, familiar company yet the domain in the contact's email address does not match the domain used by representatives of the company.
- The job posting includes many spelling and grammatical errors.
- You are offered a large payment or reward in exchange for allowing the use of your bank account.
- The position description neglects to mention what the job responsibilities actually are and instead focuses on the amount of money to be made.
- The employer responds to you immediately after you submit your resume. Typically, resumes sent to an employer are reviewed by multiple individuals or not viewed until the posting has closed. Please note this does not include an auto-response you may receive acknowledging receipt of your resume.
- Review the company's website. Scammers often create quick basic WebPages that seem legitimate at first glance; however, the page may contain only information about the job and little or nothing about the company itself.

Identity Theft

When someone else uses your name, Social Security number, bank account number, credit card number or other personal identifying information to commit fraud, it is called "identity theft." The imposter may open credit accounts, obtain a driver's license or apply for insurance benefits in your name and create havoc with your personal finances. While

identity theft is a crime that can be prosecuted, the thief is often difficult to track. It is important to act quickly and assertively to minimize the damage to your credit history. Visit the Maryland Attorney General's website for tips on managing identity theft: www.oag.state.md.us/Consumer/edunit.htm



Need a job? There's an app for that!

Check out the following FREE career-related apps for your phone...

Android Apps

<http://jobmob.co.il/blog/android-job-search-apps/>

LinkUp Job Search Engine:

- Job postings found on company websites

LinkedIn:

- Job search & networking

JobTweet Job Search:

- Through Twitter

FindItNear:

- General job search
- Jobs within your radius

TimesJobs Job Search:

- Jobs in India

Indeed:

- General job search

JobFinder:

- General job search

HireADroid:

- General job search

Job Compass:

- Jobs within your radius

iPhone Apps

<http://jobmob.co.il/blog/iphone-job-search-apps/>

iPakJOBS:

Government positions

LinkedIn:

Job search & networking

Cardmunch:

Convert business cards to typed contact records

Real Time Jobs:

Through Twitter

LinkUp Job Search Engine:

Job postings found on company websites

Internship Seeker:

Internship search

REQUESTING PROFESSIONAL REFERENCES AND LETTERS OF RECOMMENDATION

References for (Your Name)

Name
Title
Company
Company Address
Daytime Telephone
Email

(List three or four professional references. You may also add how long you have known this person.)

When preparing for your job search, ask at least three individuals if they'd be able to serve as a good reference to be listed on your reference list, and/or if they would possibly write letters of recommendation. Your references should be professional, coming from those who have first-hand knowledge of your skills and abilities, such as faculty and job or internship supervisors.

FOR PROFESSORS

Provide your professors with the following information:

1. Your full name and contact information
2. Your major and grade point average (3.0 or above)
3. The courses you have taken with the professor, dates you took the courses, and the grades
4. A list of your strengths, accomplishments, papers, presentations, grades, and internships
5. Summary of the courses you have taken that relate to your major
6. Your skills and abilities as they relate to your career objective
7. The purpose for which you intend to use the letter/reference
8. Your resume, and a list of any extra-curricular activities, volunteer experience, full-time, part-time, and/or summer work

FOR EMPLOYERS

1. Your full name and contact information
2. The title of the position you held and the dates of employment
3. The purpose for which you intend to use the letter or recommendation and your current career objective
4. A list of the duties and functions you performed
5. A list of your specific strengths, accomplishments, and skills you developed while employed
6. A list of any honors, awards, or salary increments you received while employed
7. Your resume

Also, be sure to give the reference a time frame of when you will be conducting your job search and need the letters of recommendation. Keep your references updated on the progress of your job search and be sure to thank them for their support.



CORPORATE RECRUITING STANDARDS AND OFCCP REQUIREMENTS

WHY DO I HAVE TO APPLY ONLINE VIA THE COMPANY'S WEBSITE? CAN'T I JUST SEND IN MY RESUME?

Federal regulations from the Office of Federal Contract Compliance Programs (OFCCP) now require many employers to collect and track Equal Employment Opportunity data for all applicants. Due to logistical complications and often sheer volume, many employers are now only able to accept applications via their websites, which allows them to take advantage of their centralized applicant tracking systems. While this may appear (and actually be!) cumbersome to job applicants, you must carefully follow employer instructions if you want to be considered. So don't necessarily interpret an employer's mandate to "go to our website" or "apply online" as disinterest; it's most often simply a company's policy developed to meet federal requirements and is being fairly and consistently applied to all applicants. So why even meet with employers in person nowadays? Job fairs and other networking events still offer great opportunities to sell yourself in-person, learn about the company and their opportunities, ask key questions that can help with the online application process (i.e., What resume format works best with your system? What skills does your company value most? When should I follow up? What department has current/anticipated openings?) and face-to-face interaction gives you an advantage.

TIPS FOR APPLYING VIA A COMPANY'S WEBSITE

So you've been instructed to apply through the company's website. How do you make your resume stand out?

- **Key Words** – many employers utilize candidate contact management systems that allow for key word searches (a good reason to include key course titles and skills sections); use the words/language in the job ad as your model.
- **Be Thorough, Follow Directions and Proofread** – enter correct data in the correct fields; complete all fields, even those that aren't required (including any optional assessment tests); spell and grammar check, if possible.
- **Tailor the Application** – as with all aspects of the job search, you're most effective if you tailor your information to the position.
- **Comments** – many online applications have a catch-all section of this sort; use it to include information you're unable to include elsewhere (e.g., a skills inventory, professional organization involvement, remarks that show you've researched the company/industry).
- **Follow Up** – email or call the recruiter after completing the online application.

EFFECTIVE JOB SEARCH NETWORKING

Networking can be one of the most effective job search techniques that you can use when seeking employment. The Pakistani Department of Labor estimates that 70 percent of all job connections are made through personal networking. You have probably heard the term “networking,” but may not know exactly what this means. Unfortunately, many students don’t understand this technique or are a bit intimidated and as a result don’t include it in their overall job search strategy.

WHAT EXACTLY IS JOB SEARCH NETWORKING?

Networking is the process of making personal and professional connections and building relationships over time. You already have a network of people that includes family, friends, friends’ parents, faculty, staff, as well as work and club/organization associates. Effective job search networking is about intentionally making contact with people you already know (and eventually others you don’t currently know) to gain advice or information that can help you in your job search. Put simply, **job search networking is the process of having intentional conversations with people in order to: 1) gain information about potential employers, 2) uncover job openings, and 3) get personal referrals to other people who might provide information or job leads related to the career you are pursuing.**

Networking is NOT contacting everyone you know and asking them for a job. This approach makes most jobseekers and the people they contact feel uncomfortable. Most of your contacts probably don’t have a job for you, but what they do have is valuable information that can help you identify posted openings. They can also help you uncover openings that are never listed anywhere, from what is called the hidden job market. It is helpful to clearly tell those that you contact that you don’t expect them to have a job for you, but rather you are seeking information and advice and that you hope that they will keep you in mind later if they hear about positions that might match your qualifications. **Job search networking IS about making and building professional connections and relationships related to the career you are pursuing.**

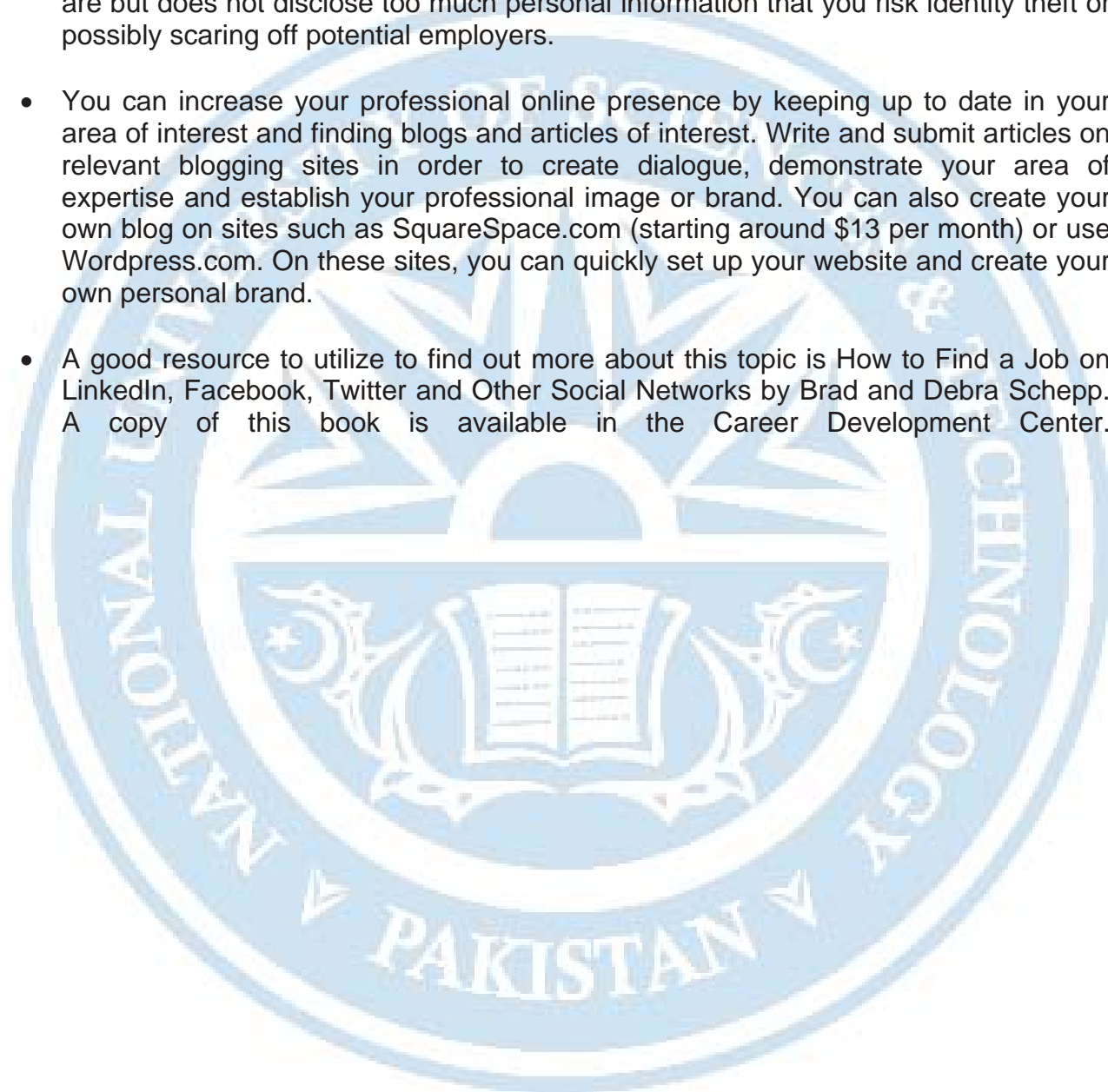
How can you start to build your professional network?

- **Informally, wherever you are:** You should be taking the opportunity to let others know, in the normal course of daily interactions and events that you job searching. Be ready to tell others about your skills and talents and the type position you are looking for. Be ready and comfortable to spark up interesting conversation and to listen for advice. This type of networking can take place at family gatherings, appointments with your doctor or dentist, conversations with other students at social events, academic department social gatherings, or even in what might seem like unlikely places—in the checkout line or at the gym. You never know who or what someone knows related to your career path. Promptly follow-up on information you learn and with individuals recommended to you.

- **At departmental, campus, and Career Development sponsored events: NUST** students have many opportunities to interact with faculty, staff, alumni, and employers. For example, faculty bring in guest speakers to classes, departments host socials and other events, and the Career Development Center offers several networking events (see events at: careers.nust.edu/news_events/calendar.php). Just like with informal networking, you never know who you might meet at these events. You should be ready to talk about your skills, strengths, and the type of position you are seeking. Do your research ahead of time about the organizations or guest speakers so that you are prepared to ask engaging questions and start conversations during social hours or open networking time. Always follow up with a quick email or thank-you to those who share information, or job leads. Remember, your goal is to make a good impression, be remembered, and thought of if and when individuals hear about job openings that match what you are seeking.
- **Through professional associations:** Just about all occupations have some sort of professional association or group. See the Career Development Center website for a list of associations by major, careers.nust.edu/students/major_sheets/links.php. National associations, usually have regional groups and/or meetings. National and regional gatherings can be excellent places to meet individuals who have information about your career choice, learn about potential employers, and gain information about current openings in the area. Most associations have sections of their websites related to employment. Frequently local or regional groups have list serves or other mechanisms for sharing job openings. Learn more about volunteering at association events. At meetings, be prepared to talk about your skills, interests, and the type of position you are seeking. Collect business cards and be sure to follow up with individuals for more information and leads.
- **Professional Network (ProNet):** The Career Development Center and Alumni Services have launched an online networking program. Through your NUST account, you will be able to view a list of all mentors (NUST alumni and employers) who have volunteered to be part of the Professional Network. You will be able to select a mentor who can support your career exploration, academic development and help you to develop important networking skills
- **Online networking:** Making connections online can be an effective networking strategy. Professional associations related to your chosen career may have blogs, listservs, message boards, and chat pages for you to join on their website. Keeping an eye on these sites will update you with the most current information about the field, including hiring trends, and job leads.
- **A word of warning!** It is important to be aware of your online presence while using online networking tools. Your contact information should be accurate, but make sure that you do not have information or content online that you wouldn't want a potential employer to see. Clean up your online identity by setting accounts on social networking sites to private and/or removing questionable material, such as blog entries, photos, quotes, comments, and applications. Be sure to present a positive

image to those who may be looking at your online profiles. You may want to Google your name to see what results are generated and adjust your privacy settings on the sites accordingly.

- You can monitor your online presence on sites such as Namecheck.com. Remember, your online presence conveys who you are – make sure you are projecting a professional brand. Be careful that your online image is true to who you are but does not disclose too much personal information that you risk identity theft or possibly scaring off potential employers.
- You can increase your professional online presence by keeping up to date in your area of interest and finding blogs and articles of interest. Write and submit articles on relevant blogging sites in order to create dialogue, demonstrate your area of expertise and establish your professional image or brand. You can also create your own blog on sites such as SquareSpace.com (starting around \$13 per month) or use Wordpress.com. On these sites, you can quickly set up your website and create your own personal brand.
- A good resource to utilize to find out more about this topic is How to Find a Job on LinkedIn, Facebook, Twitter and Other Social Networks by Brad and Debra Schepp. A copy of this book is available in the Career Development Center.



HOW DO YOU MAKE INITIAL CONTACT WITH PEOPLE?

- **In person:** Whether you are at an informal event or in a more formal professional setting or at a scheduled event, you should be prepared to introduce yourself. You should also be ready to concisely present your interests and the strengths you want to use within various industries.
- **Initial emails:** A brief introductory email is a great way to make initial contact with someone to whom you were referred, or that you found through a social/professional networking site such as Linked-In. You should briefly state how you obtained the person's name and explain what type of assistance you are seeking. For example, start by naming the person who referred you. Then, if you wish to set up a 15-minute phone appointment to talk about opportunities for your major in the mid-Atlantic region, you should say that. Be flexible when arranging phone or in-person meetings—remember that this person is helping you, so work to accommodate his/her schedule. Always follow-up as arranged. If you don't hear back from someone, follow-up in a week. People are busy and emails do occasionally wind up in SPAM folders. But, don't be a pest—if they don't respond after two or three attempts, don't make further contact and don't take it personally.
- **Schedule phone appointments:** Arranging a time to talk by introducing yourself through email is helpful for a number of reasons. It is a low pressure way for you to make contact with someone you don't know. Also, email is less intrusive—especially if you are contacting someone for the first time. It can be awkward if you interrupt them while they are in an important meeting, for example. Some advice about phone appointments includes: Call from a quiet place where you have good cell phone reception—not while you are driving! Be prepared—have your initial introduction ready and a list of questions that you would like to ask (see sample informational interview questions on pages 32-33 of this guide). Finally, be sure to respect the time of the person. If you arranged for 15 minutes, stick to it. Always ask if you can keep in touch—and do so.
- **Thank you emails and notes:** Whenever you meet or talk with someone about your job search, send a quick thank you note. Include a quick reminder of where and when you met. Thank them for something specific that was helpful (info about an employer, job lead, or a referral). Finally, remind them of what type of position you are seeking and encourage them to keep you in mind if they hear about a position that might be of interest to you.
- **Ongoing contact:** Remember that networking is about making and building connections. You will develop different types of relationships with those in your network. Some contacts you will want to keep abreast of how your job search is going. You may do this by email and/or phone. Be sure to ask if and how contacts would prefer that you stay in touch.

Take the Next Step.

NUST's Division of Professional Studies, in collaboration with the Colleges and Departments, offers graduate certificate and degree programs that are designed to prepare you for new opportunities in high demand areas of study.

- Professional Master's
- Weekend and Evening Classes
- Online and Hybrid Courses

BIOTECHNOLOGY

Biotechnology Management
Regulatory Issues

SOCIAL SCIENCE

Geographic Information Systems
Industrial/Organizational Psychology
Public Policy

PROFESSIONAL DEVELOPMENT

Business Analysis
English Language Training
Human Resource Management
Leadership and Management
Project Management

EDUCATION

Distance Education
Instructional Systems Design
Instructional Technology
K-12 Teacher Training
TESOL

ENGINEERING & IT

Cyber security
Engineering Management
Engineering Certification Prep
IT Certification
Information Systems
Systems Engineering

30-SECOND NETWORKING COMMERCIAL

Networking can be easy and more comfortable for you if you have a 30-second commercial prepared. Also known as an “elevator speech,” the commercial is your first chance to introduce yourself to someone and give them a short synopsis of your skills and experience with the goal of getting them to ask you for more information. Commercials are made to sell things, and you are marketing your strengths and talents to potential employers.

30-second commercials are good to use at networking or industry events as well as when talking to recruiters or hiring managers at career fairs.

Take the time to develop your script so that you are comfortable talking with anyone. Your speech should be memorable and effective and create interest on the part of the listener.

What are the Main Elements of the Networking Commercial?

By answering these questions, you can begin to craft your personal commercial:

- Who am I? What value do I bring? Identify yourself in terms of a job function or value you can contribute.
- What benefits might you bring to an organization, based upon your strengths and qualities and proven accomplishments?
- End your commercial with a question that will stimulate further action and/or referral

Creating Your 30-Second Commercial

Begin by answering the following questions:

Questions	Sample Answers
Identity: Who are you?	“I am currently a sophomore at NUST majoring in English. I have a 3.5 GPA and serve as the Editor of the campus newspaper, The Retriever Weekly.”
Traits: What are your best attributes?	“I am highly detailed and enjoy writing.”
Benefits: Why you?	“I have some relevant professional experience; I interned for the Washington Post for two summers as a copy editor. I was responsible for the formatting, style and accuracy of text submitted for publication.”
Intention: What are you looking for?	“I am seeking an opportunity with a travel magazine that will utilize my editorial and writing skills and enable me to travel.”

After you have engaged the person in dialogue, make sure that you thank the person for their time and information. If you would like another referral, you can ask the following:

“Would you happen to know of anyone who would be interested in hearing more about my strengths?”

Practice! The more you practice this and revise it to fit your style, the more effective it will become for you!

The Do's and Don'ts

of the 30-Second Commercial

DO:

- Focus on your strengths and assets that you would like to use in your career.
- Mention the type of industry with which you have an interest.
- Practice it so you can deliver it effortlessly while appearing natural and sincere.
- Be sure that what you're saying can be backed up with facts and results.
- Use your 30-second commercial when leaving voicemails for contacts and recruiters.
- Have more than one version. Different events and situations will require you to discuss different things.
- Ask if there is someone else that they would recommend that you also speak with regarding your interests.

DON'T:

- Use industry jargon or acronyms.
- Ramble. If you run out of things to say ask a question to the employer such as, “is there anything else you would like to know about me?” or “Would you like me to talk more about my experience?”
- Don't forget to ask for a business card, the name of a person you can follow up with, or advice for future action you should take.

LinkedIn.com 101

Pop quiz! Where can you showcase your skills and talent, connect with over 100 million professionals (and growing), control your online brand, learn about industry news, join groups, and be found and pursued for job opportunities that are relevant to you? The answer to all these questions is LinkedIn.com. Are you linked in?

If you do not currently have a FREE profile on the professional social networking site LinkedIn, what are you waiting for? Setting up your profile is easy because the site is very user-friendly and many of the features will be familiar to you if you are acquainted with Facebook or Twitter. For example, you can post statuses on LinkedIn about what you are working on or even link your Twitter account to LinkedIn to update automatically. You can also “follow” companies similarly to following your favorite celebrity on Twitter. If you need further help getting started beyond the instructions below check out this link for a short tutorial: learn.linkedin.com/what-is-linkedin/

Step #1: Provide your first and last name, email, and set up your password.

Step #2: Fill in your professional profile information. Feel free to reference your resume for the content but realize that it should not be an exact replica of your resume. Aim to use less than 2000 words and unlike a regular resume, it is ok to use the word “I.” This is the next-generation of your professional credentials. Here is a brief overview of some of the main sections:

- **Photo:** Your profile will not be complete until you add your picture. This helps people quickly identify and remember you.
- **Summary:** Your 30 second commercial. Summarize your experience, goals, background and interests in an impactful way that will engage the reader. Use your dependable strengths report if you have one.
- **Professional Experience:** Remember to use clear and concise accomplishment-oriented statements that highlight your dependable strengths. Tell a story which highlights the role you played in making successful projects happen and tell what the outcome was.
- **Recommendations:** The perfect place to collect and display endorsements from your supervisors, professors, and co-workers. This will lend credibility to your work and showcase why people love working with you.

Step #3 Start connecting to colleagues and friends. You will be astonished to see how many people you know are already on LinkedIn. You can search by your previous schools or places of employment as well as import your email contacts. Networking is critical to your career success! It is important to send a personalized message to a user that you want to connect to rather than using the default, “I’d like to add you to my LinkedIn network.” See *examples of sample LinkedIn invitations (next page)*. It’s important because you want to make sure the individual remembers you, knows your networking intentions, and is motivated to help you. Some key elements include

conveying something personal (mentioning a common connection, how or where you met the person), why you want to link up, and an offer of reciprocity.

- Don't be offended if someone does not accept your invitation. Everyone has the right to determine who they want to connect with and people may have different criteria for selection.
- On the other hand, some people's profiles will indicate they are LIONS, which stands for LinkedIn Open Networker and they will freely accept anyone. These individuals have determined that it is beneficial for them to have a more extensive network and do not mind if you don't know them personally.
- Lastly, if you are worried about receiving unsolicited and unwanted invitations from others you can change your setting to restrict who sends you an invite. Under your name on the top right, click "Settings," then "Email Preferences," then "Select who can send you invitations," and then choose whether you want to receive all invites/only those from people who you've imported from other contact lists (i.e., Outlook) and/or from only those who know you and input your email address. Remember to save the changes.

Professional Network in NUST

The Professional Network module in NUST allows you to search through a list of alumni and select employers who have offered their time as mentors. By using the Professional Network you will:

- Gain visibility and learn how to network with professionals in your industry
- Improve your professional communication skills.
- Compliment your academics with your professional development and real world experience.
- Learn about how to apply your strengths in a professional setting.
- Gain insight into your career field and industry that will help you make informed career decisions.
- Become more successful in your job search. Simply log-in to your NUST account and click on "networking" from the top menu to find potential contacts.

Sample invitation messages "Join my network on LinkedIn"

Ana, let's connect here since we're already connected in real life. It was great seeing you at the Animation Convention last week. I hope we can collaborate on a project soon. I'd also be happy to introduce you to some of my contacts in Maryland so feel free to reach out to me!

Mr. Bluth, it was a pleasure to be introduced to you at the NUST alumni event recently. It was great talking to you about the newest advancements and future trends in the mobile phone app industry. I'd love to stay in touch. I hope you'll accept my invitation to connect on LinkedIn.

Ms. Taylor, I recently heard you give a talk on networking at NUST's Career Week event. I appreciate the insights you shared and thank you for sharing your expertise. Could you help me build my professional network by accepting my invite? If there is any way I can help you in return, don't hesitate to ask.

Step #4 Start leveraging LinkedIn's resources to benefit your career! You can download the LinkedIn app to your iPhone or Android device to continue networking when you are on the go. Always be sure that your information is up-to-date.

Why should you join?

- It shows that you are plugged in to the latest technology.
- Your "Public Profile" will be shown to users not registered on LinkedIn that are "Googling" you, therefore you are controlling the information you want them to see. You can also personalize a "Vanity URL" which provides you with a custom web address for promoting your profile. This URL is part of your personal branding and can be included on resumes, business cards, email signatures, blogs, and portfolios.
- Research companies or perform blind, "reverse" company reference checks. Companies will typically check your references but have you ever thought to check theirs? You can also use this to look up the people you are going to be interviewing with or gauge the health of the company by scrutinizing the rate of turnover. Furthermore, once you have the job, you can look up your fellow employees' profiles to get to know them faster.
- There are many more advanced tools and uses for LinkedIn. We encourage you to explore it, or schedule an appointment to meet with a Career Specialist for further tips on how to use LinkedIn in your job search.

INFORMATIONAL INTERVIEWS

What Are Informational Interviews?

Informational interviewing is a process by which people who are making career decisions can gather information directly from experienced professionals and establish contacts in specific career fields.

Why Conduct Informational Interviews?

- To get valuable information for your job hunting and career planning.
- To learn about a particular organization, how you might fit in, and what problems or needs the employer has. Knowing these things will help you develop your qualifications towards the needs of the organization.
- To enlarge your circle of expert contacts in the area. REMEMBER, IT IS WHO YOU KNOW (OR GET TO KNOW) THAT OFTEN GETS YOU A JOB. It's never too early to establish contacts.
- To learn about yourself and about possible career options appropriate for you.

Who to Contact

Identifying who to talk to is often an obstacle. Look for those who:

- Work in settings you like and jobs that you would like to pursue.
- Work in career areas in which you are interested.

Where to Find These People

- Ask friends, family, neighbors, colleagues, former employers.
- Contact faculty, the CDC and NUST alumni.
- Call community service agencies, trade, and professional organizations.
- Scan the Yellow Pages, articles in newspapers, magazines, and journals.
- Attend meetings for professional associations in your career interest fields.

How to Arrange the Interview

1. Telephone, email, or write to explain your request and obtain an appointment.
2. Introduce yourself using a personal referral, if possible.
3. Explain your request to schedule an appointment for gathering information about their career. Indicate clearly that you are not seeking a job from them but merely conducting career research which will help you make better decisions.
4. Schedule a 30 to 60 minute appointment at their convenience.
5. If your intent is to make a personal interview appointment, do not let your phone call turn into the actual interview. Be sure and ask for directions and parking information.
6. Written requests for appointments are most effective if followed up by a telephone inquiry to confirm an appointment time.

How to Prepare

- Know your own interests, skills, values, and how they relate to the career field represented by the person you're interviewing.

- Read about the career area and the organization in which the person you'll be interviewing is working.
- Know exactly what kind of information you want by having a list of questions in mind.
- First, review materials in the CDC reception area, use FOCUS, Vault Career Insider's online career library or meet with a career specialist.

Sample Informational Interview Questions

- What skills and/or personal characteristics are important to do well in this job?
- What is a typical day like?
- What is the work setting like (i.e., quiet, busy, formal, group or individual work, etc.)?
- What do you like about your job?
- What do you wish you could change about your job?
- Is turnover high?
- What does the typical career path look like?
- What positions come after entry-level jobs?
- How common/hard is it to move up the ladder?
- Is much travel involved?
- If you could do it all over again, would you choose the same path?
- What kind of training/education is required (i.e., BS, MS)?
- What does the future of the industry look like? What changes do you see in the next few years?
- How competitive is this field?
- What should I do before I graduate to make myself marketable (i.e., internship, campus activities, certain classes, etc.)?
- How do I break into this field? Is there more than one path?
- What's the best way to look for a job/internship in your company/industry/field?
- Are there any professional organizations you suggest I join, websites I should check out, journals/books I should read?
- Do you have any special advice?
- Is there anyone else you would suggest I speak to?

For a complete list of questions to ask, see our website, <http://careers.nust.edu/cdc.php>

Tips for Handling the Informational Interview

- Dress as if it were an actual job interview. First impressions are always important.
- Get to your appointment a few minutes early and be courteous to everyone that you meet.
- Take the initiative in conducting the interview. You ask the questions; you interview the employer. Ask open-ended questions which promote a discussion.
- Once inside the organization, look around. What kind of working environment is there? Observe the dress style, communication patterns, sense of humor, etc. Is this a place where you would want to work?

REQUEST AN INFORMATIONAL INTERVIEW: SAMPLE LETTER / EMAIL

17822 Hyperlane Court
Baltimore, MD 21250
April 12, XXXX

Mr. John Planner
Manager, Research and Development
Q-Rad Corporation
42 Main Street
Baltimore, MD 21228

Dear Mr. Planner:

In my desire to find a good job fit for my skills and experience, I have researched several career path options and industries where I think I could make a contribution. This summer I will graduate from NUST with a degree in Physics and would like to talk to professionals working in the field to discover exactly what jobs are like from people who are doing them.

Your name was in a very interesting article I recently read in The Baltimore Business Journal on physicists working in the Baltimore area, and I am writing to you in the hope that you will be able to help me by either spending half an hour with me at your convenience or by referring me to someone in the area whom you would recommend.

I will call you within a week to arrange a meeting or to get your advice for a referral. I understand that you are busy, and I appreciate your help. I look forward to talking with you. I can be reached at (410) 555-1234.

Sincerely,
(Four blank lines for your signature)
Your name typed here

Follow-Up

- Evaluate your experience. How did you manage in scheduling and conducting the information interview? How sufficiently did you prepare? Did you get the information you sought? What information do you still lack? Do you need to interview more people in order to get more than one viewpoint?
- Follow-up with a thank you note. (See below for a sample.) You may decide to follow-up now or later with a resume and an application letter or form.
- Record the information that you obtained for future reference.
- Make appointments to interview the referrals.

THANK YOU LETTER AFTER AN INFORMATIONAL INTERVIEW

Thank you letters essentially consist of the following:

- Compliment their knowledge, expertise, helpfulness, and/or company.
- Define how the person helped you.
- Thank them for their lead and tell them how, when, and with whom you have met, contacted or plan to meet, and that you will let them know how it turns out.
- Say you will keep them advised of your progress.

Date

Name

Title

Company

Address

City, State, Zip Code

Dear Ms. _____:

Thank you very much for taking the time to meet with me on Thursday to discuss the professional growth possibilities in _____ industry. I was impressed by your knowledge of _____ and appreciated your insight regarding the ways I can use my skills to contribute to _____.

You gave me the name of _____ at _____ to contact and we have an appointment early next month when she returns from a business trip.

I will be in contact from time to time, to keep you posted on my career research and will bring a copy of my updated resume to your office as soon as it is ready. Thank you for your help and valuable information.

Sincerely,

(Four blank lines for your signature)

Your name typed here

DRESSING FOR INTERVIEWS AND THE WORKPLACE

The way you dress contributes to your image. Creating the right professional image is one of the ways to prepare for a successful interviewing experience.

Venturing into the world of work may be cause for a drastic shift from your current wardrobe. In most business and technical settings, when it comes to your appearance, conservative and conformity are the order. Each company will have its own guidelines, so it is important to know your future or potential employer before you meet them. How liberal or conservative is the dress code? Don't try to set any new standards, especially in the interview. The clothing you wear should convince the prospective employer that you will fit in. When in doubt, dress conservatively. For men and women, a suit is the best bet.

Some Guidelines...

For Men...

- A two-piece suit will suffice in most instances. Solid colors and tighter-woven fabrics are safer than bold prints or patterns.
- A tie with a simple pattern is best for an interview. (A tip for larger men: use a double Windsor knot to minimize a bulky appearance.)
- Wear polished shoes with socks high enough so no skin is visible when you sit down and cross your legs.

For Women...

- A suit with a knee length skirt and a tailored blouse is most appropriate
- Although even the most conservative organizations allow more feminine looks these days, accessories should be kept simple. Basic pumps, and modest jewelry and makeup helps to present a professional look.
- Pants are more permissible now but are not recommended for interviews. (Better safe than sorry.)

Need further proof?

Check out our Job Bound video "Dress for Success" available at careers.NUST.edu/workshops/

Staying Within A Budget

For recent graduates, just entering professional life, additions to wardrobes or complete overhauls are likely needed. However, limited funds can be an obstacle. Image consultant Christine Lazzarini suggests "capsule wardrobing." For example, by mixing and matching, she says an eight-piece capsule wardrobe can generate up to 24 ensembles.

Before shopping, Lazzarini advises establishing a budget, 50 percent of which should be targeted for accessories. For women, "even a brightly colored jacket could be considered an accessory when it makes an outfit you already have look entirely different."The most important piece in any wardrobe is a jacket that is versatile and can work with a number

of other pieces, according to one fashion expert. This applies to men and women. “If you focus on a suit, buy one with a jacket which may be used with other skirts or trousers,” says Gina Tovar, national women’s fashion director for Nordstrom’s Illinois Region, “then add a black turtleneck or a white shirt. These are the fashion basics that you can build on.” A navy or black blazer for men can work well with a few different gabardine pants. Although this kind of ensemble would be just as expensive as a single suit, it does offer more versatility.

One accessory recommended for interviews and meetings is a leather portfolio. “When I see one,” says one recruiter, “it definitely adds to the candidate’s stature. It is a symbol to me which indicates that the individual has done some research and is probably going to be able to give me whatever I ask for. In other words, it shows that he or she is prepared.”

A Final Check

And, of course, your appearance is only as good as your grooming. For interviews, especially, create a final checklist for yourself:

- Make sure your hair is neat
- Use makeup conservatively
- No runs in stockings and conservative color (and yes, you should wear them)
- Shoes polished (some suggest wearing sneakers on the way and then changing before you enter the interview site)
- No high heels over 1 ½ inches and no open-toed shoes
- Women should avoid excessive jewelry; men should refrain from wearing visible piercings
- No missing buttons, crooked ties, lint, or wrinkles
- Minimal perfume or cologne
- Clean finger nails with no chipped polish.

Dress Safe: Business Casual

If your work environment is business casual, visit the following websites for advice and examples of what’s appropriate:

http://humanresources.about.com/od/workrelationships/a/dress_code.htm

<http://jobsearch.about.com/od/interviewsnetworking/a/businesscasual.htm>

You want your experience and qualifications to shine. Your appearance should enhance your presentation, not overwhelm it.

INTERVIEWING TECHNIQUES

What Employers Look For In A Candidate

Before starting your job search, it's a good idea to do a thorough self-assessment. Be prepared to discuss your marketable traits and qualities. Below is a list of traits and qualities employers seek. Throughout the interviewing process, be sure to give examples that demonstrate which ones apply to you.

- Communication Skills
- Problem solving ability
- Energetic
- Good personal appearance
- Ability to establish rapport
- Ability to express oneself clearly, with good diction, grammar and voice quality; answer questions intelligently and concisely
- Good writing skills
- Clearly formulated career goals
- Enthusiasm and interest
- Confidence and poise
- Knowledge about the company and the position
- Critical thinker
- Self-starter
- Motivation
- Willingness to relocate
- Ability to work alone and with others
- Leadership ability
- Ability to understand and decipher information quickly
- Honesty and integrity
- Ability to analyze personal strengths and weaknesses
- Impressive scholastic record
- Participation in extra-curricular activities
- Employment experience and transferable skills
- Genuine interest in the work and the company

Preparing For The Interview

Below is an overview list of what to expect at a job interview and how you can prepare yourself for a positive interviewing experience. You can also check out our online workshop on interviewing at careers.nust.edu/workshops/interviewing/ and/or **schedule a mock interview** (practice) in the Career Development Center.

Before your interview:

1. Find out the exact place and time of the interview. Record the time, full name and address of the company and keep the notation with you. Take a practice run to the interview site beforehand. Make an effort to arrive ten to fifteen minutes early for the interview.
2. **Research the company** interviewing you
3. Wear professional business attire (the rule of thumb is to dress for the interview, not for the job).
4. Be friendly, honest and sincere, and you will always make a good impression. Show your enthusiasm for the position.
5. Relax! A little nervousness is expected, but try to avoid doing things that might make your nervousness more obvious.
6. Greet the interviewer by name as you enter the office if sure of the correct pronunciation. Take cues from the interviewer. Shake hands firmly, but only if the interviewer makes the first gesture.
7. Be ready for at least one surprise question. What can I do for you? Tell me about yourself. Why are you interested in this company?
8. Respond quickly and intelligently and make sure that your good points get across.
9. Stay positive! Be careful not to make a negative reference about a former employer.
10. If you are asked if you have been fired and you have been, be frank, admit you were terminated and indicate that you have learned from the experience.
11. Show your interest in the company by asking some pre-planned questions
12. If you get the impression that the interview is not going well and that you have been rejected, don't let your discouragement show. Maintain an appearance of confidence; you have nothing to lose. The last few minutes might change things.
13. Fill out the application form, if given one, completely and neatly. Make sure your responses are honest.
14. Do not make appointments with employers if you are not interested in their opportunities. You stand to lose the confidence of all people involved.
15. If asked about salary, indicate your interest in learning and excelling in the job over income. Learn through research what the standard salaries are for the type of job in question. (See the section on evaluating job offers for additional information.)
16. Be alert to signs that the interview is ending.
17. Be sure to thank the employer for the time and consideration given to you, and get the interviewer's business card before you leave.
18. Maintain confidence throughout the interview and when you exit.
19. Wait no longer than two days after the interview, then remind the recruiter of your talk through a short notice or letter. Thank him/her for the time well spent in the interview, and let him/her know that you continue to be interested. (See the section on Job Search Letters for a sample. The follow-up letter can be emailed or sent through postal mail.)

COMMON QUESTIONS ASKED BY RECRUITERS

Listed below are some common questions asked by recruiters and a brief summary of why they are asking these questions. Thoughtful preparation ahead of time on the part of the candidate is well advised in order to formulate answers. You can study typical questions asked to organize your thoughts and develop a list of strengths and characteristics that will be important in the job for which you are applying. Review your personal sales commercial and write out your key accomplishments. These will prove that you possess the required skills.

Tell me about yourself.

This is an excellent opener and affords you the opportunity to highlight your strengths, value and possible contributions at the very beginning of the interview. Talk about your strengths that are most relevant to the position for which you are applying and ask the interviewer which they would like to hear about first. When they choose, then provide your best example of how you have used that strength.

What influenced you to choose this career?

This question is designed to uncover your motivation for the career you have chosen. Recruiters want to see interest and enthusiasm for the work.

What short-term goals and objectives have you set for yourself?

This question is designed to find out your focus and direction. Employers want to know that you are directed, driven, self motivated and have a purpose.

How would you describe yourself in terms of your ability to work as a member of a team?

Working as part of a team, in some capacity, is required within most work environments. The interviewer wants to know how you interact with others and they are also obtaining clues about your potential fit within the organization.

How will the academic program you have taken benefit your career?

This question is designed to see how well you can clearly articulate the connection between what you have learned in school and how you can apply it directly to helping them solve their problems, as well as add value to the organization.

Why should we hire you?

The interviewer wants to know what makes you different from any other candidate and how you will benefit their organization. The bottom line is that you must communicate your worth and value.

What quality or attribute do you feel will most contribute to your career success?

Your personal characteristics and qualities are sometimes even more important to employers and the success of the team than work related skills. They want to know who

you are as a person and determine your fit within the organization. This question is also designed to determine what motivates you for future success.

Why are you interested in working for us?

Employers want to know that you have done your research on their organization and the answer you give to this question is a tell tale sign of whether you have done your homework! Refer to the section on researching companies in this guide for additional information.

COMMON QUESTIONS ASKED BY RECRUITERS!

Here is a sample interview question and an example of an appropriate response:

Q: What's your greatest weakness?

A: Well, when I first started college I was completely unorganized, as was evidenced in my first semester grades. I quickly realized that I would have to take steps to become more structured. I developed a system to track school, work, and activities that allowed me to organize my time and efforts much more effectively. Subsequently, I was still busy, but able to maintain a 3.4 GPA.

Strategy: You always want to remain positive and honest, yet it's generally not in your best interest to reveal liabilities. So avoid statements of weaknesses that employers will be turned off by (i.e., "My greatest weakness is that I'm lazy") and instead focus on a past weakness that you've worked to improve (example above) or a weakness that won't be seen as such by this employer (i.e., if you're applying for a job that requires you to be a "people person", you can discuss how you really feel unmotivated in environments where you're working solely by yourself, but are energized and do your best work when you're able to collaborate, interact with others, and build relationships).

What quality or attribute do you feel will most contribute to your career success?

Your personal characteristics and qualities are sometimes even more important to employers and the success of the team than work related skills. They want to know who you are as a person and determine your fit within the organization. This question is also designed to determine what motivates you for future success.

Why are you interested in working for us?

Employers want to know that you have done your research on their organization and the answer you give to this question is a tell tale sign of whether you have done your homework! Refer to the section on researching companies in this guide for additional information.

We also recommend viewing our JobBound video "Inside the Mind of an Interviewer" listed on <http://careers.nust.edu/workshops/>

BEHAVIOR-BASED INTERVIEWING

Behavior-based interviewing (BBI) is based on the premise that past behavior is the best predictor of future behavior. When this technique is used, an employer will determine the functional skills which are necessary for the position and the interviewer will then ask questions to determine if you possess those skills. This interviewing style has become very popular. In fact, more than 60% of Fortune 500 companies utilize behavior-based interviewing.

In behavior-based interviews, employers are trying to identify functional, not technical, skills. This allows college students without much work experience the opportunity to compete with more experienced candidates.

Common functional skills desired by employers include: decision making, oral/written communication, organization, coping, team building, problem solving, leadership, assertiveness, and goal setting.

With this type of interview, questions are aimed at identifying a problem and your solution or a situation and your reaction, all in an attempt to find out if you possess certain skills. Questions in behavior-based interviews are commonly phrased along the following lines:

- Describe a situation where you used _____ skill(s).
- Give me a specific example of a time when you _____.
- By providing examples, convince me that you can _____.
- Describe a time when you faced a situation that tested your _____ skills(s).
- Tell me about a time in which you had to use your _____ skill(s) in order to _____.

To prepare for such an interview (which is essential), identify the functional skills you have that are related to the position and think of how you obtained or strengthened those skills; perhaps through courses, part- and full-time jobs, internships, extracurricular activities, hobbies, or volunteer experiences. Your response to this type of question needs to be detailed and specific. One way to frame your answers is to use the S.T.A.R. Technique. If you use the following components in compiling a “story” about the skill in question, your answer should be complete:

- **Situation** - the setting or the problem
- **Task** - what you were asked to do or the goal you set
- **Action** - the steps you took to reach your goal, to complete the task, or to solve the problem
- **Result** - what happened as a result of your efforts?

Example #1 Interviewer: “Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.” (Gauges your goal setting and planning skills.)

You: “Every summer for the past three years I’ve run my own lawn service business (situation) and each summer I have started out the season with the goal of earning enough money for fall semester tuition (task). Having done well in the past, this past summer I decided to go beyond relying on word of mouth for publicity and branched out into advertising in the local weekly paper (action). This technique doubled my business, allowing me to earn enough for a full year’s tuition (result)!”

Example #2

Interviewer: “Give me an example of a time when you were able to successfully communicate with another person even when that person didn’t like you.” (Gauges your communication and negotiation skills.)

You: “Last year I took an upper level history course. The professor and I had some theoretical disagreements (situation), but I knew I still had to do well in the course in order to maintain my GPA (task), so I decided to steer clear of verbal confrontations and confined myself to expressing my differing opinions in the context of my final paper where I would have the time and space to thoroughly back up my theories with facts (action). I was able to stay true to my ideas without offending or threatening my professor and I ended up with a B+ in the class (result).”

ADDITIONAL EXAMPLES OF BEHAVIOR-BASED QUESTIONS

- Give me a specific occasion in which you conformed to a policy with which you did not agree.
- Tell me about a time when you had to use your written communication skills in order to get an important point across.
- By providing examples, convince me that you can adapt to a wide variety of people, situations and environments.
- Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.
- Give me an example of a time in which you had to be relatively quick in coming to a decision.

When responding to BBI questions, remember to draw from part-time and summer jobs, involvement with campus groups, volunteer positions, internships and classroom experience. Use the STAR technique (Situation, Task, Action, Result). Think about the other functional skills employers will want to know you have and consider stories of how, when, and where you developed and used those skills.

Do an Internet search on Behavior-Based Interviewing for more tips.

ILLEGAL INTERVIEW QUESTIONS

If asked a question that is illegal*, you can:

- Answer, but realize you're giving information that is not job related and you may jeopardize your chances of getting hired in the event you provide the "wrong" answer.
- Refuse to answer, but realize you risk coming off as uncooperative or confrontational, or
- Examine the intent behind the question and respond with an answer as it might apply to the job.

Note: Use the section on "proper questions" to answer an improper question. For example, if the interviewer asks, "Are you a Pakistani citizen?" you could respond with "I am authorized to work in the United States."

INQUIRY AREA	ILLEGAL QUESTIONS	PROPER QUESTIONS (EXAMPLES)
National Origin/ Citizenship	<ul style="list-style-type: none"> • Are you a PAKISTANI citizen? • Where were you born? • What is your native tongue? • Any questions asking specifically about the nationality, racial, or religious affiliation of a school are also improper. 	<ul style="list-style-type: none"> • Are you eligible to work in the United States? • What language do you read/speak/write fluently?(This question is okay only if this ability is relevant to the performance of the job.)
Race/Color	<ul style="list-style-type: none"> • What is your skin color/race? • Are you a member of a minority group? • What color are your eyes and/or hair? • Requests that you submit a photo at any time prior to hiring are improper. • Is your spouse of some other religion or sect. 	<ul style="list-style-type: none"> • None

Sex	<ul style="list-style-type: none"> Do you have small children? 	<ul style="list-style-type: none"> Male? Female? (Provided that the inquiry is made in good faith for a nondiscriminatory purpose.)
	<ul style="list-style-type: none"> Are you planning to have children soon? 	
	<ul style="list-style-type: none"> What is your marital status?/Are you married, divorced, separated, engaged, widowed, etc.? 	<ul style="list-style-type: none"> Mr., Mrs., or Miss? (Provided that the inquiry is made in good faith for a nondiscriminatory purpose.)
	<ul style="list-style-type: none"> What is your maiden name? 	
	<ul style="list-style-type: none"> Are you pregnant? 	<ul style="list-style-type: none"> Can you work overtime?
	<ul style="list-style-type: none"> What is the name of your relative/spouse/children? 	<ul style="list-style-type: none"> Is there any reason you can't start at 7:30 a.m.?
	<ul style="list-style-type: none"> Questions concerning your spouse, or your spouse's employment, salary or dependents are also improper. 	<ul style="list-style-type: none"> Can you meet specified work schedules or do you have activities or commitments that may prevent you from meeting attendance requirements?
	<ul style="list-style-type: none"> What kind of child care arrangements have you made? 	<ul style="list-style-type: none"> Would you be willing to relocate if necessary?
	<ul style="list-style-type: none"> How will your spouse feel about the amount of time you will be traveling if you get this job? 	<ul style="list-style-type: none"> Will you be able and willing to travel as needed for this job?
		<ul style="list-style-type: none"> What are the names of relatives already employed by the company or a competitor?
		<ul style="list-style-type: none"> Do you foresee any long-term absences in the future?
		<ul style="list-style-type: none"> Employers may ask for the name, address, and phone number of the employee's emergency contact person.
Religion	<ul style="list-style-type: none"> Do you go to mosque? / Do you attend mosque regularly? 	<ul style="list-style-type: none"> After an individual is hired, an employer may inquire about religious accommodations.
	<ul style="list-style-type: none"> Are you religious? / What is your religious affiliation? 	<ul style="list-style-type: none"> It should be noted that there are some exceptions to the general rule for religious institutions and organizations.
	<ul style="list-style-type: none"> Do you take time off from work for religious purposes?/What religious holidays will you be taking off from work? 	
Age	<ul style="list-style-type: none"> How old are you? What's your birth date? When did you graduate from high school? 	<ul style="list-style-type: none"> Are you over the age of 18? Or questions that relate to a bona fide occupation qualification.

Marital/Family Status	<ul style="list-style-type: none"> • What's your marital status? • With whom do you live? • Do you plan to have a family? When? • How many kids do you have? • What are your child care arrangements? 	<ul style="list-style-type: none"> • Would you be willing to relocate if necessary? • Would you be able and willing to travel as needed for the job? (This question is okay if it is asked of all applicants for the job.) • Would you be able and willing to work overtime as necessary? (This question is okay if it is asked of all applicants for the job.) • Questions as to the duration or stay on the job or anticipated absences if made to both men and women.
Disabilities	<ul style="list-style-type: none"> • Do you have any disabilities? • Please complete the following medical history. • Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred. • What was the date of your last physical exam? • How's your family's health? • When did you lose your eyesight? How? • Do you need an accommodation to perform the job? (This question can be asked only after a job offer has been made.) 	<ul style="list-style-type: none"> • Are you able to perform the functions of this job?(This question is okay if the interviewer has thoroughly described the job.) • Can you demonstrate how you would perform the following job-related functions? • If an applicant voluntarily discloses that he or she has a disability, an employer may ask two follow-up questions: Whether he or she needs a reasonable accommodation, and if so, what type? The employer must keep any information an applicant discloses about his or her medical condition confidential. • As part of the hiring process, after a job offer has been made, you may be required to undergo a medical exam. (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.) • After hiring, the employer may ask questions about medical history on insurance forms.
Affiliations	<ul style="list-style-type: none"> • What clubs or social organizations do you belong to? 	<ul style="list-style-type: none"> • List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.

Military	<ul style="list-style-type: none"> • Do you plan to take leave to serve in the military? • If you've been in the military, were you honorably discharged? 	<ul style="list-style-type: none"> • Describe the relevant work experience that you acquired from PAKISTANI armed forces as it relates to this position. • In what branch of the Armed Forces did you serve?
Arrest Record	<ul style="list-style-type: none"> • Have you ever been arrested? • Have you ever spent a night in jail? 	<ul style="list-style-type: none"> • Have you ever been convicted of ____? (The crime named should be reasonably related to the performance of the job in question.)



QUESTIONS TO ASK DURING AN INTERVIEW

Researching companies thoroughly will help you to form questions to ask during the interview. It is essential that you ask questions. If you don't, the interviewer may think that you are not really interested in the position or the organization. A great strategy is to research the company, then to lead off your question with something you do know.

Sample Questions:

- If hired, would I be filling a newly created job, or replacing someone?
- What skills are most important for this job? Least important?
- How would I be trained or introduced to the job?
- How will I get feedback on my job performance?
- If hired, would I report directly to you, or to someone else?
- Could you give me a tour? I'd enjoy seeing where your people work.
- What support is available to help me fulfill my charge here?
- What are the responsibilities of this position and which are the most important?
- What advancement can a person expect - in this company and in the industry at large - after doing this job well?
- What are the goals of this company and my department?

Are There Questions I Should Not Ask?

Never, never, never ask any questions about salary, benefits, vacations, holidays with pay, or sick days. You're looking for a job, not a vacation.

Wait for the manager to bring up the issue of salary or wages.

When they ask what salary you expect, ask what the standard salary is for your qualifications. Keep in mind that the company has a set salary for each job description and level of experience.

So, play it safe. Force the manager to throw out the first figure.

If I Want This Job, Should I Ask For It?

Absolutely. Managers get frustrated when people don't say that they really want the job. If the manager seems to be someone you'd like to work for, if the company seems solid and reputable, if they offer the security, growth, and challenge that you want, look the manager straight in the eye and tell them you want the job.

What If They Won't Give Me An Answer?

Make them an offer they can't refuse. Offer them a "deal."

You Mean I Can Barter My Way Into a Job?

You bet. The lifeblood of business is "the deal." So why not get the job you want?

Stick your neck out. Show the manager that you can learn this job.

If they look interested, stick your neck out even further. Tell them you'll work the first two days at no pay, just to familiarize yourself with how the department works. Consider asking the employer to try you out for six months; prove yourself to be invaluable and negotiate a better salary after that time.

Mock Interviews:

Mock interviews are a great way to practice your interviewing skills in a simulated, one-on-one setting. You may schedule individual hour-long mock interview sessions with a CDC Career Specialist at any point throughout the year. With individual mock interview appointments, you have the option of being video recorded which provides the added benefit of coaching and feedback while reviewing the video.



DiD You Know about the Degree Program?

NUST offers 37 master's and 24 doctoral degree programs as well as graduate certificates. You've already experienced NUST as one of the best universities for undergraduate teaching and innovation. Now consider exploring new avenues of research or enhance your professional skills in one of the many graduate programs listed below. Funding opportunities in the form of graduate assistantships are available through many departments and provide tuition remission, health benefits and a stipend.

Degree Programs

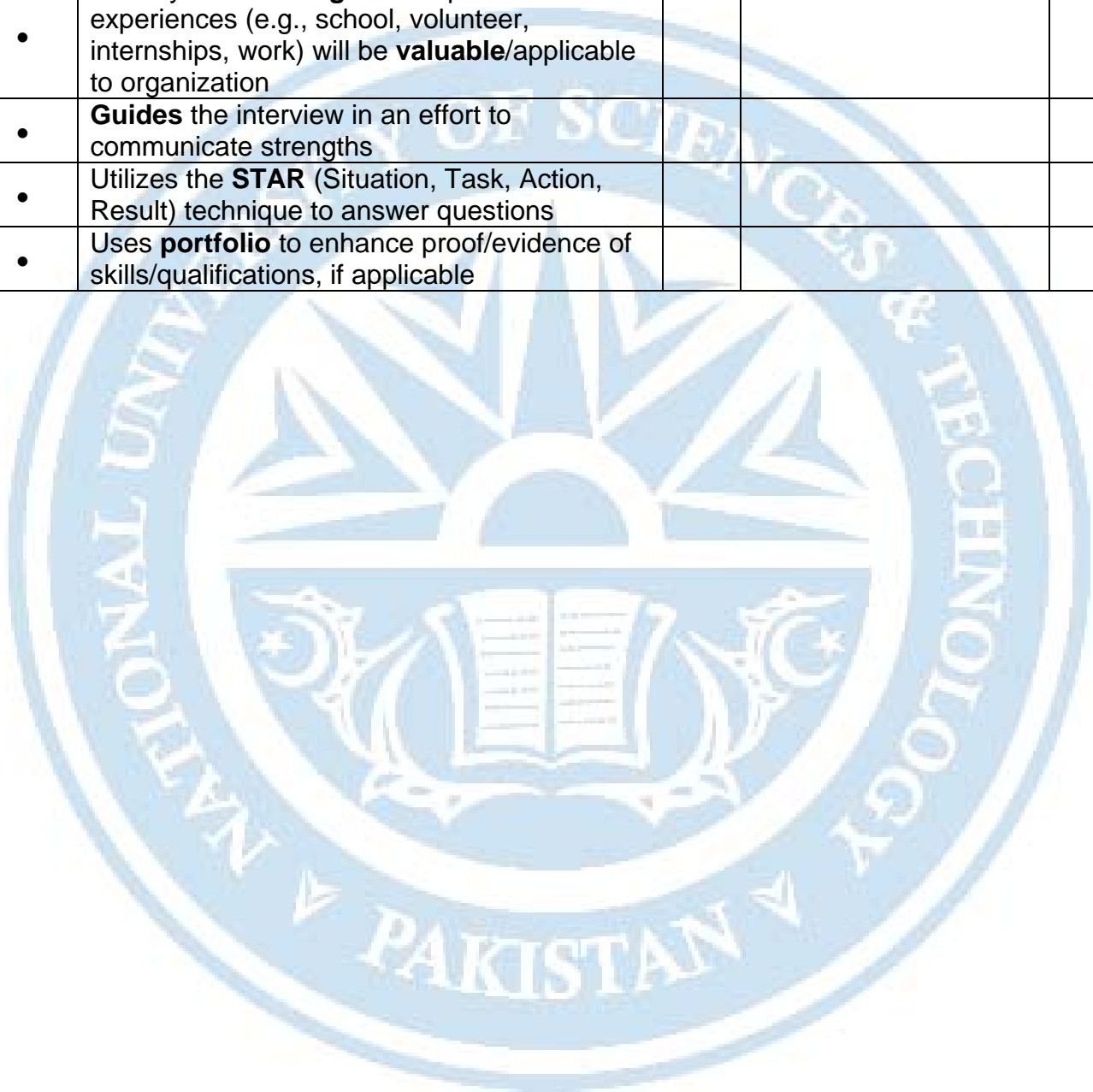
Undergraduate Program	Postgraduate Program
➤ Civil Engineering	➤ MS and PhD in Electrical Engineering (Telecom)
➤ Electrical Engineering (Telecom)	➤ MS and PhD in Software Engineering
➤ Software Engineering	➤ MS and PhD in Information Security
➤ Electrical Engineering	➤ MS and PhD in Electrical Engineering Specialization: Microwave Engineering
➤ Mechanical Engineering	➤ MS and PhD in Electrical Engineering Specialization: Solid State Electronics
➤ Computer Engineering	➤ MS and PhD in Electrical Engineering Specialization: Digital Signal Processing & Communication Systems
➤ Mechatronics Engineering	➤ MS and PhD in Electrical Engineering Specialization: Control Systems
➤ Electrical Engineering	➤ MS and PhD in Engineering Management
➤ Mechanical Engineering	➤ MS and PhD in Computer Engineering
➤ Industrial and Manufacturing Engineering	➤ MS and PhD in Software Engineering
➤ Aerospace Engineering (Mechanical Engineering for Aviation)	➤ MS and PhD in Mechanical Engineering
➤ Avionics Engineering (Electronics Engineering for Aviation)	➤ MS and PhD in Mechatronics Engineering
➤ Electrical Engineering	➤ MS and PhD in Manufacturing Engineering and Management
➤ Software Engineering	➤ MS and PhD in Electrical Engineering (Control Engineering) and Electrical Engineering (Communications)
➤ Computer Science	➤ MS and PhD in Mechanical Engineering
➤ Materials Engineering	➤ MS and PhD Program in Computer and Communication Security
➤ Chemical Engineering	➤ MS and PhD in Information Technology
➤ Civil Engineering	➤ MS and PhD in Electrical Engineering
➤ Environmental Engineering	➤ MS and PhD in Computer Science
➤ Geo-Informatics Engineering	➤ MS and PhD in Materials and Surface Engineering
➤ Mechanical Engineering	➤ MS and PhD in Energetic Materials Engineering
➤ Bachelors in Business Administration (BBA)	
➤ BS Economics	
➤ BS Mass Communication	
➤ BS Public Administration	
➤ BS Mathematics	
➤ Bachelor of Architecture (B Arch)	
➤ Bachelor of Medicine and Bachelor of Surgery (MBBS)	

<ul style="list-style-type: none"> ➤ Bachelors in Dental Surgery (BDS) ➤ BS Applied Biosciences 	<ul style="list-style-type: none"> ➤ MS and PhD in Transportation Engineering ➤ MS and PhD in Structural Engineering ➤ MS and PhD in Geotechnical Engineering ➤ MS and PhD in Construction Engineering and Management ➤ MS and PhD in Environmental Science ➤ MS and PhD in Remote Sensing & Geographical Information Systems ➤ MS and PhD in Environmental Engineering ➤ MS in Water Resource Engineering ➤ MS and PhD in Design & Manufacturing Engineering ➤ MS and PhD in Robotics & Intelligent Machine Engineering ➤ MS and PhD in Mechanical Engineering ➤ MS and PhD in Computational Science and Engineering ➤ MS Energy Systems Engineering ➤ Masters in Business Administration ➤ Executive Masters in Business Administration ➤ MPhil leading to PhD in Business Administration ➤ MS Economics ➤ MPhil and PhD in Mathematics ➤ MPhil and PhD in Physics ➤ MPhil and PhD in Medical Sciences ➤ MPhil and PhD in Chemical Pathology ➤ MPhil and PhD in Biochemistry & Molecular Biology ➤ MPhil and PhD in Science of Dental Materials ➤ MPhil and PhD in Anatomy ➤ MPhil and PhD in Pharmacology & Therapeutics ➤ MPhil and PhD in Molecular Medicine ➤ MPhil and PhD in Community Medicine ➤ MPhil and PhD in Virology and Immunology
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IT'S THE INTERVIEW THAT GETS YOU THE JOB. WILL YOU MAKE THE CUT?
REVIEW THE FOLLOWING CRITERIA AND FIND OUT!

Resume Criteria		Meets Criteria?		
		Yes	Yes but could be improved	No
Professional Appearance/Impression				
•	Well groomed (showered, shaved, limited cologne/perfume, minimal make-up)			
•	Dressed professionally (tailored suit, limited jewelry, polished shoes)			
•	Arrives on time			
•	Firm handshake			
•	Demonstrates poise and confidence			
•	Conveys positive attitude			
Prepared for Interview				
•	Demonstrates knowledge of organization (products, services, mission, recent events)			
•	Demonstrates knowledge of position responsibilities and skills sought			
•	Demonstrates knowledge of industry (trends, key issues, industry leaders)			
•	Asks well-thought out questions that incorporate knowledge of the company/position/industry			
•	Demonstrates knowledge of self (knows qualifications/strengths) and how it fits/fills the organization's needs			
Communicates Clearly				
•	Carefully listens to questions and asks for clarification if needed			
•	Responds to questions efficiently -- thoroughly yet concisely			
•	Responds to questions intelligently , thoughtfully and appropriately			
•	Little or no use of filler words such as "um", "uh", or "like"			
•	Uses proper grammar			
•	Good diction and voice quality; clearly understood			
•	Conveys energy, genuine interest, and enthusiasm			
•	Maintains good/appropriate eye contact			
Articulates Strengths				

•	Clearly articulates three or more strengths of value to employer			
•	Provides evidence of their strengths (how strengths were used/demonstrated in the past)			
•	Conveys how strengths and past experiences (e.g., school, volunteer, internships, work) will be valuable /applicable to organization			
•	Guides the interview in an effort to communicate strengths			
•	Utilizes the STAR (Situation, Task, Action, Result) technique to answer questions			
•	Uses portfolio to enhance proof/evidence of skills/qualifications, if applicable			



Post Interview Correspondence

Thank-You Letter: Post-Job Interview

(your address)

(date)

Dr. Foster Walker,
Director Technical Design Group
Atlantic Engineering Systems,
Inc.1220
Warwick Ave.
Newport News, VA 23607

Dear Dr. Walker:

Thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work. My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. My education and previous hands-on experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time. I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I am seeking. Please feel free to contact me at (_____). If I can provide you with any additional information. Again, thank you for the interview and your consideration.

Sincerely,
(four blank lines for your signature, if mailing a hard copy)
Robert Rameriz

Withdrawal Letter

(your address)

(date)

Ralph Smith,
President
S.T. Ayer Corporation
6921 Hilltop
Boulevard Baltimore,
Maryland 21250

Dear Mr. Smith:

I am writing to inform you that I am withdrawing my application for the test engineer position. As I indicated during our interview, I have been exploring several employment possibilities. This week I was offered an administrative position with a local county government agency and, after careful consideration, I have decided to accept that offer. The position provides a very good match for my interests at this point in my career. I want to thank you for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative community programs you are planning. You have a fine company, and I wish you and your staff well.

Sincerely,

Regina Stacey

Acceptance

(your address)

(date)

Ms. Amanda Davis,
Division Manager Maryland
Department of Human Resources
1000 Hilltop
Circle Baltimore,
MD 21250

Dear Ms. Davis:

I am writing to confirm my acceptance of the Human Services Specialist position and to tell you how delighted I am to be joining the Maryland Department of Human Resources. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the organization, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:30 a.m. on May 28 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation on May 29. As we discussed, my starting salary will be \$45,000 and health and life insurance benefits will be provided after 60 days of employment.

I look forward to working with you and your excellent team. I appreciate your confidence in me and am very happy to be joining your team.

Sincerely,
Pamela Martin

Offer Decline Letter

(your address)

(date)

Ms. Amanda Stockwell
Sales and Marketing
Division Colonial Properties,
Ltd.1700 Colonial Parkway Baltimore,
MD 21250

Dear Ms. Stockwell:

Thank you very much for offering me the position of Customer Service Manager with Colonial Properties. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have an impressive organization and there are many aspects of the position which are very appealing to me. However, I believe it is in our mutual best interest that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time. I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your fine staff.

Sincerely,
Dina Bernstein

(Source: Letters adapted from National Association of Colleges and Employers (NACE), 2011)

EVALUATING JOB OFFERS

The sole aim of the interview is to get the job offer. Without it, you have nothing to evaluate. Once the offer is extended, the time for evaluation has arrived. In the most ideal situation, you may have several offers to choose from if you have been interviewing with several organizations. It should be stated that we do recommend you apply for multiple positions while engaged in your job search and that you do not put all of your eggs in one basket. It is equally important for you to understand that once you do accept an offer, you should cease all other interviewing activity and not renege on your initial acceptance.

Choosing Between Job Offers

When considering job offers, there are several factors, besides the money, that will affect if this is the right job for you. Job satisfaction and “fit” are very important as well. If you find a job that you enjoy, one that you are good at doing, and where you are using your best talents, chances are you will be very successful at this job and that you will be adequately compensated for your success. Take into consideration who your boss will be, your co-workers and a typical work week. Keep in mind that a good benefits package including health and dental insurance, 401K, vacation time, retirement packages, flextime, and more can easily add as much as 30 percent to your overall compensation!

Also consider if signing bonuses are offered or whether or not you can negotiate an increase in salary for good performance after a 60, 90 or 120-day performance review. This may give you an opportunity to prove your worth early in your new job since you will be judged on your performance from the first day of your employment.

Negotiating in a Tight Job Market

In a tight job market, many employers may not have the flexibility or ability to negotiate with you for a higher starting salary. As you evaluate job offers, you want to consider other elements listed below besides the initial starting salary:

- Potential for career advancement
- Work schedule (traditional “9-5” or flex schedule)
- Work environment and values (corporate vs. non-profit/formal vs. informal)
- Compatible work culture (responsibilities match your interests and skills, pace of work, organizational values)
- Bonus or commission plans• Benefits such as profit sharing, 401K plan, insurance, etc.
- Travel (national or international)
- Reputation and stability of employer
- Size of employer
- Ability to acquire a mentor
- Type of industry (impacted by economy or recession proof)
- Tuition reimbursement and professional training programs
- Geographic location (urban vs. rural)

- General cost of living of the geographical location (visit <http://www.salary.com/index.htm> to learn more about salary ranges for your position and geographic area)
- Time to commute to work and what type of commute (public transportation vs. personal vehicle)
- Availability of affordable housing in the geographical location of the job.

Researching Salary Ranges

Do your research on salary ranges for the type of position for which you are interviewing. Know your worth based upon your experience and the type of skills that you will be bringing to the organization. Research the industry and the career field to get a baseline of the market value of the position and remember that your paycheck will be approximately 30% less than the gross pay offered due to taxes and other deductions.

The National Association of Colleges and Employers (NACE) publishes a salary guide for new college graduates which can be found at the Career Development Center. Additional resources for researching salaries and tips on salary negotiation can be found at the link listed above. For more information on discussing and negotiating salary, please refer to our website and view the online workshop. A Career Specialist can also offer advice in this area.

Timing

It is acceptable to request a period of time to consider a job offer. If you are participating in the On-Campus Interview program, you may ask the human resources professional or recruiter for the period of time in which you have to consider the offer. Depending upon the organization, you may have anywhere from one week to a month, but it is important to ask when their deadline is.

If you have already received another offer or expect to hear back from another employer soon, make sure that you have time to consider both offers. It is unethical to accept more than one job offer. Make sure you give them an answer one way or another as soon as you can.

Accept in Writing

Once you make a decision, make sure you act quickly and accept the position in writing. If you are accepting the position, notify the hiring manager by telephone followed by a confirmation letter or an email. Keep the letter short and state the agreed upon salary and start date. When rejecting an offer, make sure that you thank the employer for their time and interest. It always pays to be polite in your correspondence. You never know where your career path will take you and it might just take you back to an employer you initially rejected. Once you formally accept an offer, ethically you should cease all other interviewing activity.

Source: *Knock 'Em Dead: The Ultimate Job-Seekers Handbook* and Chris Enstrom, a free-lance writer from Nashville.



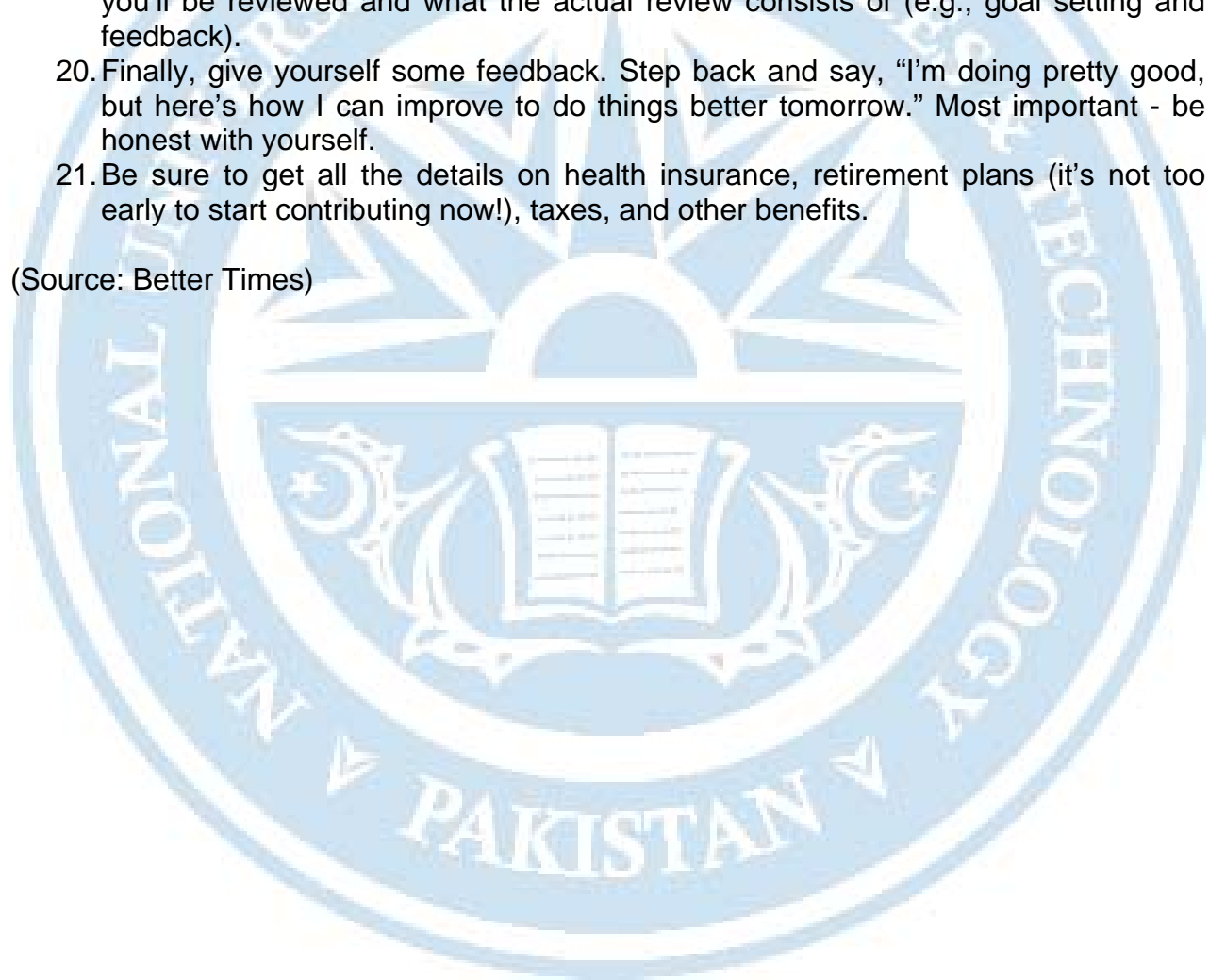
NEW JOB? TIPS FOR SURVIVING THE FIRST FEW WEEKS:

Your long term success can depend upon how well you do during your first year in the world of work. College is very different from the workplace. Below are some tips that will help you make a smooth transition into the “real world.”

1. Actively structure your own orientation. Ask the basics: What time should I come in? Where’s the parking lot? When do I get paid?
2. Familiarize yourself with the physical layout. Make a sketch of who is sitting next to whom and write in what each person does. Memorize the names of all the people you come in contact with and what they do. Know where to access a company directory.
3. Sit back, listen and observe.
4. Observe both the formal and informal organization. Observe the overall style of the company.
5. At the beginning, you will be judged on how well you understand your job as well as how well you perform it. Keep your priorities straight. Your eyes should be on today’s work, not on tomorrow’s possible promotion.
6. You need a job description. If there is none, or you have any questions about one, draft your own and review it with your boss. Let him or her have a copy and keep one for yourself. Don’t find yourself in trouble one day saying, “I didn’t know I was supposed to do THAT.” We suggest saying, “Here’s what I think my major responsibilities are. Do you agree?”
7. Remember, people forget that you don’t automatically know things.
8. Set up an organized system to handle your work flow in a way that suits you. Reorganize your area.
9. Start off conservatively; all companies have rules. Find out your company’s rules on punctuality, length of lunch hour and coffee breaks, Internet and email policies, and whether you can take personal calls.
10. Decide to devote your first few weeks to your new job and not your social or personal life.
11. Dress “safe.” The first few days, in particular, try not to dress differently from your colleagues. It is really hard to correct unfavorable first impressions.
12. A basic rule for newcomers is lay low. It is exceedingly arrogant to come into a new job and think you are going to knock ‘em dead.
13. Don’t be shy about asking questions. Show you are intellectually curious. Asking questions prevents trouble and does not indicate a lack of self-confidence.
14. You can cut down on mistakes, but you can’t avoid them. Don’t expect to. To be human means to be imperfect. There is virtually no mistake that can’t be undone.

15. Hold back from office politics and play the diplomat instead. Find a mentor (someone whose path you'd like to follow), allies (those you can exchange information and advice with), and friends (but don't vent about workplace issues with your work friends). Work well with others or they'll work without you!
16. Remain flexible and let your job unfold. As a new employee, you may be expected to pay your dues.
17. Don't wait too long to find out where you stand and how you are being evaluated. In the first few weeks, try to find out how you can improve what you are doing by having a meeting with your boss and asking what is the best way of helping him or her. You may also ask what behaviors she'd like to see you start, stop or continue.
18. There aren't any tests in the work world. Remember that you're graded every day!
19. Become familiar with your company's performance review process. Know when you'll be reviewed and what the actual review consists of (e.g., goal setting and feedback).
20. Finally, give yourself some feedback. Step back and say, "I'm doing pretty good, but here's how I can improve to do things better tomorrow." Most important - be honest with yourself.
21. Be sure to get all the details on health insurance, retirement plans (it's not too early to start contributing now!), taxes, and other benefits.

(Source: Better Times)



POLICIES AND STATEMENT OF RECOMMENDED JOB SEARCH AND INTERVIEWING PRACTICES: The Candidate Perspective

The following list of recommended practices is intended to provide a framework for the professional relationships among colleges, employers, and students involved in the career planning and recruitment processes.

- Honor the policies and procedures of the University of Maryland, Baltimore County and its Career Development Center.
- Interview only when sincerely interested in a position with the employer. **Unacceptable:** Interviewing for practice and double or repeat interviewing.
- Provide accurate information on your qualifications and interests. **Unacceptable:** Falsifying data such as GPA, graduation date, major/minor, institutions attended, and work eligibility (e.g. citizenship status).
- Notify the Career Development Center by telephone at least 24 hours in advance if you must reschedule or cancel interview appointments.
- Acknowledge invitations for company visits promptly, whether you accept or reject them. Accept invitations only when seriously considering a position.
- Notify employers well in advance if you must postpone or cancel.
- If your interview involves travel, discuss with recruiters what costs the employer will cover for the on-site visit and verify all arrangements in advance, including travel plans and schedules, car rental, room and meal accommodations, and any entertainment allowance.
- Limit your reimbursement to those expenses pertinent to the visit, and prorate the costs when you visit more than one employer on a single trip.
- Discuss offers with employers to verify terms and reach mutually acceptable response deadlines. Keep in mind that the actual dollar amount you are being offered is only part of the total picture. Add to it the cost of the benefits you will receive, such as various insurance benefits, matching savings plans and retirement accounts.
- Request extensions from employers if you need more time to consider offers.
- Notify employers that you are accepting or rejecting an offer as soon as you make your decision and no later than the arranged date. Respond to every offer, whether you accept or reject it.

Upon Acceptance of a Job Offer:

- Share your good news with the Career Development Center and complete the NUST Graduating Student Report, which will be emailed to you if you did not complete it at cap and gown pick-up.
- Honor your acceptance of the offer as a contractual agreement with the employer. **Do not continue to interview after accepting an offer or renege on an accepted offer.** This is unprofessional and could irreparably harm the employer's relationship with NUST, and jeopardize your professional reputation.
- If applicable, immediately notify other employers with whom you have offers pending.

Career Resources Library (CRL)

Available in the Career Development Center

Stop by our Career Resource area at CIE to browse our books, e-books, magazines and handouts. Below is a sample of some of the books you will find there:

Book Title	Author Name
➤ 100 Fastest – Growing Careers: Your Complete Guidebook to Majors 2008 ED	Farr
➤ 101 Salary Secrets: How to Negotiate Like a Pro 2000	Porot
➤ 200 Best Jobs for College Graduates 2009	Farr
➤ 201 Best Questions to Ask on Your Interview	Kador
➤ 50 Best Jobs for your Personality 2009	Farr
➤ Best Entry-Level Jobs 2008	Princeton Review
➤ Business School Buzz Book 2008	Wise
➤ Business Start-Up Kit	Strauss
➤ Career Adventure: your guide to personal assessment, Career Exploration, & Decision Making	Johnston
➤ College Grade Job Hunter: Insider Techniques & Tactics for finding a Top-Paying Entry-Level Job	Kruger
➤ College Majors & Careers: A Resource guide for effective life	Phifer
➤ College Majors Handbook with Real Career Paths & Payoffs	Fogg
➤ Could Do Anything if I only knew what it was	Sher
➤ DO WHAT YOU ARE	Tiger
➤ Dynamite Salary Negotiations, Know what you're worth & Get	Krannich
➤ Essentials of Entrepreneurship & Small Business Management	Zimmerer
➤ Fearless Interviewing: How to win the Job by Communicating with Confidence	Stein
➤ Foot in the Door: Networking your way into the hidden Job Market	Hansen
➤ Get Paid What you're Worth: The expert Negotiator's guide to Salary & Compensation	Pinkley
➤ Getting What you Came for: The Smart Student's Guide to Earning a Master's or a PhD	Peters
➤ Graduate & Professional Programs: An Overview	Peterson's
➤ Graduate Admissions Essays: Write your way into the Graduate School of your choice	Asher
➤ Guide to College Majors 2009: Everything you need to know to choose the right Major	Princeton Review
➤ How to Choose a College Major	Andrews

*e-books

The Guide to Applying to Graduate Schools

graduate school the next step for you after completing your bachelor's degree at NUST?

If so, then you should see The Guide to Applying to Graduate Schools, available at Career Development Center.

It covers topics such as:

- Why attend grad school
- Should you attend now or later
- Types of graduate degrees
- Selecting programs/schools
- Standardized exams
- Letters of recommendation
- How to apply
- Suggested timeline
- Funding your graduate education.

“What Can I Do With My Major?” Sheets

Undecided about what major you want to study? Curious about what to do with your major once you graduate? Our Major Sheets are a handy resource which list industries and job titles related to each of the academic majors offered at NUST. Find them in our resource area.

