



2013

Steps to Success 2013-2014

Career Center, Illinois Wesleyan University

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Steps to Success

Career guidance, internships, employment and graduate study



2013-14



Hart Career Center



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being understood.SM

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Steps to Success 2013-14

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ILLINOIS WESLEYAN
UNIVERSITY

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Hart Career Center

Minor Myers, jr. Welcome Center, second floor



Hours — Monday–Friday 8:00 AM–4:30 PM
(4:00 PM summer)

Closed from Noon–1:00 PM

Drop-In Hours — Wednesdays 2:00–4:00 PM
Fridays 1:30–3:00 PM

Drop-in Hours are designed for quick questions and resume reviews; 5-15 minutes only. Please schedule an appointment for more extensive discussions, (309) 556-3071.

Hart Career Center Mission Statement

The Hart Career Center supports the University's goal to foster "creativity, critical thinking, effective communication, strength of character and a spirit of inquiry" and with its unique mission to prepare students for life-long career planning and decision-making.

In support of this mission, the Hart Career Center will:

- ▶ foster an environment of appropriate support and challenge which enables the development of self-identity, autonomy and responsibility,
- ▶ encourage the practical application of Illinois Wesleyan's liberal arts curriculum,
- ▶ and, provide quality career services in a fair and ethical manner.

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We're Here to Help!

Dear IWU Titan:

Changes, changes, changes. Many of you will have classes in the new State Farm Hall this fall. Some of you will be living in the recently completed apartments. The Dugout has undergone a stunning makeover. Wireless anyone?

One thing that has not changed is the need for you to start early planning for a successful future following your time at IWU. The Hart Career Center is here to assist you but you have to “help us help you.” The way to successfully do so is to commit to doing a little work (or perhaps more than a little) EVERY semester.

Here's where we can help...

Career Consulting — Unsure what to study? Clueless about what you can do with your major? Set up a time to meet with a career consultant to address these issues. Individual sessions, career assessments, seminars, alumni contacts...these are just a few ways you can begin to get answers. Drop by our office on the second floor of the Minor Myers, jr. Welcome Center or call (309) 556-3071 to set up an appointment.

Internships — Yes, they are as important as you've likely heard. You need to apply what you're learning in the classroom in “real world” settings. The Hart Career Center has a centralized internship program designed to assist all students in securing relevant experience. Internships are offered each semester, and one is likely not enough anymore. Many opportunities are available and you can explore them through our Titan CareerLink system. Come in and we'll show you how to access your account. And, don't miss the annual Internship Fair on October 1st!

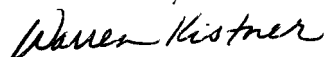
Graduate School — On track to continue your education? Guess what. Yep, it starts all over again – researching schools/programs, writing essays, taking exams, completing applications. We can help. The Center houses a variety of print and online resources to assist you. Staff members are also available to read and critique your essays, answer questions you might have about the application process and provide other assistance.

Job Search Assistance — Not going to grad school? Not lucky enough to travel the world following graduation? Well, you have a lot of company! You've probably heard the word networking! Well, it should start early. Contacts with alumni, use of LinkedIn, connecting through professional associations – the list goes on. The Hart Career Center also provides a number of services/ events to connect student and employer. Job Fairs, on-campus recruitment, Titan CareerLink's job database...all are ways to ensure that you will not be scratching your head when you graduate.

Be sure to stay in touch with us through Facebook, and visit our website regularly.

We look forward to working with you.

Have a fantastic year!



Warren Kistner
Director, Hart Career Center

So what can I do
with a major in...?

I need a resume —
where do I begin?

Where should I start
looking for an internship?

What is networking
anyway?

How can I decide if grad
school is for me?

How do I dress
for success?

When should I start
my job search?

**Got questions?
Visit the Career Center!**

Workshops and Career Events

Workshops are held frequently on a wide variety of topics. Check the Events Calendar on the Hart Career Center website, www.iwu.edu/ccenter for a detailed schedule.

Workshop subjects typically include:

- Resume Writing
- Career and Graduate School Planning
- Internships
- Interviewing Skills
- Using Social Media Successfully
- Federal Jobs and Internships

We also regularly sponsor featured speakers and panels — including alumni, employer representatives, faculty and career experts. Watch for posters and emails with event details throughout the year.

Visit the Hart Career Center website, www.iwu.edu/ccenter for online workshops:

- Titan CareerLink Tutorial for job and internship searching
- Job and Internship Fair Success



IWU students network and learn about internships at over 50 organizations like Growmark at the annual IWU Internship Fair.

Career Events — The Hart Career Center sponsors and co-sponsors a number of special events throughout the year. Here are the top events for 2013-14, mark your calendar!

- **September 10 — Get Cookin' on Your Internship/Job Search:**
7:00-9:00 p.m. at IWU Hansen Student Center
- **September 17 — ISU Internship Fair:**
4:00-7:00 p.m. at ISU Redbird Arena
- **September 18 — IWU/ISU Fall Career Fair:**
10:00 a.m.-2:00 p.m. at ISU Redbird Arena
- **October 1 — IWU Internship Fair:**
4:30-6:30 p.m. at IWU Memorial Center
- **October 16 — Central Illinois Graduate School Fair:**
9:00 a.m.-Noon at ISU Bone Student Center
- **October 16 — UIUC Graduate & Professional School Fair:**
3:00-7:00 p.m. at Illini Union, Urbana
- **October 17 — UIC Graduate & Professional School Fair:**
3:00-7:00 p.m. at UIC Forum, Chicago
- **October 22 — ISCPA Fall Interview Day:**
8:45 a.m.-5:00 p.m. at Ashton Place, Willowbrook (by invitation only)
- **October 29 — ISU Nursing/Health Professionals Fair:**
12:30-3:00 p.m. at ISU Bone Student Center
- **November 13 — IWU Nursing Career Fair:**
10:00 a.m.-1:00 p.m. at IWU Memorial Center
- **January 22 — IWU Teacher Recruitment Day:**
11:00 a.m.-5:00 p.m. at IWU Memorial Center
- **February 5 — ISU Internship Fair:**
4:00-7:00 p.m. at ISU Bone Student Center
- **February 6 — IWU/ISU Spring Career Fair:**
10:00 a.m.-2:00 p.m. at ISU Bone Student Center
- **February 26 — IWU Majors and Minors Fair:**
11:00 a.m.-1:00 p.m. at IWU Memorial Center
- **March 20 — ISU Education Career Fair:**
Times tba at ISU Bone Student Center

Visit the Hart Career Center website for a complete and up-to-date listing.

Career Guidance

Individual Career Advisement:

Experienced career counselors are available at the Hart Career Center to assist you in answering questions such as:

- ▶ What's the best major for me?
- ▶ Should I double major? Is a minor helpful?
- ▶ What jobs are available for history, sociology, english, etc. majors?
- ▶ May I talk with or actually see what a forensic psychologist, ophthalmologist or actuary does?
- ▶ Should I consider graduate school?

Call (309) 556-3071 to schedule an appointment.

Career Assessments:

One approach to finding academic majors and possible career fields most compatible with your primary interests and strengths is through vocational and personality inventories. Taking the time to complete and review these assessments may reassure you about your career thoughts or inspire you to look into new possibilities you had not previously considered. The results of the assessments are always reviewed with a counselor who can assist you in understanding how to best use this information.



Bloomington Public Schools, School District 87 Teacher Application Process

- Do you build on the unique strengths of each student and celebrate each increment of growth?
- Do you love to learn? Do you keep yourself state of the art and bring creative, new ideas to the classroom?
- If you are a rare teacher with a mission to help all students succeed, you can make a difference in Bloomington, Illinois. Join our team and impact the future by touching diverse students' lives and helping them grow!

Visit our website at www.district87.org. Go to the **Employment** section to view current job openings and follow the application process instructions.

Bloomington Public Schools, School District 87

Phone: 309 827-6031

Fax: 309 827-5717 Website: www.district87.org

Library Resources

Visit the Hart Career Center Resource Library.

Open Monday through Friday from 8:00 a.m. to 4:30 p.m. (closed from 12:00 to 1:00 p.m.).

Stop in anytime to browse. Look through hundreds of resources with information about:

- ▶ Selecting a **major/career**
- ▶ Finding an **internship**
- ▶ Preparing for the **job search**
- ▶ **Interviewing** successfully
- ▶ Applying to **Graduate/Professional School**
- ▶ Researching **companies**

Visit the Hart Career Center website at www.iwu.edu/ccenter to view our many online resources!



Allstate Insurance staff work closely with IWU students on a team project at the Hart Career Center Resource Library.

Grow your own way

Every career path is different. That's why we help you design your own. We'll provide the training, coaching and experiences that allow you to build relationships and take advantage of career opportunities. You decide what happens next—at PwC or beyond.

The opportunity of a lifetime.
www.pwc.com/campus



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Four-Year Timeline for Career Success

First Year

- ▶ Meet with a career counselor to explore career options; take self-assessment tests to learn more about yourself. Identify the skills and strengths you enjoy using. Explore how your personality is important in choosing a career path.
- ▶ Develop an academic plan with guidance from a faculty advisor.
- ▶ Visit the Hart Career Center to discuss opportunities for practical experience on and off campus.
- ▶ Check out the Hart Career Center website: www.iwu.edu/ccenter.
- ▶ Register with the Hart Career Center and complete your on-line profile through Titan CareerLink.
- ▶ Like the Hart Career Center on Facebook to stay current on events.
- ▶ Explore ways of enhancing academics with co-curricular activities by visiting the Office of Student Activities. Check out their website at www.iwu.edu/studact/.
- ▶ Consider volunteer positions as a means of building professional experience. Visit www.iwu.edu/volunteers
- ▶ Study hard and keep your grades as high as possible.

Sophomore Year

- ▶ Review your academic plan with an advisor.
- ▶ Take advantage of Sophomore Week activities in the fall.
- ▶ Attend the Majors & Minors Fair spring semester.
- ▶ If you didn't do so in your first year, declare a major(s). Consider the possibility of a minor(s).
- ▶ Speak with family friends and professionals about their careers. Spend a day on the job with a professional.
- ▶ Explore leadership opportunities in campus organizations.
- ▶ Attend Hart Career Center seminars and workshops on topics such as resume writing, interviewing strategies and internships.
- ▶ Participate in the Practice Interview Program to develop essential interviewing skills.
- ▶ Meet with a Hart Career Center staff member to develop a resume. Update your on-line profile through Titan CareerLink.
- ▶ Seek an internship that affords you professional work experience, personal contacts and potential for future employment. Attend the IWU Internship Fair on October 1.
- ▶ Continue to develop knowledge or skills that are in demand in your field of interest (e.g. computer, writing, foreign language).
- ▶ Explore study abroad opportunities; www.iwu.edu/study-abroad.

Junior Year

- ▶ Meet with your faculty advisor to confirm that academic requirements are being met.
- ▶ Focus on career objectives and update your resume. Be sure to have a Hart Career Center staff member review this for you. Attend Hart Career Center seminars and workshops.
- ▶ Pursue internship opportunities for the academic year, May Term and/or summer months. Attend the IWU Internship Fair and others to explore internship possibilities.
- ▶ Talk to professionals in your careers of interest (informational interviews) to learn more about career fields. The Hart Career Center can assist you in locating professionals working in a variety of career fields.
- ▶ Update your on-line profile through Titan CareerLink.
- ▶ Consider the possibility of graduate and professional school. Review Hart Career Center resources related to graduate school.
- ▶ Consider taking the GRE, MCAT, LSAT or any admission test required to continue coursework at a graduate level. (You may elect to take certain exams in the fall of your senior year). Begin gathering information on graduate schools.
- ▶ Meet with a Hart Career Center staff member to review your progress and plan for graduate school or the job search process.
- ▶ Begin to gather information on organizations in your field.
- ▶ Participate in the Practice Interview Program to develop essential interviewing skills.
- ▶ Continue to pursue leadership opportunities on campus.

Senior Year

- ▶ Review and participate in recruitment opportunities available through the Hart Career Center. Begin a targeted job search campaign.
- ▶ Update your on-line profile and resume through Titan CareerLink. Draft necessary cover letters and have Hart Career Center staff review these for you.
- ▶ Explore internship opportunities for your senior year.
- ▶ Attend Hart Career Center workshops on applying to graduate school, job searching, preparing for job fairs and other topics.
- ▶ Meet with a Hart Career Center staff member to develop a job search strategy and review your resume.
- ▶ Participate in job fairs throughout the year to explore job opportunities.
- ▶ Take any necessary graduate school admission tests not taken your junior year (GRE, LSAT, GMAT). Apply to graduate programs. Have an advisor or Hart Career Center staff member review your essay.

Find Your Passion

Informational Interviews

Talking to a current professional is a great way to determine if a career field is for you. An informational interview is an information-gathering conversation between you and someone employed in the career field in which you are interested. It allows you to learn about a career field of interest, while also doing a reality check.

- ▶ Talk to professionals recommended by faculty members, Hart Career Center staff, friends from work, family, neighbors, teachers, church friends, etc.
- ▶ Set up the interview by phoning in advance and requesting 30 minutes of the person's time—and then stick to that!
- ▶ If someone has referred you, give the person's name and indicate why you are calling and that you are not asking for a job, but to get information about the type of work they do and how they got into that field.
- ▶ Be on time for the interview, dress professionally and take notes.
- ▶ Send a thank you note after the informational interview and consider enclosing a resume.

Possible questions to consider asking, select 6-8 questions to keep within 30 minutes

1. What interested you most about getting into this type of work?
2. How did you prepare yourself for this career, what classes or activities would you suggest to me?
3. Knowing what you know now, would you go into this career? Why or why not?
4. What do you like most and least about your job? What is most rewarding?
5. What skills or personal qualities are necessary in this career?
6. What do you do in a typical day and what type of people do you encounter?
7. How stressful is your job? What are the frustrations associated with your work?
8. What are the advantages and disadvantages of working in your field?
9. Would you advise people to enter this career area today? Why or why not?
10. What, in your opinion, is the job outlook in this career area?
11. How much variety is connected with your work?
12. Can you recommend the names of other people or employers I can consult to find out more about your field? May I use your name to introduce myself?

Job Shadowing

During a typical job shadowing visit, you “shadow” an employee at work for a couple of hours, or sometimes several days. The visit provides a close-up look at the workplace and the day-to-day responsibilities of a professional in your field of interest. You have a chance to observe activities, ask questions, and consider the pros and cons of a profession or industry.

- ▶ Prepare for the job shadow visit by researching the employer and/or industry you will be observing.
- ▶ Work with the Hart Career Center, faculty members, your family, neighbors and friends to identify professionals in your field of interest that might be willing to allow a shadow experience.
- ▶ Prepare a number of questions that you would like to have answered during your visit.
- ▶ Contact the professional to arrange an appropriate time to visit; confirm the time/date/location.
- ▶ Dress professionally during the shadow experience and be respectful and confidential.
- ▶ Follow up the visit with a formal thank you note.



Taking a break from participating in KPMG's Global Internship Program, Matt LaLonde '14 visits The Louvre in Paris, France.

Internships: Experience the Possibilities

Internships: Experience the Possibilities

Simply put, an internship is pre-professional work experience in your major field of study or career interest area.

Why intern?

Internships give you the opportunity to:

- ▶ Explore possibilities of future careers
- ▶ Gain valuable skills and career-related experience
- ▶ Apply classroom knowledge to real-world situations
- ▶ Establish professional contacts and begin networking
- ▶ *Possibly* earn money, academic credit or a future job offer

When should I intern?

Anytime! Students do internships over the summer and also during the academic year. In the fall and spring semester, interns will typically work 12-15 hours a week. Many interns will work full time during May Term and through the summer. Intern when you are ready; anytime from second semester of your first year to the summer after you graduate.

Where can I intern?

Anywhere! Many local organizations offer convenient access to internships in the Bloomington-Normal area. This is a perfect option during the fall and spring semesters. However, during the summers, students can intern in their hometowns, in other states and even abroad. IWU is also affiliated with academic-year internship programs in Chicago, Washington, D.C. and New York City. Visit the Hart Career Center or our website to learn more!

When should I start looking for an internship?

Now! It's never too early to start searching for possibilities! The Hart Career Center receives internship listings continuously and most organizations accept applications on a rolling basis. Begin searching at least a semester before you'd like to intern. National deadlines for summer internships are quite early. Getting a head start will provide you with more options.

Does the Hart Career Center find an internship for me?

No! The Hart Career Center assists you, but students and employers choose each other. No employer is assigned an intern and no student is given an internship. The internship search parallels the job search.

Are interns paid?

Sometimes! Internships can be paid or unpaid; employers determine whether or not the internship is paid. Whether paid or not, the experience you receive is a valuable form of payment for an internship.

Can I receive academic credit for my internship?

Perhaps! Academic departments make this determination. It may

be possible to receive academic credit for an internship, but many students participate for experience only. Should you desire academic credit toward your degree, you'll need to work with a faculty supervisor to complete an Internship Learning Contract. Pick up this form at the Hart Career Center or download from our website. Once filled out, the form is turned in to the Hart Career Center.

Where do I find out about internships?

All over! A great place to start is at the IWU Hart Career Center. Hundreds of internship opportunities are available to you through the Hart Career Center's Internship Program. Our program is centralized, which means no matter what your area of study, the Hart Career Center can help you to find internship opportunities. We post all of the positions we hear about on our online database, Titan CareerLink.

- ▶ **Titan CareerLink** — allows you to review internship descriptions, apply electronically and, if an employer is visiting campus, sign up for an interview. You can access Titan CareerLink on campus, at your home or even when you study abroad! To review internship opportunities, access your Titan CareerLink account through the Hart Career Center website www.iwu.edu/ccenter. (See detailed instructions for Titan CareerLink on pages 38-39 or visit our website for an online tutorial.)

Are there other places to look for internships?

You bet! Here are a few other search suggestions:

- ▶ **www.internships.com** and **www.internmatch.com** — large national internship databases.
- ▶ **www.iscpa.org** — The ISCPA (Illinois Small College Placement Association) website. ISCPA is a consortium of 25 small colleges in Illinois that work together to share job search resources.
- ▶ **www.indeed.com** and **www.simplyhired.com** — both of these are "spider sites" that pick up internship postings from company websites and other job search sites.
- ▶ **www.idealists.org** is a similar site for non-profit positions in the U.S. and abroad.
- ▶ **Visit company websites** if you have ideas for where you'd like to work. Look for their employment or college experience page for internship information.
- ▶ **Try a Google search** — you'll be amazed at what you'll find.
- ▶ **Network** — let your family, friends, professors and neighbors know what you're looking for! Personal references are still one of the best ways to land a position.
- ▶ **Attend an Internship Fair** — The annual IWU Internship Fair is October 1 in the Memorial Center. Additionally, ISU has several fairs in the fall and spring that IWU students may attend. Fairs provide an excellent opportunity for you to find out what types of internships are available and to begin making some professional connections.

Internships: Experience the Possibilities

- **Consider one of our affiliated programs** — Washington Semester, www.american.edu/washingtonsemester
Semester in Washington, scs.georgetown.edu/departments/19/semester-in-washington, ACM Chicago programs, www.acm.edu (Arts, Entrepreneurship and Urban Studies), New York Media Experience Program, www.marist.edu/nymep
- **Drop by the Hart Career Center** — our career resource library has extensive directories and internship resources.
- **Visit our website** — Find more online and career-specific resources at www.iwu.edu/ccenter.

Where have IWU students interned?

MANY places! Last year, over 480 students reported their internships to the Hart Career Center. They have contributed their talents through internships in organizations throughout the United States and abroad and have had some amazing experiences. Just a few of the recent internship sites include:

Advocate BroMenn Medical Center, Normal, IL
Archer Daniels Midland, Decatur, IL
Amazon.com, Seattle, WA
Boeing, St. Louis, MO
Caterpillar, Inc., Peoria, IL
Community Cancer Center, Normal, IL
Country Financial, Bloomington, IL
DAAD – German Acad. Exchange, Munster, Germany
Deloitte, Chicago, IL and Lagos, Nigeria
Digitas, Chicago, IL
Ecology Action Center, Normal, IL
Edward Jones, Oak Park, IL
Federal Bureau of Investigation, Springfield, IL
Great River Shakespeare Fest, Winona, MN
Habitat for Humanity, Bloomington, IL
Illinois Holocaust Museum, Skokie, IL
Inclusion Films, Los Angeles, CA
Leo Burnett, Chicago, IL
McLean County State's Attorney, Bloomington, IL
McLean County Arts Center, Bloomington, IL
Normal CornBelters Baseball, Normal, IL
Northwestern Memorial Hospital, Chicago, IL
Office of Representative Tom Cross, Chicago, IL
OSF St. Francis Medical Center, Peoria, IL
PATH Crisis Center, Bloomington, IL
PricewaterhouseCoopers, Chicago, IL
State Farm Insurance, Bloomington, IL
Stem Cell Institute, Univ of Minnesota, Minneapolis, MN
Target, Minneapolis, MN and Champaign, IL
The Smithsonian Institute, Washington, DC
Tripler Army Medical Center, Honolulu, HI
U.S. House of Representatives, Washington, DC

How do I prepare to apply?

- 1) **Develop a polished and error-free resume.** Use this guide for assistance (see pages 12-13). The Hart Career Center staff would be happy to review your resume. Stop by during drop-in hours or schedule an appointment by calling (309) 556-3071.
- 2) **Write a Cover Letter if needed.** Many positions will ask for a letter of interest to introduce your resume (see page 17).
- 3) **Get ready for an interview.** If a company likes your resume, they will want to schedule an interview. Plan for success:
 - Research the organization and prepare questions to ask.
 - Practice answering typical interview questions (see page 32). Sign up to participate in the Hart Career Center's Practice Interview Program through Titan CareerLink. (see page 29).
 - Prepare to dress professionally on interview day.
- 4) **Follow up...follow up...follow up!**
 - If it's been one-two weeks since you applied or since the deadline passed, it's okay to follow up politely with a note or phone call inquiring about the status of your application.
 - Similarly, follow up an interview with a thank you note.
 - Once you receive an offer and decide to accept a position, it's essential to follow up with the organization to let them know your plans. Additionally, you need to contact employers to formally withdraw from any active searches when you have accepted a position (see page 28 for more guidelines).

After I've found an internship, what's next?

- If you're planning to receive academic credit for the internship, you'll need to visit with your faculty internship supervisor, fill out the Internship Learning Contract and turn it in to the Hart Career Center. The Hart Career Center will notify the Registrar to enroll you in the internship course for your department. Paperwork is due before the last day to add a class in a semester.
- If you are doing a non-credit internship, the Hart Career Center would still like to know about your position for our internship records and for employer contacts and evaluations. Turn in a simple Internship Report, which can be downloaded from the Hart Career Center website.
- Clarify expectations with your employer. Confirm start date, hours, job responsibilities, salary, dress, supervisor, etc. It's a great idea to put your agreement in writing.
- Make the most of your internship experience! Take initiative; observe and learn; be professional; find a mentor; communicate respectfully; be a team player; and have fun.

What if I still have questions or need assistance?

Contact Laurie Diekhoff, assistant director/internship coordinator. Schedule an appointment by calling (309) 556-3071, or send by email to diekhoff@iwu.edu.

How I Spent My Summer Vacation Internship...



In rural Peru, Erin Levy '14 takes time away from her medical clinic internship to enjoy the local culture with her colleagues.



Kate Fitzgerald '14 served as a Production Intern and Teaching Assistant at Shakespeare Festival St. Louis.



Titans working on the Hill this summer for the U.S. House of Representatives included interns Paul Lee '13 and Austin Aldag '16. They worked with Legislative Assistant Tyler Bontemps '11 (center).



Amanda King '15 used her Environmental Studies major this summer interning in McLean, Ill., at the Sugar Grove Nature Center.



Alyssa Payleitner '14 served as the Assistant Manager Intern for Downtown Bloomington's thriving Farmer's Market.



Pre-Physical Therapy student Genyl Rufino '15 gained hands-on experience at Allied Health Group in Normal.

Create A Strong Resume

What is a resume?

For students and new graduates, a resume is a one-page summary of your *personal, educational and employment experiences*. A resume should tell: *who you are, what you know, what you do well and what you want to do*. The purpose of the resume is to **obtain** an interview, to serve as a reference **during** the interview and to serve as a reminder **after** the interview.

Employers spend approximately 30 seconds reviewing each resume.

- ▶ Mistakes, poorly phrased descriptions, redundancy, etc. will be noticed even during a quick glance.
- ▶ Write in a concise, easy-to-read format, thus bullets, phrases and incomplete sentences are acceptable for this reason.
- ▶ Do not use personal pronouns such as “my” or “I.”
- ▶ Start each sentence or phrase with an action verb (page 14).

Always consult with a Hart Career Center staff member before distributing copies of your resume.

Starting Your Resume

- ▶ List all of your jobs, internships, volunteer experiences, athletic, and extra-curricular activities.
- ▶ Include any academic awards and leadership positions.
 - First and second-year students may include high school activities/experiences.
 - Juniors and seniors may *only* include college information.
- ▶ Group your list of experiences by their relevance to the purpose of your resume. Write bullet points describing your responsibilities.
- ▶ Use action verbs and the appropriate verb tense. Use the present tense for current positions, example “Schedule and lead multiple weekly team practices.”

Resume Appearance

- ▶ 8 1/2 by 11-inch paper, white or ivory.
- ▶ One-inch margins on all sides, font of at least 11 point.
- ▶ Use resume or professional paper available at office supply or copy shops.

Information to include

Heading

Name, contact information including email, a campus and/or permanent address, and cell phone. **Note:** Be sure that your email is professional in nature. Create a professional voice mail, and take off any music, casual or humorous message.

Objective

Include what type of position you seek AND the skills you have to offer. Do **not** indicate what you hope to gain (i.e. to develop knowledge of the social service industry, improve skills, etc.).

Examples:

- ▶ Interested in joining _____ staff of a (company/agency/ school district) to apply strong analytical, organizational and communication skills
- ▶ To obtain a staff nurse position on a pediatric unit using clinical training and interpersonal skills
- ▶ A challenging opportunity in the area of customer service using solid communication and organizational skills
- ▶ To contribute dynamic interpersonal communication skills to a social services agency working with substance abuse prevention and recovery

Personal Profile or Qualifications Summary (An alternative to the Career Objective)

In place of the objective, consider a profile — usually one to three sentences in length, this statement emphasizes your strongest talents and experience. Examples:

- ▶ Individual with technical writing, public relations, marketing and state government experience coupled with a strong liberal arts education. Demonstrated verbal and written communication skills.
- ▶ New professional possessing five years of retail experience including supervisory responsibilities. Earned 75 percent of college expenses working 20 hours per week and full-time summers while maintaining a 3.5 cumulative grade point average.

Education

Include name of school, location, date of graduation, degree, major, minor and, if applicable, areas of concentration. Include your cumulative GPA, for example: 3.2 (4.0). If you financed your education you may indicate this by writing, “Financed 90 percent of educational (or college) expenses.” Do not include high school.

Employment Experience and/or Relevant Experience

- ▶ List in reverse chronological order (most recent first).
- ▶ Include part-time, summer, volunteer work, internships, student teaching and clinical experience here or you can use separate headings.
- ▶ Under each listed experience, identify job title, name of employer, employer’s city and state. Include the dates of employment and the responsibilities of each position using action verbs. Be sure to highlight accomplishments as well as responsibilities.

Create A Strong Resume

Skills (Language, Computer, Laboratory, Clinical, Technical)

- Competent in conversational Spanish, proficient in written Spanish
- Experienced with lab techniques and procedures such as distillation, chromatography, gel electrophoresis and titration.
- Familiar with oscilloscopes, circuits and transducers.
- Programming skills in Visual Basic, C++ and Java. Proficient in Excel database design, MS Access, Web design and HTML.

Activities/Honors/Leadership/Community Service

List academic honors, awards and scholarships received first, followed by involvement in campus or community organizations and leadership roles.

References

Optional - Include a brief statement such as Available Upon Request or Furnished Upon Request at the bottom of your resume. OR create a separate reference list to accompany your resume (see page 23).

Top 7 Resume Mistakes and Fixes

<i>Mistake</i>	1. Typos and grammatical errors
<i>Solution</i>	1. Have others review your resume for errors, don't rely on spell check
<i>Mistake</i>	2. Focus on how you will benefit
<i>Solution</i>	2. Market your skills and experiences, avoid any mention of how you will benefit from the organization
<i>Mistake</i>	3. Too long
<i>Solution</i>	3. Keep to one page, in most situations
<i>Mistake</i>	4. Unclear, unfocused objective
<i>Solution</i>	4. Tailor the objective to fit each job/internship to which you apply—or consider a profile
<i>Mistake</i>	5. Generic resume
<i>Solution</i>	5. Organize each resume so that your experience fits the position. This might require altering the order of your experience and/or re-writing some of the bullets
<i>Mistake</i>	6. Repetitive language
<i>Solution</i>	6. Use action verbs and vary them
<i>Mistake</i>	7. Use of pronouns
<i>Solution</i>	7. Omit pronouns and personal information (interests/hobbies)

YOUNGER STUDENT
 ystudent@jwu.edu
 398.412.9913

Campus Address
 111 E. University, #4
 Bloomington, IL 61701

Permanent Address
 11 N. House Street
 Portland, ME 43228

OBJECTIVE
 To obtain an internship in the social service industry using strong interpersonal communication skills, and detailed organizational abilities.

EDUCATION
Illinois Wesleyan University, Bloomington, IL
 Bachelor of Arts, May 2017
 Double Major: Psychology and Hispanic Studies
 Cumulative GPA: 3.5/4.0

RELEVANT EXPERIENCE

Camp Counselor, Camp Flounders, Portland ME
 • Successfully engaged children aged 8-14 in social, education, and recreational activities
 • Created and led group activities designed to strengthen teamwork and physical fitness skills
 • Set appropriate behavioral limits as needed, communicated daily progress to parents
 • Asked to mentor high school aged counselors-in-training

Summers 2012, 2013

Host/Waiter, Hampton Restaurant, Portland, ME
 • Managed an area of ten tables, simultaneously taking orders and serving food to guests
 • Maintained accurate financial transactions
 • Balanced part-time employment and active extra-curricular involvement during high school

August 2011–August 2012

President, Senior Class 2012, Elmwood High School
 • Organized and facilitated social activities for class of 300
 • Designated and oversaw committees that raised \$1200 for class gift
 • Led bi-monthly meetings of class executive board

Fall 2012–Spring 2013

ADDITIONAL EXPERIENCE

Desk Aid, Office of Residential Life, Bloomington, IL

September 2013–Present

ACTIVITIES AND DISTINCTIONS

Alpha Phi Omega, Service Fraternity
 Habitat for Humanity Volunteer
 Ultimate Frisbee Club

National Honor Society, Treasurer (2011–2012)
 National Spanish Honor Society
 Thespians
 Baseball Team, Captain

Action Verbs

Management Skills

Administered
Analyzed
Assigned
Attained
Chaired
Contracted
Consolidated
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Research Skills

Clarified
Collected
Criticized
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

Technical Skills

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Solved
Trained
Upgraded

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Initiated
Instructed
Persuaded
Set goals
Stimulated

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecast
Managed
Marketed
Planned
Projected
Researched

Creative Skills

Acted
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Expedited
Facilitated
Familiarized
Guided
Referred
Rehabilitated
Represented

Clerical or Detail Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

Analytical

Analyzed
Ascertained
Assessed
Compared
Computed
Conceptualized
Concluded
Critiqued
Deciphered
Determined
Devised
Diagnosed
Estimated
Evaluated
Examined
Forecasted
Formulated
Integrated
Investigated
Justified
Measured
Negotiated
Prescribed
Prioritized
Projected
Questioned
Rated
Recommended

Researched
Scrutinized
Studied
Substantiated
Synthesized
Validated
Verified

Teamwork

Assisted
Collaborated
Contributed
Cooperated
Mediated
Participated
Partnered

Problem solving

Aided
Alleviated
Ameliorated
Augmented
Counseled
Customized
Debugged
Eased
Elevated
Enlarged
Extended
Finalized
Fulfilled
Generated
Identified
Interceded
Invented
Lightened
Polished
Procured
Reconciled
Rectified
Refined
Reformed
Rehabilitated
Reinforced
Rejuvenated
Relieved
Remedied
Remodeled
Repaired
Restored
Retrieved
Revitalized
Revived
Settled
Solicited
Solved
Streamlined

Strengthened
Supplemented
Transformed

And more...

Acted
Activated
Added
Administered
Apportioned
Appraised
Approximated
Attained
Audited
Certified
Commissioned
Committed
Consented
Contracted
Disbursed
Dispatched
Displayed
Enlisted
Excelled
Executed
Exercised
Familiarized
Figured
Guaranteed
Indicated
Instituted
Involved
Issued
Licenses
Maintained
Operated
Performed
Prepared
Programmed
Realized related
Reserved
Reviewed
Satisfied
Screened
Secured
Served
Set
Smoothed
Sought
Specified
Submitted
Surveyed
Sustained
Traced
Transacted
Transmitted
Valued

Resume Examples

Ima Teacher

1221 Center St., Bloomington, IL 61701
312-555-6666 — iteacher@iwu.edu

Objective: To apply clear communication and motivational skills to a secondary education teaching position in mathematics and to become involved in coaching and advising extra-curricular activities

Education:

Illinois Wesleyan University, Bloomington, IL
Bachelor of Arts, May 2014
Cumulative GPA: 3.45/4.0 Major GPA: 3.93/4.0
Major: Mathematics
Certification: Illinois Type 09

Student Teaching Experience:

- Normal Community High School**, Normal, IL Fall 2013
- Completed 15 week teaching experience in culturally diverse classrooms, including 3 weeks of full-time teaching Geometry, Honor's Geometry, Algebra II
 - Motivated students through a positive, active learning environment while using interactive instruction and cooperative learning
 - Taught students with IEP's, working with resource teachers to meet students' needs
 - Successfully engaged students from varied family, socio-economic, racial, and ethnic backgrounds
 - Incorporated SmartBoard, Geometer's Sketchpad, TI-Smartview, and graphing calculators
 - Collaborated with a Professional Learning Community to improve students' performance in 5 state goals
 - Conducted educational research on differential learning within the classroom
 - Assisted in advising Student Council and Scholastic Bowl

Practical Experience:

- Normal West Community High School**, Normal, IL Spring 2013
- Completed over 50 hours of classroom experience including teaching five lessons
 - Worked with cooperating teacher to plan lessons, grade assignments, and enter grades into Skyward
 - Assisted individual students with homework, group activities, test/quiz preparation
- Bloomington Junior High School**, Bloomington, IL Fall 2011–Spring 2012
- Mentored/tutored two at-risk middle school students to improve their educational achievement and classroom behavior
 - Served as a role model for under-performing students to encourage educational progress

Additional Experience:

- Teacher's Assistant**, IWU Mathematics Department, Bloomington, IL 2011–Present
- Tutor university students, grade homework and quizzes, enter grades into Microsoft Excel
- Independent Tutor**, Self-employed 2009–Present
- Tutor high school and university students in math ranging from pre-algebra to AP calculus
- Math Lab Coordinator**, IWU Mathematics Department, Bloomington, IL Fall 2011
- Organized student staff schedules, oversaw lab maintenance, addressed computer problems
 - Communicated regularly with faculty members to ensure smooth functioning of lab
- Circulation Desk Student Staff**, IWU The Ames Library, Bloomington, IL 2011–2013
- Distributed and shelved books, provided general information to patrons

Honors and Leadership:

- Dean's List**
IL Education Association Scholarship Recipient Alpha Phi Omega Service Fraternity
Alumni Scholarship Recipient *Vice-President of Membership (Fall 2012)
Student Education Association *Vice-President of Pledge Educ. (Spring 2011)
DRL, campus ministry *Pledge Class Vice-President (Fall 2011)
Eastview Christian Church College Ministry

Destiny Deblanc

ddeblanc@iwu.edu ~ 1212 Park St., Bloomington, IL 61701 ~ 773.334.2995

Profile: Motivated student-athlete with strong leadership and time management abilities. Excellent organizational, collaborative and communication skills. Creative individual with experience in editing, publishing, journalism and public relations.

Education

Illinois Wesleyan University, Bloomington, IL
Bachelor of Arts, May 2015
Major: English Writing Minor: Anthropology
GPA: 3.84/4.00

Umbra Institute, Perugia, Italy
Study Abroad Experience
Spring 2013

Relevant Experience

- Project Coordinator Intern** — The Great Plains LIFE Foundation, Normal, IL Fall 2013–Present
- Research, write and edit successful grant proposals to support the "Say 4" Project
 - Develop written materials including letters, newsletter articles and brochures for students and donors
 - Assist in the planning of the "Successful Student Seminar" and the "20 Stars for LIFE" fundraising event
- Staff Writer** — *The Argus* (Campus Newspaper), IWU, Bloomington, IL Spring 2012–Present
- Research and report on campus activities and sporting events
 - Write a weekly article for the sports section of the newspaper
- Travel Writing Intern** — SnoworSand Travel Agency, Florence, Italy Spring 2013
- Wrote, edited and published travel articles directed at students studying abroad
 - Responsible for beta-testing and copy-editing for new Globetrotters website
- President** — National Honor Society, Walter Payton College Prep HS, Chicago, IL Fall 2010–Spring 2011
- Oversaw bi-monthly member and bi-monthly executive board meetings for club membership of 70+
 - Initiated new fund-raising project that contributed \$1500 to local non-profit
 - Established tutoring program for incoming first year students
- President** — African American Club, Walter Payton College Prep HS, Chicago Fall 2009–2010
- Led weekly meetings of 65+ members
 - Collaborated with the International Club on Culture Week activities and dance
 - Co-created, printed, and distributed publicity materials to advertise Culture Week
 - Featured in the local community newspaper for promotional article on Culture Week

Activities and Honors

- IWU**
Alumni Scholarship Recipient
Dean's List
Alpha Lambda Delta, First Year Honor Society
Black Student Union
Adams Hall President 2012
Cross Country Team
- High School**
National English Honor Society, VP, 2009–2010
Scholastic Art and Writing Award, Silver Key, 2010
Varsity Cross Country – Captain 2010, 2011
Glee Club
QSA, Queen Straight Alliance
Best Buddies Volunteer

Resume Examples

Adam Wu

1304 N. Main St. • Bloomington, IL 61701 • (309) 750-3951 • twu@iwu.edu

OBJECTIVE

To obtain a position within the Business Development Training program to apply analytical, managerial, and communication skills as well as professional experience in marketing.

EDUCATION

Illinois Wesleyan University, Bloomington, IL

GPA: 3.35 on 4.0 Scale

Bachelor of Arts, May 2014 Major: GPA: 3.56 on 4.0 Scale

Minor: Mathematics

The Chinese University of Hong Kong, Hong Kong

AsiaLearn; Spring 2012

SUMMARY OF SKILLS

- Native speaker of Mandarin
- Fluent in English
- Proficient in Cantonese
- Advertising and Journalism Experience
- Java/C/HTML Language
- Mathematica/LaTeX/Microsoft Office

RELEVANT EXPERIENCE

Stock Analyst for Portfolio Management Course, IWU, Bloomington, IL Spring 2013

- Analyzed and monitored 6 out of the 23 blue-chip stocks in the Illinois Wesleyan University student-managed portfolio with a team
- Created and presented a \$54,785 buying proposal and a \$11,500 selling proposal to the client board for approval

Marketing Intern, Downtown Bloomington Association, Bloomington, IL Fall 2012

- Marketing: Assisted with development of a marketing plan for the Farmers' Market, executed the approved marketing plan, making arrangements for placement of advertisements
- Bookkeeping: Recorded day-to-day financial transactions for the Farmers' Market
- Customer Service: Assisted with customer and vendor questions and concerns
- Event Planning: Scheduled musical performances and other special events, managed schedules and booth assignments for over 70 vendors
- Public Relations: Staffed an informational booth at each Saturday market, provided information about downtown Bloomington and the Farmers' Market
- **Accountant, The Argus Campus Newspaper**, IWU, Bloomington, IL Spring 2011
- Managed revenue of advertisements, prepared financial reports
- Prepared invoices and addressed related issues
- **Business Manager, The Argus Campus Newspaper**, IWU, Bloomington, IL Fall 2011
- Managed revenue and expenses, distributed salaries, created financial reports
- Served as a liaison between the Business Department and the Student Senate

ADDITIONAL EXPERIENCE

Research Assistant, History Department, IWU, Bloomington, IL Fall 2011–Present

Tutor of Calculus, Mathematics Department, IWU, Bloomington, IL Spring 2012

Circulation Desk Assistant, The Ames Library, IWU, Bloomington, IL Summer 2011–Fall 2012

Student Worker, Sodexho, IWU, Bloomington, IL Fall 2010–Fall 2011

ACTIVITIES & DISTINCTIONS

Volunteer English teacher, "Teach in Hong Kong" program

Volunteer, Midwest Food Bank

National Association of Black Accountants

Dean's List

International Society

Risk Management and

Finance Society

Maria Mendez

1407 Nathan • Chicago, IL 60632 • 773.111.3890 • mmendez@iwu.edu

Profile: Native Spanish and English bilingual speaker with strong interpersonal skills and extensive experience with youth and immigrant populations. Keen ability to establish immediate rapport with individuals engendering trust and confidence. Effective communicator who relates well to diverse groups of people at all levels within an organization. Eager to apply research skills to provide the best resources available for community members.

Education

Illinois Wesleyan University, Bloomington, IL

Bachelor of Arts, May 2013

Associated Colleges of the Midwest, Chicago, Illinois

Urban Studies Program

Major: Sociology

Cumulative GPA: 3.36/4.00

Fall 2013

Internship Experience

Information Referral Specialist Intern, La Casa Norte, Chicago, IL

Fall 2013

- Performed intake of clients and referred them to the proper services within the larger community
- Map the households served by LCN to demonstrate the need within the community to stakeholders
- Gain valuable experience in non-profit management

Hispanic Outreach Intern, Unity Community Center, Normal, IL

Summers 2012, 2013

- Assisted clients with community resources, employment opportunities, and phone calls to service providers
- Interpreted for Unity Community Center clients in the Bloomington-Normal community
- Translated documents for clients from English to Spanish and Spanish to English

Work and Leadership Experience

Assistant Coordinator, IWU Student Volunteer Center, Bloomington, IL

August 2012–Present

- Connect students to volunteer opportunities within Bloomington-Normal
- Assist with organizing community service trips for 40 students to Texas and Alabama
- Advise volunteer activities and Alternative Spring Break to encourage student involvement
- **Researcher, IWU Action Research Center**, Bloomington, IL
- Collaborated on a group project to understand mutual assets between IWU and community
- Consulted with a community partner to determine how a community partnership could form with IWU
- Interviewed different campus entities to better assess the extent of civic engagement on campus

Leadership Trainee, IWU Summer Enrichment Program, Bloomington, IL

Summer 2012

- Selectively chosen to participate in a leadership program for underrepresented students
- Developed professional and public speaking skills through research projects presented to peers
- Provided a group seminar for community and IWU members about the importance of serving others

Resident Assistant, IWU Office of Residential Life, Bloomington, IL

August 2011–May 2012

- Mentored 24 first-year students in their transition to college and referred students to campus resources
- Planned, marketed, and implemented social and educational activities and events for hall residents
- Enforced campus and residence hall policies; ensured safety of building, and managed crisis situations

Secretary, IWU Spanish and Latino Student Association (SALSA), Bloomington, IL

2010–2011

- Developed interpersonal and organizational skills while serving as an executive board member
- Ensured positive communication between members through weekly e-mails
- Assisted with the agenda preparation in working towards the group's goals

Skills and Activities

- Research Experience: Quantitative and Qualitative Methods, SPSS proficiency
- Experience using Espatial mapping software
- Black Student Union
- Sociology Club

Cover Letters

What is a cover letter?

It is a letter introducing your skills and experiences that accompanies a resume sent to prospective employers.

What is the key point to keep in mind when writing a cover letter?

To tailor each letter to the position to which you are applying. Tie your skills/experiences to the needs of the position and the organization.

What is the most common mistake with your cover letter?

Employers want to know what you can do for them — not what they can do for you! You need to think like the employer.

What does it mean to “think like the employer?”

Think about what information the employer wants to know about you. Imagine that your job is to fill this position. What skills and experiences do you think will be important? An employer will ask him/herself about you...

- 1) What has this person done in the past?
- 2) Does this person have the skills to do the job available?
- 3) What has this person accomplished in previous experiences?
- 4) What kind of contributions can I expect in the future from this person?
- 5) Will this person fit in with the team I already have in place?
- 6) Why does this person want to work for our organization?

Being able to address these questions will likely require you to research the organization and be familiar with the position description and qualifications before writing your letter.

Can I use the same cover letter when submitting a resume to different organizations?

No, you should individualize each cover letter to the position and organization. **NOTE:** Cover letters are not required when you attend job fairs, on-campus interviews and some personal contacts.

When submitting a cover letter via email, attach it as a pdf or Word document; do not include it in the body of your email. Use the email to briefly introduce yourself, express your interest in the position and reference the attached documents (cover letter, resume).

What five tips will benefit a job seeker most when writing a cover letter?

- 1) Your cover letter is a writing sample. Employers look for clear, concise and persuasive writing with perfect grammar, spelling and punctuation.

- 2) Present yourself in the best light, but don't exaggerate or inflate your skills, experiences and activities.
- 3) Proofread, proofread, proofread! Ask someone with proofreading skills you trust to read over your cover letter. Take it to the Writing Center.
- 4) Demonstrate specific knowledge of the organization. Research the employer and reference something unique about the organization in your letter and why you want to work for them.
- 5) Focus on the skills and qualifications you bring to the position. Employers will invest in on-the-job training, if they can see you are able to communicate effectively; show leadership and teamwork skills; have personal traits, such as the ability to adapt to change, be responsible and take initiative. And you can't just state this, you must show you have skills by citing examples.

Cover Letter Preparation and Format

The recommended length of the cover letter is approximately 200 words and three to four paragraphs. Always limit the letter to one page and address your cover letter to a specific person if possible.



The after-school program participants at Western Avenue Community Center benefit greatly from the talents of intern Melissa Ramirez '14.

Cover Letter Template

Your Address
Your City, State, Zip Code
The Date

Employer Representative Name
Title
Organization Name
Street or P.O. Box Number
City, State, Zip Code

Dear Ms. (or Mr.) Representative Name:

- Paragraph 1* —————→ **Reveal your purpose for writing**, identifying the position for which you are applying, your source of information, and the name of someone familiar to the organization, if you were referred by them. Strong transition sentence to the next paragraph.
- Paragraph 2* —————→ **Discuss your knowledge of the organization.** Incorporate recent industry information and specific information about the position/organization.
- Paragraph 3* —————→ **Focus on what you can do for the company, school or organization.** Base this on your skills, education and experience without restating your resume. Feature two or three specifics from your past experience that might positively impress the employer. Write these qualifications in a bulleted section or sentence format.
- Paragraph 4* —————→ **Indicate what steps you will take from here**, e.g., calling to follow-up on the application process and provide your phone number. Show appreciation to the reader for the time and consideration given to your letter and resume.

Sincerely,

(signature)

Sarah Student

Enclosure

- ▶ Spell check and proofread your letter! Remember to sign it.
- ▶ Print the letter and resume on matching resume paper and mail in a matching envelope.
- ▶ If applying electronically, save as a pdf or word document and attach to brief email with resume.
- ▶ Keep track of the correspondence you mail or email and follow-up as you have indicated.

Example Cover Letters

200 S. Adelaide St.
Normal, IL 61761
November 6, 2013

Sarah Anderson, Coordinator
Human Resources Department
Rodale, Inc.
33 East Minor Street
Emmaus, PA 18098

Dear Ms. Anderson:

Through reading Rodale's mission, "to show people how they can use the power of their bodies and minds to make their lives better," I realized that your company has an environment unlike most other publishing companies. I would enjoy being a part of such a positive, inspiring environment. After reviewing the enclosed resume, I hope that you will find that I am the ideal candidate for the Editorial Assistant position for the Women's Health Books department (Job number: GO 02-032). My skills and experiences have given me the background necessary to jump into the position, taking all tasks head-on with interest and excitement. In the position of Editorial Assistant, I would contribute my detail-oriented nature and my organizational skills to assist in the smooth operation of the office.

I have demonstrated these skills in my position as an Editor of the Argus campus newspaper at Illinois Wesleyan University. My careful attention ensures that all parts of the features section are accurate and newsworthy. My strong organizational skills are essential for making deadlines and delegating responsibilities while fostering an environment of teamwork. I would use these skills to their full potential in the Editorial Assistant position to proofread and polish each piece of writing to the quality expected of Rodale.

My experiences within the IWU Writing Program as an English major have equipped me with the proofreading, editing and writing skills necessary to do this job well. As I edit stories for the Argus, I proofread and edit a wide variety of materials before adding them to the layout. I take great pride in knowing they are accurate and informative. Working at the Argus has also reinforced my skills and knowledge of writing as I am constantly exposed to different styles and their guidelines and intricacies. I was also selected to work at IWU's Writing Center after completing a semester of proofreading and editing training. I have found I truly enjoy this work. Helping friends and classmates determine the best way to make their points becomes an engaging problem-solving activity for me, and I get great satisfaction from working with them to find a solution.

I am highly interested in learning more about the publishing industry and I am enthusiastic about putting my skills and experiences to use on the Rodale team. Should you require additional information, I can be reached at (309)452-1111 or via email at kpeterson@iwu.edu. Thank you for your time, and I look forward to speaking with you soon.

Sincerely,

Karen Peterson

Karen Peterson

2222 Main Street
Bloomington, IL 61701
January 7, 2014

Mary Davidson, Internship Coordinator
National Performing Arts Center
PO Box 101510
Arlington, VA 22210

Dear Ms. Davidson:

It is with great interest that I apply to be your next intern for the National Performing Arts Center Office of Operations and Administration. At Illinois Wesleyan University, I have spent the past several years preparing for a career in event planning and am interested in honing my skills as an intern at the National Performing Arts Center. I read the intern position descriptions on your website and spoke with Sue Jones, an IWU alumnae, who currently works at NPAC. Through this research I feel that this position would make great use of my skills and abilities.

During the past summer at IWU, I underwent extensive training to coordinate conference events at the University. I daily use event planning software and correspond with clients. As part of a team of three, we organize and carry out 21 conference events each summer. Additionally, I have been selected for two years in a row as the Social Event Coordinator for my sorority. To date I have planned over 20 successful social and fund-raising events for this organization of 70 women.

Lastly, it has been an honor to be chosen as a Tour Guide for the IWU Admissions Office. This experience has enabled me to fine-tune my public speaking and group organization skills. I conduct weekly tours for potential hires, prospective students and their parents, and incoming students. I believe this experience will be beneficial in my next professional position.

My resume is enclosed for your review. Please do not hesitate to contact me at hsmith@iwu.edu or 709.112.3291 if you have any questions or need further information.

Sincerely,

Hannah Smith

Hannah Smith

Additional Job Search Correspondence

Job Search Correspondence

I want to apply for a position that I'm not sure is currently available? What should I do?

A letter of inquiry is sent when you would like to inquire about possible positions with an organization that may not have posted openings. The goal is to get your resume in their hands. Write with a clear focus on what you know about the organization and how your experience and qualifications match the work environment. Include your resume and ask for information about career opportunities and the application process. (See example inquiry letter on page 21.)

I know an alumna that works at the company I'm interested in. How can I connect with her?

You can write a networking letter to make contact with someone. The purpose is to introduce yourself and indicate a desire to arrange a meeting or phone call that would allow you to ask specific questions about the career field. You must not ask for a job in this letter or in the informational interview. Normally, a resume is not enclosed. You will want to make a connection between you and the reader in the first paragraph, e.g., alumnus of Illinois Wesleyan, or mutual acquaintance. Then state your purpose in the second paragraph and ask to meet at a mutually convenient time. In the final paragraph, indicate how you will follow up with them. (For more information, see section on informational interviews on page 8.)

Do I really need to write a thank you letter?

Yes! This is one of the most important tools that can set you apart from other job candidates. Candidates who send such a letter within 24 hours after the interview demonstrate clear interest in the position and professional polish. Do individualize and

send one to each person with whom you had contact. Ask for a business card from them during an interview so that you are sure to spell their name correctly and use the proper title. Thank them for their time and interest in you. Be brief, but reemphasize your strongest qualifications as they relate to some specific component of the job requirements. In the final paragraph, reiterate your interest in the position and restate your appreciation. (See example thank you letter on page 21.)

What is an acceptance letter?

This is written confirmation of the terms of your employment as you understand them (salary, starting date, where and to whom you report, etc.). This letter is brief and to the point. End with a statement of appreciation for the confidence shown in you and your eagerness to join the team. (See example job offer acceptance letter on page 22.)

Do I have to send a letter if I decline a job offer?

Yes, it is important to send written confirmation if you decline an offer. A polite letter will leave a good impression and leave the door open to future employment opportunities with this same organization. Acknowledge the offer in the first paragraph and express appreciation for the time the employer spent with you. In the second paragraph, indicate that you have thoughtfully considered the offer and have decided not to accept it. In the closing paragraph, express appreciation for their consideration and interest. (See example on page 22.)



Ted Delicath '13 was one of several IWU interns assisting with Professor Tari Renner's successful campaign for Mayor of the City of Bloomington.



It was a busy summer for Elizabeth Liubicich '14, a store management intern at Kohl's.

Example Letters

109 E. University
Bloomington, IL 61701
October 6, 2013

Mark Smith, Director
Talent Acquisition
ABC Investment Bank
27 Main Street
Chicago, IL 60606

Dear Mr. Smith,

I would like to express my interest in an entry-level analyst position with ABC Investment Bank. Through my job search and recent conversations with investment advisors, I have come to respect the professionalism that characterizes your firm and its employees. I am confident that the values and objectives of the ABC team would highly complement my own strengths and enthusiasm. Please consider my application for your Investment Banking Analyst Program, or similar positions that require refined analytical and communication skills.

I was impressed to learn of ABC Investment Bank's recent acquisition of Precision Group, a tactic which I see as an example of ABC's commitment to achieving growth and success in the future. Innovative and exciting approaches such as this, coupled with a highly regarded Analyst Program, convinced me that ABC is the ideal environment to begin my business career.

I will be graduating from Illinois Wesleyan University in May with a degree in Economics and Political Science. Evidence of my leadership and critical thinking skills can be seen in my responsibilities as analyst intern at Citibank, and my commitment to my academics. An educational background in government and business, combined with my internship experiences, has been excellent preparation for a career with your company.

Please review the enclosed resume and references and consider my application for your Investment Banking Analyst program. I would appreciate the opportunity to come to New York to meet with you and explore the company environment. I will call your office next week to discuss these possibilities. Thank you for your consideration.

Sincerely,

Ron Jones

Ron Jones

Example Thank You Letter

Example Letter of Inquiry

109 E. University
Bloomington, IL 61701
November 19, 2013

Mr. Jim Johnson
Vice President
ABC Company
1000 7th Street
Chicago, IL 60001

Dear Mr. Johnson:

Thank you for the time you and your staff spent with me yesterday to discuss the Sales Representative position. This is exactly the type of opportunity I am seeking.

I am very impressed with what I learned about the ABC Company's six-month training program, especially the combination of classroom and on-the-job training. It seems more thorough than comparable programs in the consumer goods industry. Since we talked, I read about the success of your company's latest new product introduction. This just confirms what I have learned about ABC Company's reputation for marketing expertise.

As we discussed, I have two summers of sales experience. This has taught me the importance of goal setting, identifying the customer's needs, and organizing my time effectively. I am confident that my background will make me an asset to your company.

Should you have any questions or need additional information, please do not hesitate to contact me at (309) 556-1111 or via email at jjones@iwu.edu. I look forward to hearing from you and hope I will have the opportunity to work for ABC Company.

Sincerely,

Jennifer Jones

Jennifer Jones

Example Letters

Example Job Offer Acceptance Letter

201 E. Emerson Street
Bloomington, IL 61701
October 25, 2013

Jill Sherman
Human Resources Representative
XYZ Company
678 5th Avenue
Albany, NY 12205

Dear Ms. Sherman:

Thank you for your recent offer of employment as a management trainee with XYZ Company. I am very pleased to accept this offer. The position sounds quite challenging, particularly the 12 month rotation among your regional plants. I am looking forward to this challenge and believe I will be successful at meeting it.

I understand that your offer involves a start date of June 6, 2013. I also understand that the salary offered is \$45,000, plus benefits discussed at my most recent interview. I will contact you within the next several weeks to discuss travel and moving details as you requested.

Once again, thank you for your offer. I am excited about becoming part of the XYZ Company team.

Sincerely,

Bill Stevens

Bill Stevens

Example Withdrawal from Job Search Letter

1234 College Ave.
Bloomington, IL 61701

March 1, 2014

Michael Clark, Recruiting Associate
Accurate Accounting Firm
567 Michigan Ave.
Chicago, IL 60606

Dear Mr. Clark,

I want to express my sincere appreciation to you for including me in the interview process as you select candidates for your firm's Winter Audit Intern position. I have enjoyed meeting with members of your staff and have been impressed by the quality of your team and organization.

However, as I explained in our recent phone conversation, I respectfully withdraw from consideration for this position. I have decided to accept another internship offer that I believe more closely matches my skills and current career goals.

Thank you again for the opportunity to explore career options with Accurate Accounting Firm. I enjoyed meeting you and wish you and your staff well as you close out the recruiting season.

Sincerely,

David Harrison

David Harrison

References

1) Selecting References:

In selecting people to ask to serve as references for you, think about what those individuals know about you:

- **Faculty members** may know about your academic ability, productivity, and timeliness.
- **Past and present employers** usually know about such things as your reliability, initiative and your ability to work with others.
- **Advisors and coaches** may also be aware of information about you which could be relevant to a potential employer such as drive, leadership skills and work ethic.

Avoid selecting references who only know you in a social capacity.

2) Getting Permission:

Never give someone's name as a reference without that person's permission. Keep each of your references informed about your job search — provide them with a current resume and tell them names of persons and organizations to which you've given their names. Whenever possible, give them a copy of the job description for those positions for which you are applying and a copy of your resume.

3) Giving References to Employers:

- Create a separate reference page to list your references. Include full name, title, organization with which the person is affiliated, complete address, phone number and email address (if available). See sample Reference page.
- Provide reference information when you are asked to provide it. If you reach the interview stage and have not been asked for reference information, you may want to offer it.

4) What Should References Say?

Many references are not sure what they are to say on the candidate's behalf. Encourage them to mention:

- the capacity in which they know/knew you
- the time frame of the relationship, and
- the positive characteristics you demonstrate

Example Reference List

References for Jane Smith

jsmith@iwu.edu
(309) 829-0000

Dr. Marina Balina

Isaac Funk Professor and Professor of Russian Studies
Illinois Wesleyan University
P.O. Box 2900
Bloomington, IL 61702
(309) 556-3793
mbalina@iwu.edu

Dr. James Sikora

Professor of Sociology
Illinois Wesleyan University
P.O. Box 2900
Bloomington, IL 61702
(309) 556-3163
jsikora@iwu.edu

Ms. Michelle Jones

Human Resources Director
XYZ Company
111 Dover Lane Suite 200
St. Louis, MO 63121
(314) 935-2222
mjones@xyz.com

Mr. Tom Smith

Principal
ABC High School
1234 Main Street
My Town, IL 60666
(309) 556-3071
tsmith@abchighschool.org

Portfolios

A portfolio is a cutting edge career management tool that illustrates your skills through tangible, objective and concrete evidence of your successes, qualifications and co-curricular activities. It can be used as a personal marketing tool that demonstrates your competitiveness as a job seeker and helps set you apart from other candidates. It provides direct documentation (class projects, writing samples, powerpoint programs) and third-party documentation (performance reviews, letters of reference) of your skills. It changes according to your needs and/or your audience.

Reflect on the skills that need to be showcased within your portfolio by reviewing job descriptions and career information. Many of the skills you have developed through classroom work and preparation are skills that employers desire when hiring new employees. These include communication, teamwork, leadership, problem solving, organization and planning, research, analysis, decision making and technical and scientific proficiency in your major.

Use a portfolio to:

- ▶ Apply for full-time positions or internships
- ▶ Apply for graduate programs, scholarships or grants
- ▶ Transition into a new career
- ▶ Seek a promotion or negotiate a pay raise
- ▶ Market your business
- ▶ Document professional development

A portfolio should be:

- ▶ Easy to carry and present
- ▶ Easy to add or modify information (a three-ring binder works well)
- ▶ Professional in appearance (use plastic sleeves to keep pages clean)
- ▶ Self-explanatory and well designed for ease in locating specific information (use tabs and captions)
- ▶ Easily customized to demonstrate requirements for a specific position
- ▶ Consider an electronic portfolio or a personal website or CD



IWU students learned about academic programs, like Russian Studies, at the Majors & Minors Fair.

Consider including:

- ▶ Your **branding/mission statement** which sheds light on the guiding principles that drive you and give you purpose, your work ethic, organizational interests, management philosophy, etc. and listing goals can be included (ie: where you see yourself in five-years time)
- ▶ Your **skills, qualifications and abilities**, including a list of **accomplishments** highlighting your achievements in your career to date, samples of your work (e.g. Powerpoint presentations, reports, workshops you've developed, reports, publications, brochures, news clippings, etc.)
- ▶ **Testimonials, letters of recommendations** and **thank you** notes from clients, colleagues and supervisors are always nice to include; some people even include favorable job reviews/evaluations
- ▶ Photocopies of **awards, licenses, certificates, degrees** and **scholarships**
- ▶ Any **professional development** activities; for example, provide a listing of professional associations and conferences attended and any other professional activities
- ▶ A copy of your **current resume** plus a scannable/text-based resume in case one is required
- ▶ A **reference list** should also be included with the names of three to five people (including their full names, titles, addresses and phone/email), who are willing to speak about your strengths, abilities, and experience; at least one reference should be a former manager

Besides the traditional portfolio, you should also consider developing an online Web-based portfolio. Make sure your online presence/branding corresponds to your resume and your portfolio. The information should be similar online (ie: LinkedIn and any website you use for a portfolio) and back up what is in your resume.



McLean County Arts Center Director, Doug Johnson, admires the gallery with intern Charlene Ifenso-Okpala '13.

Writing Examples

Guidelines for Writing Examples

Why would an employer want to see your writing? It gives them another insight into what kind of work you would do for their company or institution. Through a writing sample, an employer can evaluate your writing skills and get an idea of your communication style. Here are some quick tips to follow in composing your writing sample for an employer!

- ▶ **Writing samples should be two to five pages in length.**

If you want to use a longer paper, cut out non-essential paragraphs, edit it so it still flows and add an explanation paragraph clarifying what the larger paper is about and how your sample fits into that larger scheme.

- ▶ **Stick to something that relates to the job for which you are applying, if possible.**

Employers want to know how you will write if you are placed in that job; thus, try to stick to that field. For example, for a job in journalism you may want to submit something written for the campus newspaper; for a job in research, an excerpt from a research paper would be more practical. Whatever you submit, try to stay away from “creative” writing samples, even in “creative” fields like television and advertising. Employers want to see a concise, succinct sample.

- ▶ **Make it perfect!**

Check and double-check for any typographical, spelling or grammar errors. It may help to read the sample out loud or have a friend or counselor look at it to get a different perspective. You should add a cover sheet with your name, address, phone number and the title of the work. Do not submit a sample that has comments from a professor or employer.

- ▶ **Do not submit something that has been heavily edited by someone else.**

Employers want to see your work, not someone else's! Also, stay away from group project papers, unless you clearly mark which sections you wrote and cross out sections that are not your work.

- ▶ **Do not put your sample in a binder.**

It just makes it a hassle for the employer to file and photocopy.

- ▶ **Only submit a writing sample upon request.**

If they don't ask, don't give! Keep one with you during interviews in case the employer does ask for it. If the situation permits, you may ask an employer what type of writing sample they would like to see.

Once you finish, you may want to consider visiting the IWU Writing Center or talking to a Hart Career Center staff member to review questions about your writing sample and to get a second opinion.

Pre-Employment Testing

Prior to employment, some organizations may require pre-employment testing.

This can include drug/alcohol screening, personality or skill inventories, agility/strength or honesty testing. Background screening might also be required which can include a credit check, criminal record screening, fingerprinting, driver's license check, academic credentials verification and reference checks. It might seem a bit overly thorough, but it is legal for employers to seek this information.

Drug Testing in the Employment Selection Process

Drug testing is becoming commonplace in the selection of personnel. While too expensive to be used in the pre-selection of all employees, candidates should expect that they might be asked to take a drug test. The seriousness of a positive test result should not be taken lightly, since having this on your record may be

detrimental to future employment consideration. Policies in companies differ. Retesting for false positive tests may be routine, and retesting 60 days, six months, or one year later may be allowed. Some companies refuse any retest and a rejection is permanent.

What Can You Do?

- ▶ Ask for reasons for rejection.
- ▶ Report any prescription drugs or medication taken before testing.
- ▶ Know the policy on retesting.
- ▶ Find out what type of laboratory testing is done to ensure fair and accurate procedures.
- ▶ Be aware that undue interest or reluctance to test may be interpreted negatively.

SOCIAL MEDIA and Your FUTURE

Can what you post online help or hurt your professional future?

Rather than rely solely on resumes, interviews and references, employers, with increasing frequency, are turning to the Internet to gather information about the candidates they are considering.

A study conducted at Purdue University indicated that 50 percent of surveyed employers reported “using some sort of online technology to screen candidates” and nearly 80 percent of these employers indicated that they were influenced by what they learned, either positively or negatively. As employers screen candidates, some are searching social networking sites (e.g. facebook.com) in addition to more general sites. Protect yourself and your online image.

Technology has also expanded job searching venues. You can research and apply for internships and jobs all over the country. You have a wealth of employment information at your fingertips from the comfort of your own room. Simultaneously, the Internet has changed how companies and employers gather information about potential candidates.



Anthropology major Graice VanSpankeren '16 served as a grant-writing intern this summer at the Illinois Holocaust Museum in Skokie, Ill.

Protect Yourself

Suggestions:

1. **“Google” yourself.** Put your name in quotes and see what you find. Search image sites such as yahoopicture.com as well.
2. **Review any information you have on social networking sites, blogs, online journals, etc.** What will reflect positively about you if/when an employer sees your profile, blog, personal website, etc?
3. **Be thoughtful and proactive.** Do not post information or pictures about yourself online that may suggest illegal actions, inappropriate partying or sexual behavior. Remember that pictures you or anyone else posts about you can be seen by anyone, without too much difficulty and hitting the ‘delete’ button does not ensure that the information is no longer available.
4. **Email impeccably.** Email is a very important part of your online image. Answer all emails in a timely and professional manner. Use proper grammar, spelling, capitalization and business etiquette at all times.
5. **Create a positive Internet presence.** Clean up what information currently exists about you, and review links you have on your profile. If you tweet or use an online journal or blog, consider the benefits of password-protecting, or limiting to a small circle rather than being completely open with it.
6. **Ask for help.** Feel free to consult with any of the staff at the Hart Career Center about your Internet presence!
7. **Join LinkedIn.** LinkedIn is a professional social media site that will allow you to create a positive, professional presence on the Internet.



At the McLean County Museum of History, intern Mary Heath '14, arranges some uniforms for a museum display.

Brand Yourself on LinkedIn: A Professional Networking Site

Who Uses LinkedIn?

Over 100 million professionals in over 200 countries. LinkedIn adds over one new user per second! More than 2 million companies have LinkedIn pages and executives from every Fortune 500 firm are members. Millions of students use LinkedIn and most college and university alumni groups are represented including Illinois Wesleyan University.

By using LinkedIn, every call is a “warm call,” not a “cold call.”

LinkedIn helps students to help themselves by:

1. Building a professional online presence
2. Connecting in a meaningful way with alumni and other “warm” contacts
3. Researching companies and career paths
4. Finding opportunities with organizations that don’t recruit on campus
5. Learning lifelong networking skills

The 5 Golden Rules of Student LinkedIn Profiles

1. Professional photo of you alone
2. Headline with area of study and/or career ambitions
3. Keyword-rich summary that includes type of positions you are seeking
4. Include volunteer activities, internships and extra-curriculars
5. Recommendations from professors, advisors, internship supervisors

Visit LinkedIn.com today to start your professional online profile and to begin to establish your professional network.



Area medical professionals talk with a full room of students about their experiences in medical school and their careers.

Think you don’t know anyone? Think again. Consider connecting to the following individuals...

- Alumni
- Hart Career Center Staff
- Parents and other relatives
- Friends — Peers and a few years older
- Internship managers and colleagues
- Former bosses
- Connections from volunteer involvement
- Professional association members

LinkedIn Networking Etiquette Tips for Students

- Use proper grammar and spelling — no txt msg speak!! LOL!! ☺
- Always customize LinkedIn connection emails to explain who you are and why you’d like to connect. (But do not ask directly for a job.)

Sara,

I am a junior at Illinois Wesleyan University. In reading your LinkedIn profile, I discovered that you graduated recently from Illinois Wesleyan and have had a number of international assignments. Your career path looks really exciting. Could we set up a time to discuss what it takes to be successful outside the U.S. and what I should be doing in school to prepare for working abroad? I would be grateful for any advice that you’d be willing to provide. Thank you for considering my request.

Yolanda Smith

- Respond to all connection requests and messages within one week.
- Help others!

See a Hart Career Center staff member if you need assistance in setting up your LinkedIn profile. Visit the LinkedIn Learning Center to learn more: learn.linkedin.com/jobseeker. Visit linkedin.com/studentjobs for listing of current internships and entry-level jobs. Check out IWU alumni profiles at linkedin.com/alumni.



Ethical and Professional Guidelines

Hart Career Center Guidelines for Internship and Job Searching

The Hart Career Center at Illinois Wesleyan University provides information, resources, and support as you explore and apply for internships and jobs. It is important that you conduct yourself in a *professional, ethical, and socially responsible manner*. The following guidelines are to inform and assist you in this process.

Honesty and Integrity

As a candidate, you must provide accurate information about yourself, skills and experiences as you pursue internships and jobs. You may not inflate or exaggerate your abilities.

Professional Conduct

As a candidate, you need to communicate in a professional manner, and to be courteous and respectful in your interactions with others, in writing, in person, via phone or email.

To that end, you need to:

- ▶ Respond to all calls and emails from employers in a timely manner, even if you have already accepted a position with another organization.
- ▶ Attend all interviews, practice or otherwise, that you have scheduled. If you cancel an interview less than two business days prior to the interview, understand that you will lose Titan CareerLink privileges.
- ▶ Be punctual, come prepared and dress appropriately for all career-related events.
- ▶ When you accept an offer, make a phone call to do so and follow up with an acceptance letter. (See sample on page 22.)
- ▶ Withdraw from all internship/job search activities once you have accepted an internship or job offer. You need to contact all organizations to inform them of your status. ***It is unacceptable to renege on an offer that you have verbally accepted.***
- ▶ To decline an offer and to cancel active applications, contact employer by phone and write a follow up letter that can be sent via mail or email. (See sample on page 22.)
- ▶ Monitor online social networking sites, online pictures and blogs to ensure that information that is publicly available does not contain inappropriate or unprofessional information about you or your activities.

Consequences of Improper Behavior

Failure to adhere with these guidelines may result in:

- Removal from Titan CareerLink
- Suspension of all Hart Career Center services

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As Champaign County's largest locally owned public accounting firm, we are committed to quality. Quality in our work, quality of life, and quality people.

Our track record of growth and progressive services creates the career opportunities of a large firm with the flexibility and atmosphere of a small firm...with no commute and a reasonable cost of living.

To see more on what we have to offer, visit us on the Web at:

www.mhfa.net

at the:

IWU/ISU Fall Job Fair

or:

during on-campus interviews.

Interview Preparation

IWU Hart Career Center Practice Interview Program

A. What is the Practice Interview Program?

An opportunity for students to “practice” their interviewing skills. Professionals in the human resource field volunteer their time and expertise to interview IWU students in a “practice” session.

B. How do I sign-up?

First take the Titan CareerLink brief tutorial found on the Hart Career Center website www.iwu.edu/ccenter. Set up your Titan CareerLink account, upload your resume and follow the instructions to search for a practice interview that best fits your schedule.

C. How do I prepare for the practice interview?

Be familiar with your resume, and review interview questions located in this career guide.

D. How is the practice interview conducted?

The interviewer will spend approximately forty minutes with each student. The first thirty minutes will be the actual interview while the last ten minutes will be reserved for feedback from the interviewer. All practice interviews are held at the Hart Career Center.

E. How will I be evaluated?

Each student will be evaluated on a variety of factors including personal appearance, self-confidence, enthusiasm and ability to articulate their experiences. This interview may be videotaped so that you can review the interview yourself. The interviewer will give you feedback in the interview and complete an evaluation form that can be picked up the following day.

► *If you need to cancel your mock interview, you must do so by 4:00 p.m. two business days prior to the interview date. Otherwise you will not be allowed to participate in subsequent interviews. **Students who wish to have their revoked privileges reinstated must schedule an appointment with the director of the Hart Career Center.***

For additional information about the Practice Interview Program, contact Liz Luibicich, event planning coordinator, (309) 556-3071 or Robyn Walter, career consultant, (309) 556-3328.

Interviewing Success

Stand above other applicants — Be prepared!

Step 1: Research the Company

Know the company or organization well! Use online resources on the Hart Career Center website, jobhuntersbible.com/research and Google news to find out:

- What are the organization's major products and services? Any new products or services?
- Who are the organization's clients or target market(s)?
- Who are the organization's competitors?
- What is the organization's relative position in the marketplace? (e.g. leader, #2, #5, etc.)
- What problems or issues is the organization facing?
- What are some of the organization's recent projects, successes, new accounts, etc.
- What is the company culture?
- What size is the organization? Annual sales? Areas of growth or decline?
- Is the company privately or publicly owned? Is it an independent organization or part of a larger conglomerate?



Alex Bell '14 gained great experience in radio marketing and public relations during his internship at Great Plains Media.

Interview Preparation

Step 2: Know Yourself

What skills and qualifications do you possess that the employer needs? What personal qualities and skills make you a strong candidate? Create an inventory of your skills.

Major Skills:

- | | | |
|----------------------|----------------|-----------------------------|
| •Computer/Technical | •Communication | •Accounting/
Bookkeeping |
| •Analytical/Research | •Organization | •Management/
Leadership |
| •Marketing | •Financial | •Teaching/
Training |
| •Administrative | •Selling | •Helping/
Counseling |
| •Creative | | |

Step 3: Clothing and Accessories

Clothing — Conservative is best.

Men: A two-piece gray, black or dark blue suit with a white or pale long-sleeved dress shirt and matching tie.

Women: A tailored suit in a conservative color, such as tan, gray, burgundy, black or dark blue.

Jewelry — Simple and conservative, no nose, eyebrow, lip rings. For women, avoid anything that dangles. For men, no bracelets, earrings or large rings.

Cologne — Your best bet is something subtle or nothing at all.

Portfolio — Bring one to hold your resume and your list of questions, and paper to take notes.

Cell Phone — Leave it in your car. Really.

Clothing cannot compensate for poor qualifications, but don't let your grooming and dress work against you when your professional image can be an asset.

After the Interview: Professional Follow-Up

Send each person with whom you interviewed a formal thank you letter within 24 hours (see example on page 21). Individualize each letter to the person. Include:

- ▶ why you are excited about working for this organization
- ▶ why you are a good candidate for this position
- ▶ additional information that wasn't covered in the interview that is relevant to the position
- ▶ thank them for the interview and for considering you a serious candidate

If you accept a position, it is a good idea to confirm you're acceptance in writing (see example on page 22).

Additionally, accepting a job offer ethically obligates you to cease job search efforts and to withdraw your candidacy at other organizations. A courteous phone call followed by a professional letter is most appropriate (see example on page 22).

Types of Interviews

Campus Recruiting Interviews

These job or internship interviews occur at the Hart Career Center and are offered by companies interested in recruiting IWU students. You may only have 30 minutes, so focus on problems that you solved or challenges you overcame during a past work experience or an internship. If the organization offers an information session the day prior to the interviews, **attend it** and dress business casual.

Be sure to adhere to your interview schedule. Arrive at the Hart Career Center approximately 10-15 minutes early to check-in for your appointment and to receive any additional instructions. **If you must cancel an on-campus interview appointment, you must do so at least two business days prior to the scheduled visit using the Titan CareerLink system. Failure to show up for a scheduled interview will result in your losing any further on-campus interviewing privileges.**

Second Interviews/Office Visits

The purpose of an office visit is to allow you to get a more detailed assessment of the employment opportunity, and for the employer to make a more in-depth evaluation of your personal qualities.

The second interview visit may include any of the following:

- ▶ You may be greeted by a company representative who will act as your host for the visit. This person may be an IWU graduate or someone working in the area for which you are being considered.
- ▶ The company will plan the day to keep you engaged in meaningful activities. You will most likely meet with several key managers, including those responsible for making hiring decisions. Interviews may be one-on-one or panel/group interviews.
- ▶ An interview luncheon or dinner may be arranged. This is considered a prime opportunity for you and the employer to get to know more about each other outside the formal interview process. Though less formal, this is still part of the interview process. Regardless of the attitude of the participants, you are still under scrutiny. Avoid politics and other controversial issues. Be professional. Do not order alcohol, even if the interviewer does.

Telephone Interviews

This is typically a screening interview, though may replace a face-to-face interview if distance is an issue. Without having visual cues from the interviewer, it is hard to assess how your answers are being received. Listen for changes in tone and inflection. Smile as you speak so that your voice projects enthusiasm and interest. Your goal during the interview is to convince the interviewer that you're worth bringing into the office for an interview.

- Pick a quiet location where you can speak openly and without interruption. If you have call waiting, ignore it. If using a cell phone, be sure your battery is charged and reception is strong.
- Keep your resume, cover letter and the job description nearby for reference.

Interview Preparation

On-Campus Recruitment Interviews

The Hart Career Center aims to make recruiting easy for both employers and students through the on-campus recruitment program. Titan CareerLink is used to manage the program. To participate, students need to:

1. Register with Titan CareerLink. (See pages 38-39). Complete a profile and upload requested documents (e.g. resume, cover letter).
2. Ask the Registrar's Office to send an unofficial copy of your academic transcript to the Hart Career Center. A request card is available at both the Hart Career Center and Registrar's Office. Your transcript will be kept on file for the current semester and will be shared with employers that request it.
3. Review the calendar in Titan CareerLink to remain current on the organizations interviewing on campus and to obtain deadline dates.
4. Follow the instructions for applying for jobs and selecting interview time slots as outlined in the Titan CareerLink section. Interview sign-ups may be on an **open** schedule (first come, first registered basis) or a **closed, pre-selected** schedule (by employer's invitation only). Check the system daily after the deadline for closed positions to see if you have been selected to interview.

Case Interviews

Companies that value analytical thinking and problem-solving skills may utilize case interviews as a way to evaluate a candidate's critical thought processes and poise under pressure. Management consulting and investment banking firms commonly use case interviews.

In a case interview, expect to be given a business situation, problem or challenge and asked for a resolution. You will be expected to ask a logical progression of questions to probe deeper and gain a better understanding of the question in order to gather information to arrive at a solution. The purpose of the interview is not necessarily to arrive at a single right answer, but instead for an employer to gain an understanding of how an applicant thinks and approaches problems. Interviewers will be looking at a candidate's numerical and reasoning skills; business and leadership development skills; and communication and presentation skills.

Before heading to a case interview, it is important to PRACTICE and research sample case interview questions. Log on to Vault.com through the Hart Career Center website to utilize their Case Interview guide with practice brainteasers and questions. Marc Cosentino's website, casequestions.com also has strong preparation information. His book, *Case in Point*, along with other books on case interviews, is available in the Hart Career Center resource library. Additionally, many companies have tips and examples on their websites (Bain & Co., Deloitte, McKinsey & Co.).

Behavior-Based Interviews

Many employers use a behavior-based interview approach based on the premise that past behavior (performance) predicts future behavior (performance). Clear and concise responses to behavioral questions that highlight your background and your strengths will set you apart.

The STAR method provides a logical approach to answering interview questions by using one of your past successes in responding to the question.

The four steps to the STAR method are:

1. **S Situation** Describe the situation you were in: general or specific
2. **T Task** What goal were you working toward?
3. **A Action** What action did YOU take? (focus on YOU, use I not WE)
4. **R Result** What was the result or outcome of your action?

To demonstrate that you possess a particular skill give the interviewer specific examples of *when, how and where you used that ability*, AND, *what was the positive result of what you did?* Did you help save money, increase efficiency, save time, increase sales, improve client relations or increase profits?

The following steps outline an effective way to prepare for behavior-based interviews...

- Analyze the type of positions for which you are applying and identify what skills are required.
- Analyze your own background. What skills do you have that relate to the job objective?
- Identify examples from your past experience that demonstrate these skills.
- Whenever possible, quantify your results. Numbers or specifics help to make your case.
- Be prepared to provide examples of when results did not turn out as you planned. What did you do then? What did you learn? How would you do things differently today?



State Farm Insurance is one of many employers that comes to campus to give students resume feedback at Resumania programs each semester.

Sample Interview Questions

Behavioral Interview Questions

- ▶ How do you define leadership? Describe the most recent time when you demonstrated your leadership skills.
- ▶ Listening is a valuable tool. Describe a time when good listening skills helped you overcome a communication problem.
- ▶ Describe a situation in which you identified a problem and explain how you resolved it (root cause investigation, recommending a countermeasure, follow-up, etc.)
- ▶ Describe a time when you made a decision that was unpopular with the other members of your group. What was the end result?
- ▶ Give me an example of a complex process/situation you had to describe to someone. What specifically did you do to make sure the information was clear?
- ▶ What has been the most challenging written assignment you have had? What made it challenging?
- ▶ How do you determine if the work you do is a quality job? What are some ways that you have improved the quality of your own work?
- ▶ Give an example of a team decision in which you were involved in recently. What did you do to help the team reach the decision?
- ▶ Have you ever been in a group situation in which one of the members was unproductive or uncooperative? How did you handle it?
- ▶ Give an example of a time when you did more than what was required in your job.
- ▶ We all know that some problems just don't have solutions. Tell me about a problem you tried to solve but couldn't.
- ▶ Describe a situation that required you to handle multiple tasks at one time. What did you do?
- ▶ What is your procedure for keeping track of items that require your attention?
- ▶ We have all had times when we just couldn't complete everything on time. Describe when this has happened to you. What did you do?
- ▶ What has been one of the most difficult decisions you have had to make on the job? What facts did you consider? How long did it take you to decide?
- ▶ When (if ever) have you delayed making a decision to give more thought to the situation?

Additional Interview Questions

1. Spend five minutes telling me about yourself.
2. What are your strengths?
3. What are your weaknesses, and how are you handling them?
4. What are you looking for in a job?
5. How did you choose your academic major and why?
6. Do you plan to continue your education?

7. What benefits did you get out of your extracurricular activities?
8. How did your college career prepare you for this type of work?
9. Have you had previous employment in this field?
10. Do you prefer to work by yourself or with others?
11. What are your long-term goals?
12. What makes you the best candidate for this position?
13. What do you expect to be doing five years from now?
14. What is your greatest accomplishment?
15. Would you describe yourself as creative? Why?
16. What is your leadership style?
17. What is the most difficult decision you've ever made? How did you make it?
18. How do you think a friend (professor) would describe you?
19. How do you feel about relocation?
20. Why do you want to work for our company?
21. How do you work under pressure?
22. In what ways can you make a contribution to our company?
23. How do you feel about job-related travel?
24. What do you do with your leisure time?
25. What was the last book you read?
26. How did your internship help to prepare you for a career opportunity in this field?
27. Why should we hire you?

Questions to Ask the Interviewer

Yes, you need to ask questions to convey your interest!

1. What are the three top goals you've set for this position for the coming year?
2. What are the biggest challenges I'll face in this position?
3. To whom will I be reporting?
4. Can you describe the training program in greater detail?
5. How does this position fit in with the company's long-term plans?
6. What is the typical career path for someone in this job?
7. How will the success of the person in the position be measured?
8. What is your management philosophy?
9. What particular projects/initiatives is your department focusing on this year?
10. How would you describe your ideal employees?
11. How would you describe the culture here?
12. Are there reservations you have about my fit for this position? (This allows you the chance to address any doubts they may have.)
13. When do you anticipate making a hiring decision?



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Networking

net ■ work ■ ing
noun

1: the exchange of information or services among individuals, groups, or institutions; specifically: the cultivation of productive relationships for employment or business

Job search facts you need to know:

70-80% of all jobs are *never* advertised.

It's easier and less risky for an employer to hire a referral — a friend, relative or friend of a friend — than it is to hire blindly from a stack of applications.

Who you know can be just as important, or more important, than what you know.

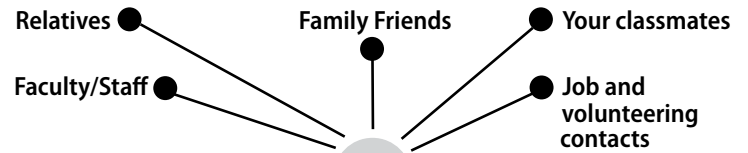
Over half of all job seekers find jobs with the help of leads from their acquaintances.

Networking is essential.

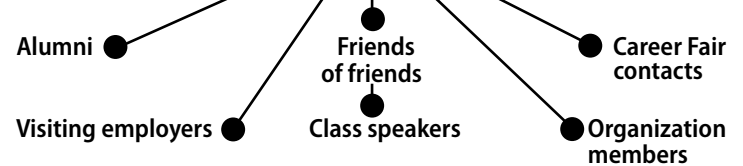
Utilizing your network and taking advantage of every opportunity to meet alumni and potential employers at campus and community events are *crucial* to job search success.

Build your network.

Start with people you know:



Add people you meet:



Don't wait until you need a network to develop one.
Get started today!



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Conducting An Effective Job Search

Steps To Success

A successful job search takes time. It is really a marketing campaign with you as the “product.” Only you can come up with an action plan that works in your situation, but here are some areas to think about.

1. Preparation

- ▶ Decide if geography, position or both will be the focus of your job search.

- ▶ Get your “tools” ready to go:

Resume — Focused on the position(s) for which you are applying.

Cover Letter — Personalize this letter and focus on what you can do for the organization. Have a draft ready that you can modify when applying for positions.

Work Samples — Depending on your field, you may need to prepare a portfolio with samples of your work.

Interview Skills — Polish your skills through the Hart Career Center’s Practice Interview Program and attendance at interviewing seminars.

Attire — Do you have your “interview suit?” If not, it’s time for a shopping trip!

2. Research

- ▶ Research employers of interest to you. The Hart Career Center library houses a wide variety of employer directories, company literature, and much more. You will also find computer workstations in which to take your job search online. Be sure to check Career Insider, a comprehensive database to learn more about organizations in your field. Access this from the Hart Career Center website.

- ▶ If possible, talk with employers in your fields of interest. The Hart Career Center can assist you in locating professionals in your field.

- ▶ Talk with current employees of organizations you are considering. These may be recent IWU alums.

3. Take Advantage of Hart Career Center Resources

- ▶ There are many sources available to assist you with your job search. A partial list includes...

Vacancy Bulletins — The Hart Career Center subscribes to a variety of online vacancy publications listing currently available positions in a wide range of career fields.

On-Campus Recruitment Program — Recruiters from local, regional and national organizations conduct individual job interviews during the fall and spring semesters.

Internet Job Sites — There are many. Be sure to check out a comprehensive list of links from the Hart Career Center website.

Job Fairs — Throughout the year, job fairs provide students

with the opportunity to meet with a variety of employers. See a list of events on page 37.

ISCPA Services — Illinois Wesleyan University is a member of the Illinois Small College Placement Association. Our membership in this consortium of 25 private colleges and universities throughout the state provides students with a variety of services.

Job and Internship Postings on www.iscpa.org.

ISCPA Fall Interview Day, Oct. 22, 2013 in Willowbrook, Ill. Interviews for students pre-selected by employers.

4. Be Proactive! Conduct a Targeted Job Search Campaign

In addition to the services provided by the Hart Career Center and the ISCPA, you will want to mail or email your cover letter and resume to employers that you identify as prospects. It is important to maintain accurate records and follow up accordingly.

5. Follow-up

- ▶ Immediately following an interview, preferably within 24 hours, send a thank you letter to the interviewer(s). In addition to thanking the employer, re-emphasize your interest in the position.
- ▶ Within two weeks of your initial correspondence, consider writing or calling to check on the status of your cover letter, resume and/or credentials.
- ▶ After accepting a position, notify other employers as a professional courtesy. This allows them to offer a position to another candidate.
- ▶ Notify the Hart Career Center when you have accepted employment. Seniors should complete a graduate survey.



Country Financial is home each semester to many Titan interns. This summer’s group included — Front: Erin Wachtel ‘14, Audra James ‘14, Jackie Morris ‘14, Julie Klink ‘14; Back: Ryan Kaiser ‘14, Katy Seibring ‘14, Mike Mayberger ‘14, Chase Hundman ‘14.



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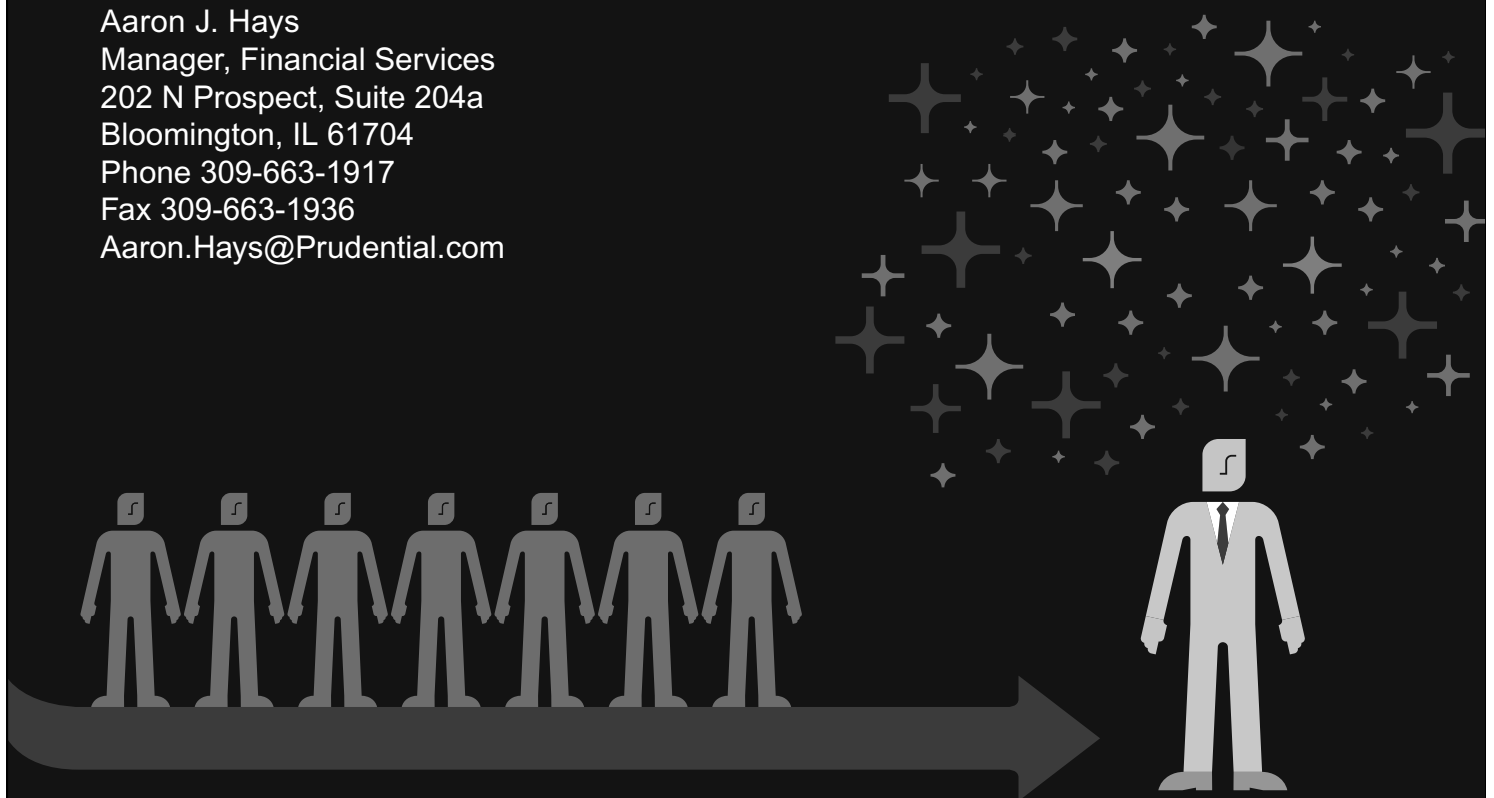
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Employment Fairs

Employment fairs provide a forum for employers to interact with students. You should attend fairs to learn more about career opportunities and employers, to make connections and practice your professional networking skills — oh, and maybe to get a lead on a potential job!

On the IWU campus, Illinois Wesleyan will host the following employment fairs:

- ▶ **October 1 — IWU Internship Fair**
4:30-6:30 p.m. at IWU Memorial Center
- ▶ **November 13 — IWU Nursing Career Fair**
10:00 a.m.-1:00 p.m. at
IWU Memorial Center
- ▶ **January 22 — IWU Teacher Recruitment Day**
11:00 a.m.-5:00 p.m. at IWU Memorial Center

IWU/ISU Employment Fairs

Once again this year, IWU and ISU will be collaborating on the following **Internship** and **Employment Fairs**.

- ▶ **September 17 — ISU Internship Fair**
4:00-7:00 p.m. at ISU Redbird Arena
- ▶ **September 18 — IWU/ISU Fall Career Fair**
10:00 a.m.-2:00 p.m. at
ISU Redbird Arena
- ▶ **October 29 — ISU Nursing/Health Professionals Fair**
12:30-3:00 p.m. at ISU Bone Student Center
- ▶ **February 5 — ISU Internship Fair**
4:00-7:00 p.m. at ISU Bone Student Center
- ▶ **February 6 — IWU/ISU Spring Career Fair**
10:00 a.m.-2:00 p.m. at ISU Bone Student Center
- ▶ **March 20 — ISU Education Career Fair**
times tba at ISU Bone Student Center

Additional job fairs are held throughout the year in various locations. Visit the **Hart Career Center website** for details and to view an online workshop on *Tips for Job & Internship Fair Success*.

What to Wear?

Dress professionally. First impressions are important, so conservative attire is recommended. A leather portfolio or briefcase in which to carry copies of your resume is also recommended. Leave your backpack (and your cell phone) at home!

How to Prepare?

Review in advance the list of recruiters planning to attend (see links on the Career Center website). Plan your strategy for which recruiters you would like to visit. If possible, research the employers

you plan to visit and prepare several questions to ask each recruiter.

Be prepared to sell yourself in a short period of time. You only have a few minutes to introduce yourself, demonstrate your knowledge of the employer, and spark the recruiter's interest in you. You might include major, graduation date, academic accomplishments, internship or other related experiences, special skills, leadership roles, and other relevant information. Be prepared to answer questions that recruiters may have for you.

Plan to arrive early and allow enough time to make valuable contacts. Talk to as many recruiters as possible, not just those listing positions in your field. As you meet recruiters, secure as much information as possible about the organization, and make sure to get the business cards or correct name and spelling for those individuals with whom you speak. Discuss how and when you should follow up with the organization.

Additional tips for success:

- ▶ Demonstrate confidence, interest and enthusiasm.
- ▶ Make eye contact and have a confident, firm handshake.
- ▶ Answer questions clearly and concisely.
- ▶ Ask questions that demonstrate knowledge of the organization.
- ▶ Dress and act professionally. Be polite at all times. The person you meet in the parking lot, hallway or restroom may be a recruiter you will see later that day.
- ▶ Be patient and respect other candidates' privacy when approaching the recruiter's table.
- ▶ Get the recruiter's business card, and discuss how and when you should follow up with the recruiter.

Follow up after the fair with thank you notes. These letters should thank the employer for the information received at the job fair, review your qualifications, and indicate your interest in an interview.



How to drive a bus was only one of the things elementary education major Nikki Soni '13 learned at her internship at Scribbles Child Care Center.

Online Job Applications

Today's job seekers will need to use the Internet in their job search. There are thousands of websites that allow you to search for opportunities, post resumes and apply for jobs. Applicants can use these online job boards, or apply directly online at the company's website.

In some cases, applicants will need to build an employment profile on the site and many sites allow you to set up search agents to email you when new jobs are added to the system.

Tips for Online Application Success:

- ▶ Before applying through an online system, be sure to gather all the data you will need to have on-hand to complete the process (resume, cover letter, employment history details including dates, salaries and supervisors).
- ▶ Always verify the legitimacy of a company or recruiter before completing an online application.
- ▶ Save your resume as YourNameResume.doc or .pdf. Systems may allow you to upload your prepared resume or you might

need to utilize an employer's resume builder.

- ▶ Attach a personalized cover letter if allowed.
- ▶ May need to enter reference information and/or take online employment tests.
- ▶ If asked for salary expectations, try "open" or "negotiable." If not possible use a range.
- ▶ Follow instructions. Reread and proofread carefully before hitting send. Typos are no more acceptable online than they are on paper.
- ▶ Prepare for technical glitches. Copy and save online application files or print before sending in case you need to re-enter information.
- ▶ Understand the risks of posting your resume in databases. If you post a resume on a search site, keep records of where it is posted and be sure to remove when search is completed.
- ▶ Follow up if possible with a contact at the organization; this is more difficult with online applications.
- ▶ Keep detailed records of when and where you apply. Save a copy of job descriptions or other company information.

Titan CareerLink

Titan CareerLink is a database of job and internship opportunities for Illinois Wesleyan University students and alumni. Access Titan CareerLink from the Career Center website or directly at <http://titancareerlink.experience.com>.

Update Your Profile

- Log into your **Titan CareerLink** account
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
- Select the desired view: **Personal Info**, **Academic Info**, **Career Preferences**, **Continued Academics** or **Administration**
- Click the **Edit** link at the top of the section you wish to edit
- Update your profile information
- Click **Save**

Upload Your Documents

- Log into your **Titan CareerLink** account
- Select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type on the **Upload a Document** page and click **Next**
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

Publishing a Resume to a Resume Book

- Log into your **Titan CareerLink** account
- Select **Publish a Resume** under the **Documents** tab on the navigation bar
- View the Resume Books in the **Additional Resume Books** section
- Choose your Resume from the **Publish Resume** dropdown on the coordinating Resume Book entry
- Click **Save**

Titan CareerLink

Searching for Jobs, Internships, and Co-ops

- Log into your **Titan CareerLink** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keywords**, **Job Function** and/or **Location**, or select one of the other searches in the **More Searches** section
- After selecting your job search criteria, click **Search**
- Click **Access Additional Opportunities** to further refine your search results
- Click on the **Job Titles** to view the details of the jobs
- For other quick, easy job searches, use the **1-Click Searches** on the **Job Search** page

Searching for Employers

- Log into your **Titan CareerLink** account
- Select **Employers Search** under the **Employers** tab on the navigation bar
- Search alphabetically by selecting the first letter of the employer name
- Search for a specific employer by typing the name of employer in the **Employer Name** field
- Search for an employer by industry by selecting one industry or multiple industries in the **Industry** field
- Click **Search**
- Click on the **Employer** name to view the employer profile

Creating and Using Search Agents

- Log into your **Titan CareerLink** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keyword**, **Job Function** and/or **Location**, or use one of the other searches in the **More Searches** section.
- After selecting your job search criteria, click **Search**
- Select **Save Your Search** in the top left corner
- Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches
- Select the job source from the **Show Me Jobs...** section
- Click **Save**

Applying for a Job

- Log into your **Titan CareerLink** account
- Search for Jobs (*See **Searching for Jobs** section on previous page*)
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate the **How to Apply** section at the bottom of the Job Details page
- Click **Apply**

- Select a **Resume, Cover Letter or Other Document** that meets the requirements
- Click **Submit**

Signing up for an Interview

- Log into your **Titan CareerLink** account
- Select **Your Active Applications** under the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** your application and the interview sign-up date has arrived, you may sign up for an interview slot
- Click on **Details...**
- On the Application Details page, under **Employer Decision**, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** radio button associated with the time slot you desire
- Click **Save** and your slot will be reserved

Creating a Favorite Jobs Folder

- Log into your **Titan CareerLink** account
- Search for Jobs (*see **Searching for Jobs** section on previous page*)
- The **Search Results** page displays all relevant positions
- Select the checkbox to the left of the jobs you would like to save to a folder
- Locate the **Save Jobs As Favorites** drop down box in the lower left hand corner of the results page and click **Go**
- Choose **Create A New Folder** from the drop down box or select an existing folder
- Click **Save**
- Enter a name for the new **Folder**
- Click **Save**


Searching for a Career Center or Employer Event

- Log into your **Titan CareerLink** account
- To browse all events, select **Career Center Calendar** under the **Calendar** tab on the navigation bar
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link
- To search for a specific event by event type or employer name, select **Calendar Search** under the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop down box to search for a specific type of event
- Search by **Employer Name** to search for events hosted by a specific employer
- From any calendar search results, click on the **Event Name** for more event details



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Online Resources for Job Searchers

Visit the Hart Career Center website, www.iwu.edu/ccenter to tap into some outstanding Online Resources that we purchase for student and alumni use. This information is so valuable that we had to put it under lock and key! This means that the webpage is password protected. To obtain the login information contact us at (309) 556-3071.

In the Student Resources section you will find:

Career Insider powered by Vault — Unique career content and services include carefully researched and continually updated “insider” information for more than 6,000 companies, 200 industries and 400 professions.

Going Global — Offers world-wide job openings, internship listings, industry profiles and country-specific career information. More than 30,000 pages of constantly-updated content is included on topics such as: work permit/visa regulations, resume writing guidelines and examples, employment trends, salary ranges, networking groups, cultural/interviewing advice, corporate profiles and worldwide job listings...plus much more!

Opportunities in Public Affairs — View hundreds of listings from senior level jobs in the Washington, D.C. area, including Capitol Hill Jobs, PR Jobs, and Jobs in Government Affairs, Legislation, and Journalism in Congressional Offices, the media, not-for-profits and corporations.

Graduate Jobs — An online bulletin for early career jobs. The subscriptions available are Liberal Arts, International, Writing/Editing/Communications, Art, Management & Business, and Performing Arts.

Environmental Career Opportunities — This site offers environmental job vacancies from all sectors of the job-market including not-for-profits, corporations, professional firms, institutions and Federal, state and local governments. This resource is updated every two weeks.

Internships USA — This is the largest internship site on the Web with more than 3,000 organizations offering internships for college and law students.

Additional Sites:

LinkedIn.com/student jobs — LinkedIn is one of the leading professional networking sites with over 225 million users and spanning 200 countries. Connect with professionals in a wide variety of fields. Apply to internships and entry level jobs on this LinkedIn site.

Usajobs.gov — USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information. Visit makingthedifference.org for information and tips on applying.

Indeed.com — This is a free and comprehensive job and internship search site. It includes positions from job sites, newspapers, associations and company career pages.

Internships.com and **Internmatch.com** — These sites are large internship databases with great nationwide internships.

Simplyhired.com — One of the biggest, smartest job search engines. They search so you don't have to!

Idealist.org — Great search site for not-for-profit jobs and internships in the U.S. and abroad.

Creativehotlist.com — Career resource for creative art, design and communications.

Monster.com and **Careerbuilder.com** — Job searching, electronic resume posting, and Online Career Center.

Internationaljobs.org — International Career employment weekly.

Iasaedu.org/jobbank — Educational vacancies listed by the Illinois Association of School Administrators.

Socialservice.com — One place to start your social service job search.

Newscientistjobs.com — One place to start your job search in the sciences.

Dice.com — Technology job search site.



Oncology Research Intern Samantha Baginski '15 got a close look at cancer treatment at the Community Cancer Center.

Evaluating Job Offers

The process of choosing a job begins long before you receive a job offer. The key to choosing the right job is knowing what's most important to you and determining which organization offers the most of what you're looking for in an employer. When deciding on an offer, you'll want to consider many

factors beyond the job and the salary. For example: Will you be comfortable in the work environment? Are the organization's values consistent with yours? Will this job meet both your immediate and long-term goals? Use this questionnaire as a guide as you gather information from potential employers:

Issues to Consider	It's Important to Understand	Ask Yourself
Organization Performance	The level of employment stability you can reasonably expect given the organization's market strength and the values of its management.	<ul style="list-style-type: none"> • How does this organization compare to others in the industry? • What is the future outlook for the industry? • What are the organization's greatest challenges? • Has the organization gone through recent changes, or is a future change likely?
Organization Values	The values that are important to the organization and how it conducts its business affairs.	<ul style="list-style-type: none"> • How committed is the organization to workforce diversity? • How prominent is the organization's commitment to its values and code of professional conduct? • How does the organization contribute to the community? • Is the organization known for promoting from within?
Nature of the Work	The substance and purpose of the job in the organization - this includes the value of your contribution, the level of personal accountability, assignment variability and challenge.	<ul style="list-style-type: none"> • What will be the primary responsibilities of the job? • How well does this position fit your career interests? • How well will this job meet your need to be challenged? • How much variety will the job involve?
Work Environment	The atmosphere of the work environment, the quality of the facility and surrounding area.	<ul style="list-style-type: none"> • How comfortable will you be working in this organization? • What is the dress code?
Professional Development Opportunities	The resources available to broaden your knowledge and prepare you for more variable assignments. These may include in-house and external training, on-the-job coaching, tuition reimbursement, professional certification programs and job rotation for future opportunities.	<ul style="list-style-type: none"> • What types of formal and on-the-job training will you receive? • How much coaching and mentoring can you expect? • What career growth opportunities are available? • What level of tuition reimbursement is provided? • How well are career paths documented? • How effective is the performance management program?
Work-Life Balance	The degree to which the organization's values, programs and practices accommodate your personal needs; these may include flexible work scheduling, work-at-home arrangements and child care assistance.	<ul style="list-style-type: none"> • How many hours do people typically work? • How much travel does the job require? • How convenient is the location? • How much flexibility will you have in your work schedule? • How committed is the organization to providing technology support for employees who work at home or travel?
Base Pay	The regular stream of income you will receive, consistent with the value of the job in the marketplace and responsibilities on the job.	<ul style="list-style-type: none"> • What is the near-term pay potential beyond the starting salary? • How often will pay be reviewed? • How much will individual development and performance influence your salary growth?
Variable Pay	The additional cash compensation you may receive for your individual contributions (bonuses, sales commissions, profit sharing and stock options).	<ul style="list-style-type: none"> • What types of variable pay programs does the organization offer? • What is the variable pay expectation for this job?
Benefits	The level of protection against loss of income due to illness, death or your need for time off.	<ul style="list-style-type: none"> • How soon does coverage begin? • How much will you pay for benefits? • How much time off will you have? • What types of retirement plans does the organization offer? • How does the organization support employee wellness? • What are the opportunities for stock options and other ownership?

Graduate School

Is Graduate School in Your Plans?

The decision to attend Graduate School is a difficult one!

IF:

- ▶ you have consulted with your faculty and/or the Hart Career Center staff,
- ▶ you have a specific area of study to pursue,
- ▶ it makes better professional sense to pursue an advanced degree right away, rather than work awhile first, AND
- ▶ you are a competitive graduate school candidate, and are ready for more school,

THEN:

- ▶ the following information can assist you in this process!

Book and Online Resources

The Hart Career Center has numerous books and online resources to assist you in your research for graduate programs, the application process, writing a personal statement/graduate essay and more. Some resources are for specific programs such as medical school, master's in business administration, law school, museum studies, psychology and many are more general resources with helpful information applicable to all applicants.

www.collegesource.org

A comprehensive graduate school directory to search for graduate and professional programs by degree level, location and other criteria. Access college catalogs online. Note: Must be using an on-campus computer to access this site.

www.gradschools.com

Worldwide graduate school directory

www.aamc.org

Medical school information (Assoc. of American Medical Colleges)

www.lsac.org

Law school information: choosing a school, the LSAT and more
The Hart Career Center also houses test information materials for the GRE, GMAT, LSAT, MCAT, OAT, DAT, PCAT and other graduate and professional admission exams.



Titans work in several roles at the Horton Group in Orland Park: Assistant Benefits Analyst Scott Klepetka '13, Sales & Marketing Intern Mike Heaton '14, and Director of Human Resources Katie Cummins '05.

Graduate and Professional School Days

These are free and open to the public!

- ▶ **Tuesday, 10/8 Idealist.org**
Make A Difference Graduate School Fair
University of Illinois, Chicago, 5:00-8:00 p.m.
UIC Forum 725 W. Roosevelt, Chicago
Visit Idealist.org for participating universities and programs
- ▶ **Wednesday, 10/16 Central Illinois Graduate School Fair**
Illinois State University, Bone Student Center, 9:00 a.m.-Noon
Visit Careercenter.illinoisstate.edu for details.
- ▶ **Wednesday, 10/16 Graduate and Professional School Fair**
University of Illinois at Urbana-Champaign, 3:00-7:00 p.m.
Illini Union, 1401 W. Green Street, Urbana
Visit Careercenter.illinois.edu for participating universities and programs
- ▶ **Thursday, 10/17 Graduate and Professional School Fair**
University of Illinois, Chicago, 3:00-7:00 p.m.
UIC Forum 725 W. Roosevelt, Chicago
Visit Chicagogradfair.ocs.uic.edu/ for participating universities and programs

Begin the application process early!

It is time consuming to complete all of the forms, write the essays, obtain letters of recommendation and send transcripts.



Management Trainee Intern, Todd Szerlong '13 spent the summer at Enterprise in Deerfield.

Graduate School Timeline and Exams

Application deadlines may range from August (before your senior year) for early decision programs of medical schools to late spring or summer (after your senior year) for a few programs with rolling admissions. The majority of deadlines for the fall's entering class are between December and March.

The following is a timeline designed to provide some guidance as you navigate through this process. All the times indicated below are approximations. You should study deadlines for specific programs carefully since they may vary significantly depending on the institution to which you apply.

Junior Year — Fall and Spring

- ▶ Research areas of interest, institutions, and programs
- ▶ Talk to advisors and Hart Career Center staff about application requirements
- ▶ Register and prepare for appropriate graduate/professional school admission tests
- ▶ Investigate national scholarships
- ▶ If appropriate, obtain letters of recommendation

Junior Year — Summer

- ▶ Take required admission tests
- ▶ Review application materials
- ▶ Visit institutions of interest, if possible
- ▶ Write draft of your personal statement
- ▶ Check on application deadlines and rolling admissions policies
- ▶ For medical, dental, law school and some other programs, register for the national application or data assembly service most programs use

Senior Year — Fall

- ▶ Obtain letters of recommendation
- ▶ Take graduate/professional school admissions tests if needed
- ▶ If you are applying for financial aid, complete standardized forms. Financial aid deadlines often precede application deadlines.
- ▶ Meet with faculty members or Hart Career Center staff to review your application essay
- ▶ Send in completed applications

Senior Year — Spring

- ▶ Check with all institutions before the deadline to make sure your file is complete
- ▶ Visit institutions that accept you
- ▶ After making a decision, notify other schools that accepted you so that they may admit students on their waiting list
- ▶ Send thank-you notes to people who wrote your recommendation letters, informing them of your success

Graduate and Professional School Admission and Certification Exams 2013-2014

GMAT (Graduate Management Admission Test)

This Graduate Management Admission Test (GMAT) is administered as a computer-adaptive test (CAT). Testing information can be found on the GMAT website at www.mba.com. You can also schedule a test date from this site. To access information by phone, call 800-717-GMAT (800-717-4628) or 952-681-3680.

GRE (Graduate Record Examination)

For the most up-to-date list of test centers, check the online registration system at ets.org/mygre or the test center list at www.ets.org/gre/stupubs

Web Register online at ets.org/mygre using a credit card.

Phone Call Prometric® Candidate Services Call Center at **1-443-751-4820 or 1-800-GRE-Call (1-800-473-2255)**. Credit card or voucher number is required.

Dates for Subject Tests are listed below:

Test Date:	Registration received by:
September 28, 2013	August 23, 2013
October 19, 2013	September 13, 2013
April 5, 2014	February 28, 2014

MCAT (Medical College Admission Test)

www.aamc.org

Since January 2007, the MCAT has been entirely computerized. Students have multiple administration options throughout the year. The MCAT is delivered through hundreds of Thomson Prometric testing labs. Further information is available by visiting www.aamc.org/students/mcat.

LSAT (Law School Admission Test)

www.lsac.org

Test Date:	Registration received by:
October 5, 2013	September 3, 2013
December 7, 2013	November 4, 2013
February 8, 2014	January 7, 2014

Other Exams

Registration information for other exams, including the DAT (Dental Admissions Test), OAT (Optometry Admission Test), AHPAT (Allied Health Profession Admission Test), PCAT (Pharmacy College Admission Test), and TOEFL (Test of English as a Foreign Language) are also available.

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