

CAREER GUIDE



Lawrenceville Campus
2083 Lawrenceville Road
Lawrenceville, NJ 08648

Princeton Campus
101 Walnut Lane
Princeton, NJ 08540

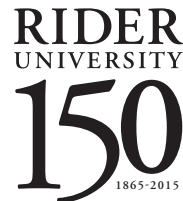
**WESTMINSTER
CHOIR COLLEGE**



Rider University Career Services Guide

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Lawrenceville & Princeton, NJ

Dear Rider Student:

Congratulations! You are undoubtedly giving thought to the decision you will have to make regarding your major and future career.

The Career Services Office has published the Career Guide to assist you in the planning process. We are certain that the Career Guide and the wide variety of services provided by this office, ranging from career advising and on-line services to on-campus recruiting, will be of tremendous value to you. Coming in as early as the freshman year will allow you to benefit from what we have to offer at a pace that is comfortable for you. The Career Services staff is available throughout your academic career at Rider and even after graduation.

We invite you to visit our office and become acquainted with us and the many resources available to you. Career Services staff members are eager to work with you during what promises to be four very exciting years.

Our best wishes for an enjoyable college experience and a happy and productive future.

Sincerely,

Office of Career Services

**Bart Luedeke Center-237
2083 Lawrenceville Road
Lawrenceville, NJ 08648-3099
609-896-5000 x 7488**

**William H. Scheide Student Center
101 Walnut Lane
Princeton, NJ 08540-3899
609-921-7100 x 8217**

For a complete listing of Career Services Events and Activities for fall and spring, please visit the Office of Career Services (BLC 2nd floor 237) or view our web site at www.rider.edu/careerservices. **Please note: Career Services provides a variety of opportunities for students to learn about open positions and interact with employers. While the office assists students with the job search, it is the ultimate responsibility of each student to secure his/her own job.**

Note: Students and Alumni must register on the Broncs Career Link prior to receiving services in Career Services

Individual Career Counseling

Individual appointments can be scheduled to discuss career planning activities such as identifying interests and skills, gaining internship experience, choosing a major, starting a job search campaign, resume writing, and obtaining information on the graduate school application process.

On-Campus Interviews

Each semester, corporate and government recruiters visit campus to interview interested students for positions within their organizations. All seniors at Rider University are eligible to take part in this program. **In order to participate, you must register and upload your resume on the Broncs Career Link.**

Internships/Externships

The Career Services Office is pleased to offer non-credit, paid/unpaid internship opportunities to qualified students. The program provides students with quality career-related work experience before graduation.

Career Assessment

Students may take advantage of a variety of assessment tools designed to help match skills and abilities or majors to the world of work. Career Services offers on-line versions of the Strong Interest Inventory, the Myers-Briggs Type Indicator, as well as the Self-Directed Search.

Workshops

The Career Services staff provides a series of workshops highlighting topics such as resume writing, interviewing techniques, networking skills and obtaining internships. Upon request, the office is pleased to present these workshops to specific classes, clubs and organizations on campus.

Alumni Services

Rider alumni have access to resources in the career library as well as Web-based job listings and alumni networking on Broncs Career Link. Alumni are eligible to take advantage of career counseling and advisement assessments free of charge. They can participate in on-campus interviewing for one year after graduation.

Broncs Career Link and Job Listings

Our new Web-based service allows students to maintain an online personal calendar; search jobs, internships and externships; upload multiple resumes, cover letters, and other employment related documents; search for on-campus interviews; view and RSVP for career events; submit resumes to employers prior to career fairs, and much more.

Employer Panels

Career Services sponsors a variety of employer panels during the academic year to give students an "insider's" perspective on resumes, interviewing techniques, dining etiquette, business and job search strategies. In addition, the events provide an excellent opportunity to network with local professionals and alumni.

Career Library

A collection of materials is available in the Office to assist students in gathering information about occupations and all aspects of the job search process. Information on employers, scholarships and graduate study is also available.

Mock Interviews

Students can participate in a simulated interviewing session to improve responses to commonly asked interview questions. The session can be videotaped upon request and feedback is provided.

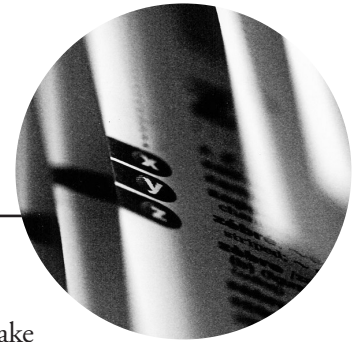
Graduate Study

Students are encouraged to use individual career counseling to develop their graduate school plans. Counselors can provide information on the application process and the composition of personal statements. In addition the career library contains graduate school guide books and related information.

Career Fairs

Each fall and spring the Office offers a career fair allowing students to meet and network with recruiters. In the process, students can explore full-time, part-time, summer, and internship/externship opportunities. During the spring semester, the office organizes an Education Career Fair for teaching opportunities. Before attending each fair, please visit the Broncs Career Link on our Web-site www.rider.edu/careerservices for a complete listing of participating employers.

Recruiting experts agree that a very small percentage of jobs are found by combing through classified sections of newspapers. In fact, around 80 percent of jobs are found through networking.



What is Networking?

Networking is simply gathering information from and making contacts through the people you already know. How do you start establishing a network? After you have professional objectives in mind, begin talking to people you know such as:

- Friends and family
- Classmates and professors
- Former employers
- Colleagues from professional, community, and religious groups
- Former teachers and faculty from schools you have attended

The key to creating a network is to obtain the names of at least two additional contacts each time you talk to someone. The types of questions you should ask when obtaining further contacts are:

- What organizations should I investigate?
- Do you know anyone who works in or is associated with my field of interest?
- May I mention your name when contacting other people or organizations?

Develop a Tracking System

Develop a method of keeping track of each conversation, phone call, letter, interview, follow-up and promise. Without a good organizational system, you could become confused.

Be Professional

As you begin to make professional contacts, make sure you dress and act the part. Conduct yourself in a manner that will convince your professional contacts that you can do the job. This will also help you obtain other referrals much more easily.

Return the Favor

Networking is a give-and-take proposition. Send thank you letters after each meeting or helpful phone conversation. Keep in touch with members of your network and give back to it whenever possible.

Informational Interviews

You can collect information on your chosen field via informational interviewing. Informational interviewing is simply asking questions of different members of your network. Remember to ask for the names of at least two more contacts during an informational interview.

Questions you may want to ask during an informational interview are:

- What aspect of your job was the biggest challenge when you first started?
- What qualifications do you seek of new employees?
- What are the things you like or dislike about your job?
- If you could start over again in this field, what would you do differently?
- Should I have a particular certification or achieve a higher-level degree in order to advance in this field?
- What classes and activities in college best helped prepare you to enter this field?
- How can I make myself a more desirable job candidate?
- What kinds of job titles would I probably have in this field?
- What life experiences have most helped you acquire and develop knowledge of this field?
- Are there any professional groups you would recommend I join?
- How do you see this industry changing in the future?
- Who else should I contact within the field?

A Few Thoughts on Career Related Technology and Social Media

There are plenty of on-line resources out there to help you in your Career search. Be sure to visit the Career Services website for a collection of the most useful sites to use throughout your search. Here are a few key points to consider.

1. **Make a habit of searching Google and Bing for your name** to see what a prospective employer may find when they “Google” your name. Yes, employers will “Google” you and yes, they will definitely search Social Media sites during the interview process. Many are doing this before they decide whether or not to interview you.
2. **Think before you Tweet!** Did you know that the Library of Congress is cataloging every single Tweet? Yes, you read that correctly. That means all of your Tweets will be housed in a fully searchable database in the United States Library of Congress.....forever!
3. **Is your Social Media presence an asset that will help your career search, or is it a liability?** You be the judge. Employers do search social media at various points in the interview process, with some employers checking before deciding who they are going to interview in the first round. If you want to learn more or discuss further, please contact the Office of Career Services at: <http://www.rider.edu/careerservices>
4. **You MUST have a LinkedIn profile.** LinkedIn is an incredibly powerful tool to help advance your career. The folks at LinkedIn offer a great resource at <http://university.linkedin.com/career-services/resources> and the Rider University Office of Career Services offers regular “Career Search 101” seminars to help you understand how to incorporate LinkedIn into your overall job search strategy. For more information visit the Office of Career Services website at: <http://www.rider.edu/careerservices>
5. **Applying for jobs on-line: “Applicant Tracking Systems.”** Most employers have sophisticated software to track and process on-line job applications. These are referred to as “Applicant Tracking Systems.” These systems enable the recruiter to see all of the positions that you apply for at their company. This means you need to be careful. Do not apply for any/all open positions with a given employer. If you do, the recruiter that might have been interested in talking to you will lose interest because you will appear to have a lack of focus or you will appear desperate. Also, don’t just fill out the on-line application and then sit back and wait for the phone to ring. Go to LinkedIn and try to find a connection within the company (i.e., another Rider alum, etc.) and then send that person (or those people) “InMail” through the LinkedIn system.
6. **Be careful of job scams and identity theft on the big on-line job boards.** Unfortunately, students are scammed out of thousands of dollars each year through scam jobs posted on the big job boards. (Google or Bing “college student job scams” for more information.) Unfortunately, ruthless identity thieves have figured out ways to use the big job boards to steal peoples’ identities. Proceed with caution.

For more information, please contact Rider University’s Office of Career Services at 1-609-896-5000, ext. 7488 or <http://www.rider.edu/careerservices>

Action Words

The following list of words is useful when describing your job duties. These words represent skill areas that you may have that would be beneficial to a prospective employer.

References

You can list references as the final major category of the resume or as an attachment page. Check with your career services office for their recommendations.

Optional Items

If any of these items are related to your objective and can help sell you as a job candidate, you may want to consider including them:

- G.P.A. (if 3.0 or above) or major G.P.A.
- Academic awards, honors, or scholarships
- Special projects/research
- Personal skills/computer skills
- Extracurricular activities/community service
- Leadership

ACTION WORDS

accomplished	composed	earned	handled	observed	recruited
accelerated	conducted	edited	implemented	obtained	reduced
achieved	consolidated	eliminated	improved	operated	reinforced
adapted	controlled	established	increased	organized	researched
administered	created	evaluated	initiated	participated	reviewed
analyzed	delegated	examined	instituted	performed	scheduled
appraised	delivered	exhibited	launched	planned	supervised
assisted	demonstrated	expanded	maintained	presented	strengthened
budgeted	developed	expedited	managed	processed	translated
built	diagnosed	explained	mastered	produced	updated
calculated	directed	facilitated	mediated	programmed	wrote
charted	discovered	formulated	motivated	proposed	
compiled	distributed	generated	negotiated	recommended	

Editing Your Resume

Length

Ideally, your resume should be one page. You should make certain all pertinent information is included. If your resume requires more than one page, label the second page with your name and the page number.

Appearance

The body of the resume should be an eleven or twelve point standard font of no color other than black. Fonts such as Arial, Helvetica, or Times New Roman are always a safe bet when constructing a resume that has a professional appearance. Spacing and

size of the page are key elements to ensure optimum readability. Print your resume on quality 8½" x 11" paper in white or conservative colors.

Accuracy

Proofread carefully for spelling and grammar and ask someone else to proofread your resume. Accuracy is essential; nothing stands out like spelling or grammatical errors!



CHRONOLOGICAL RESUME

Jamie Robinson

10 Sycamore Avenue

Princeton, NJ 08540

robinsonjamie@rider.edu

(609)123-4567

OBJECTIVE	To obtain admission into the Master of Arts program in Counseling Services at Rider University for Fall 2016
EDUCATION	<u>Rider University, Lawrenceville, New Jersey</u> Bachelor of Arts in Psychology May 2016 Minor: Social Work GPA: 3.6 *Employed 20-30 hours per week to support educational expenses*
HONORS	Dean's List, All Semesters Psi Chi, International Honor Society in Psychology, April 2014-Present Rider Advantage Scholarship, 2012-Present Dean's Award, 2011-Present
RELATED EXPERIENCE	<u>Anchor House, Trenton, New Jersey</u> Intern <ul style="list-style-type: none">• Collaborated with case managers regarding youth and adolescent runaways and victims of abuse and neglect, ranging in age from 10 to 17• Completed intake interviews, assisted in running groups, dealt with crisis situations, and communicated with residents• Trained in effective listening skills, goal setting, relaying organizational rules to clients, and managing expectations
VOLUNTEER EXPERIENCE	<u>Autism Speaks, Princeton, New Jersey</u> Volunteer <ul style="list-style-type: none">• Represented Autism Speaks at the North Brunswick Township Disability Awareness Day• Answered questions about Autism statistics and spoke to other foundation representatives, as well as community members
	<u>Autism New Jersey, Robbinsville, New Jersey</u> Volunteer <ul style="list-style-type: none">• Reviewed surveys on past workshops and compiled attendees' responses and reactions into Microsoft Word list
	<u>Buddy Ball of North Brunswick, North Brunswick, New Jersey</u> Volunteer <ul style="list-style-type: none">• Assisted children and adolescents with disabilities, including Autism and Attention Deficit Disorder, with basic soccer skills in preparation for bi-annual soccer games
EXPERIENCE	<u>Red Lobster, East Brunswick, New Jersey</u> Certified Trainer
2014-Present	Bartender
2013-Present	Host
2011-2013	
SKILLS	Familiarity with SPSS; Proficient with Microsoft Word and PowerPoint; Familiarity with Microsoft Excel; Social Media

SAMPLE

CHRONOLOGICAL RESUME

KAREN LIN

238 Lincoln Hall 2083 Lawrenceville Road Lawrenceville, NJ 08648 link@gmail.com 609-889-5214

SAMPLE

OBJECTIVE To obtain a position in the field of Finance

EDUCATION Rider University, Lawrenceville, New Jersey
Master of Business Administration May 2016
Concentration: **Finance**
GPA: 3.82/4.0

Wu Chong University, Hubei, China
Bachelor of Science in Business Administration May 2014
Major: **Global Business**
GPA: 3.53/4.0

HONORS Dean's List (2013/2014)
Omicron Delta Kappa National Leadership Honor Society

EXPERIENCE American International Group, New York City, New York
2014 **Intern**

- Prepared weekly financial statements for clients
- Analyzed credit risks of insured and reported the summaries to the manager
- Provided recommendations and suggestions to improve business operations and procedures
- Researched the insurance industry's macro economic status and produced monthly reports

2013-2014 Rider University Office, Lawrenceville, New Jersey
Student Assistant with Office of Student Financial Services

- Calculated loan balances and maintained ledgers of over 500 students' accounts
- Handled loan transactions between Citibank and Bursar's office
- Processed and recorded payments and notified the students of outstanding balances
- Updated student accounts receivables and online database

2013 People's Bank of China, Wu Chong Branch Office, China
Summer Finance Intern

- Conducted all bank services including teller duties
- Issued letters of credit and checks to borrowing companies
- Processed loans between commercial banks

SKILLS **Computer:** Microsoft Word, Excel, PowerPoint, and Outlook
Language: Chinese/English

WILLING TO TRAVEL AND RELOCATE

BUSINESS RESUME

Master of Accountancy

Sheren Shamas

123 Terrell Ave, Hamilton, NJ 08610 (609) 957- 4485 shamas@rider.edu

SAMPLE

OBJECTIVE	To obtain a full-time position in the field of Accounting	
EDUCATION	<u>Rider University, Lawrenceville, New Jersey</u> Master of Accountancy May 2016 GPA: 3.5 Expect to complete 150 credits by May 2016 Plan to sit for CPA Exam in Summer 2016	
	Bachelor of Science in Business Administration May 2014 Majors: Accounting and Finance GPA: 3.2	
EXPERIENCE	<u>The Clark Group, Trenton, New Jersey</u> Jan-May 2015 Tax Intern <ul style="list-style-type: none">• Prepared and filed individual tax returns for clients on the Ultra Tax software• Cross-referenced refunds or amounts due with manager's recap sheet• Assisted in organizing various documents for tax purposes	
	<u>AIG, New York, New York</u> Jan-May 2014 Accounting Intern <ul style="list-style-type: none">• Reconciled entries for financial statements• Prepared closing calendar for team project due dates• Assisted team in completing financial projects• Analyzed budgets and statements of various departments• Handled numerous accounts and cultivated statements for the department	
	<u>Fairfield Consulting Inc., Sayreville, New Jersey</u> Summer 2013 Accounting Intern <ul style="list-style-type: none">• Assisted in filing tax forms for NJ State tax returns• Managed accounts using Turbo Tax software	
	<u>Gourmet Eatery, Princeton, New Jersey</u> June 2012- Dec 2013 Cashier <ul style="list-style-type: none">• Processed sales transactions on a daily basis• Made product recommendations to customers• Assisted in filing invoices for personal and corporate catering• Monitored and maintained inventory	
SKILLS	Computer: Microsoft Word, PowerPoint, Excel, Ultra Tax software Language: Bengali/Hindi/Urdu/English fluency and comprehension	
LEADERSHIP	Co-founder - Rider International Student Club <ul style="list-style-type: none">• Managed the enrollment of new members	
	Secretary - ASAR (Asian Student at Rider) <ul style="list-style-type: none">• Organized and prepared minutes for meetings• Assisted in gathering club members for meetings	
	Member - Accounting Society, Beta Alpha Si, and Finance Society <ul style="list-style-type: none">• Network with accounting professionals on a weekly basis	
COMMUNITY SERVICE	Volunteer - Fundraised for March of Dimes, Relay for Life, and St. Jude's Hospital	

BUSINESS RESUME

Marketing and Advertising

Hanna Katie

742 Shore Drive, Joppa, MD 21085 (443) 421-7652 HKatie@gmail.com

SAMPLE

- OBJECTIVE** To obtain an entry-level position with a Marketing or Advertising focus
- EDUCATION** Rider University, Lawrenceville, NJ
Bachelor of Science in Business Administration May 2016
Majors: **Marketing and Advertising**
GPA: 3.86
- SKILLS** Adobe InDesign, Illustrator, and Photoshop, Microsoft Word, Excel, and PowerPoint
(Sample projects attached, Portfolio: <http://Hkatie.mosaicglobe.com>)
- HONORS** Dean's List
Beta Gamma Sigma-Business Honor Society
College of Business Honors Program
Baccalaureate Honors Program
Alpha Lambda Delta- Freshman Honor Society
- EXPERIENCE** Pier 1 Imports, Nottingham, MD
2009 to Present
Sales Lead/Sales Associate
- Execute daily sales tasks to meet projected sales goals
 - Design merchandise displays to market new products and promote sale items
 - Manage team of associates for daily operations
 - Ensure quality customer service by attending and addressing purchase needs
- Summer 2011 Bridging the GAAP, LLC, Baltimore, MD
Social Networking Intern
- Developed contact lists to promote efficiency in client communication
 - Contributed to the production of a Sales Force profile and e-newsletter
- Spring 2011 National Junior Tennis League of Trenton, Trenton, NJ
Marketing Intern
- Established and maintained relationships with local news media
 - Planned, organized, and promoted a spring fundraising gala
- 2010 YMCA of Honolulu, Honolulu, HI
Camp Counselor
- Facilitated activities for campers ages 7-12 and supervised weekly camp excursions
 - Worked with international students
- LEADERSHIP** Rider University Bonner Scholars, Lawrenceville, NJ
Bonner Leader: Mentor/Tutor
- Completed three terms of 300 hours of community service
 - Provided after-school care and tutoring to elementary school aged children
 - Planned and coordinated Hunger and Homelessness Awareness Week
- Rider University, Tutoring Services, Lawrenceville, NJ
Student Tutor
- Tutored peers in subjects of Accounting, Economics, Marketing and Mathematics
 - Provided quality instruction to clarify difficult concepts introduced in class

Matthew Adams

123 High Street, Calverton, NJ 08670, (609) 067-0808, adamsm@rider.edu

SAMPLE

EDUCATION Rider University, Lawrenceville, NJ
Bachelor of Science in Business Administration 05/2016
 Major: **Computer Information Systems**
 GPA: 3.52
 *Employed 20 hours per week to support educational expenses

IT PROJECT Utilization of highly visual (Displays) user interfaces for Electronic Ink Inc 06-09/2015

- Studied effectiveness of elements on user interfaces including:
 - Video games: XBOX 360, PlayStation Portable and Wii
 - Business applications: ERP, Accounting and Finance
 - Health care imaging applications: PACs: X-ray and CT Scans
- Analyzed the characteristics of the elements on screens such as size, color, placement, organization, movements, pop ups, fade-in/fade-out, timing and successful elements such as navigation verses successful elements such as capabilities. Presented the findings to the Electronic Ink management team
- Created a prototype interface demo of a Picture Archiving and Communication Systems using the findings

EXPERIENCE Office of Information Technology at Rider University, Lawrenceville, NJ
 2014-Present **Technology Consultant**

- Troubleshoot computer related issues in person and by telephone
- Process and fulfill repair requests in order to address students/faculty needs
- Engage in quality customer service through positive interaction and providing basic training to increase user skills

2013 Central City Steel, Wayne, PA
Research and Developer

- Developed cliental database through cold calling prospective clients
- Prepared Excel spreadsheets to record stock inventory data
- Researched web design layouts for new company website

SKILLS

Web Design/Development	.NET
Macromedia Dreamweaver 8	Database management
Oracle11i	SQL plus
Networking	Datatel
ERP	SAP R/3
Microsoft Word, Excel, PowerPoint & Access	Quickbooks
Basic knowledge of VB.net	Wireshark

ACTIVITIES

Public Relations Officer – Rider University Hillel Society
Life Scout – Boy Scouts of America
Member – Rider University Spanish Club
Member – Rider S.E.R.V.E.S. (Community Service Organization)

Michelle W. Shuler

9 Hilldale Road
Pine Brook, NJ 07058

(973)865-8509
mshuler@gmail.com

SAMPLE

OBJECTIVE To obtain a full-time entry-level Accounting position

EDUCATION Rider University, Lawrenceville, NJ
Bachelor of Science in Business Administration May 2016
Major: **Accounting** Minor: **Business Leadership**
GPA: 3.4 Accounting GPA: 3.7
Plan to complete 150 credits by May 2016
Expected to sit for CPA Exam: August 2016

HONORS Dean’s List for the School of Business
Beta Alpha Psi Business Honor Society April 2014

EXPERIENCE

June-September 2014 **College Financial Representative-** Northwestern Mutual, Morristown, NJ

- Communicated daily with professionals by making phone calls to evaluate individuals’ needs
- Assessed potential clients needs in risk management, wealth management, and investments
- Recommended beneficial policies to potential clients based on an individuals’ needs
- Implemented policies to clients by selling life insurance and long-term care insurance
- Built a small network of accountants and clients
- Licensed to sell life insurance

May-September 2013 **Merchandise Support Associate-** KMART, Parsippany, NJ

- Obtained physical inventory of newly received products
- Interacted with customers and team members on the floor in different departments
- Received boxes off the truck in the stockroom
- Transported heavy boxes out of stockroom to customers

ACTIVITIES

2012 to Present **Rider University Leadership Development Program**

- Enhance communication and leadership skills through participation in speech and networking events
- Serve as a collaborator in a team of five students to develop and execute a fundraising initiative to raise money for Haiti

2012 to Present **Accounting Society**

- Network with local accounting firms and explore career opportunities within various firms

2012 to Present **Intramural Athletics- Soccer, Flag Football, and Basketball**
Captain and Team Member

- Motivate teammates to focus and enhance performance and skills
- Organize and schedule practice times and locations
- Communicate effectively with team members to resolve conflicts

Shelly Herstory

224 Sunflower Court
Hamilton, NJ 08807

herstorys@rider.edu
(732) 867-5309

SAMPLE

OBJECTIVE To obtain admission into George Washington University's Ph.D. in History program for Fall 2016

EDUCATION

Rider University, Lawrenceville, NJ

Bachelor of Arts in History, May 2016

GPA: **3.84**

Honors:	Undergraduate Research Scholarship Award (URSA)	Dean's List (all semesters)
	History Department Carskaddan Prize Winner	Baccalaureate Honors Program (BHP)
	History Department Student Spotlight on the Web	Phi Alpha Theta, History Honor Society
	Alpha Lambda Delta, National Honor Society for First-Year Students	

University of Wisconsin – Stevens Point, Stevens Point, WI

Study Abroad – Germany, Poland, Czech Republic, Summer 2014

Topic: Nazi Germany and the Holocaust

GPA: **4.0**

RESEARCH EXPERIENCE

History and BHP Theses, "Neo-Fascist Extremism in the Aftermath of the Soviet Union," 2013 - 2014

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

LEADERSHIP

Senator, Student Government Association, Spring 2014 - Spring 2015

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

Secretary, University Political Club, Spring 2013 - Spring 2015

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

Opinion Writer, The Rider News, Fall 2012 - Present

Wrote political opinion columns.

WORK EXPERIENCE

Macroeconomics Tutor, Rider University, Lawrenceville, NJ, 2014 – Present

Professionally trained by the College Reading and Learning Association (CRLA) certified Student Success Center. Assist students in virtual individual and group tutoring appointments via TutorTrac.

Art Gallery Receptionist, Rider University, Lawrenceville, NJ, 2013 – Present

Assist gallery curator during events, such as gallery opening receptions and artist lectures. Greet visiting guests and artists. Answer questions about exhibitions, specific works, and the featured artist(s).

Assistant Teacher, Timberlane Middle School, Pennington, NJ, Fall 2013

Assisted in eighth-grade social studies classes. Participated in professional learning communities, assignment grading, lesson planning, and team meetings.

SKILLS

Language: Intermediate knowledge of German
Basic knowledge of Russian

Computer: Microsoft Word and PowerPoint

LIBERAL ARTS RESUME

SAMPLE

Kristy Gomez

143 Siobhan Avenue
Ewing, NJ 08080
908-123-4567

gomezkristy@rider.edu

Online Portfolio: www.insertlinktoonlineportfoliohere.com

Objective	To obtain an internship in the field of Public Relations
Education	<u>Rider University, Lawrenceville, NJ</u> Bachelor of Arts in Journalism and Public Relations May 2016 Minor: Event Planning GPA: 3.35 Dean's List
Related Projects	Cases and Campaigns in Public Relations , Spring 2015 <ul style="list-style-type: none">Created campaign for fictitious energy/nutrition drinks, Brotein and Wotein Multimedia Production I- Interactive Design , Spring 2015 <ul style="list-style-type: none">Utilized Adobe Photoshop, Dreamweaver, Flash, and Illustrator to create websites about butterflies and natural parks Publication Design , Spring 2015 <ul style="list-style-type: none">Used Adobe InDesign to create different styles of newspapersWorked on dummy sheets both digitally and by hand to create newspaper layouts
Computer Skills	Adobe Photoshop, InDesign, Illustrator, Dreamweaver, and Flash Apple GarageBand and iMovie Social Media: Facebook, Twitter, Instagram, Pinterest, YouTube, and Tumblr Microsoft Word, PowerPoint, and Excel
Related Experience Spring 2015	<u>Phi Sigma Sigma, Theta Eta Chapter, Lawrenceville, NJ</u> Social Chair <ul style="list-style-type: none">Led a committee to plan various educational and social events for 50-person chapterResearched nearby venues and worked with staff to plan and implement Formal and Semi-Formal dance and receptionCollaborated with other chapter members and organizations to co-host eventsCreated flyers for events and event page/invitations on Facebook
Work Experience May 2015- Present	<u>Rider University Women's Soccer, Lawrenceville, NJ</u> Manager/Assistant to Soccer Coach <ul style="list-style-type: none">Plan camping trips, restaurant trips, and team-building activities for teamFilm games for coach's review of plays with teamHandle cash and process transactions for team donations and organize clinics
September 2013- Present	<u>Rider University Maurer Athletic Gym, Lawrenceville, NJ</u> Strength and Conditioning Center Staff <ul style="list-style-type: none">Complete and file paperwork regarding athlete training; monitor heart rates and weightsMaintain cleanliness of facility
Summer 2013	<u>Hollister Company, Elizabeth, NJ</u> Sales Associate/Model <ul style="list-style-type: none">Provided friendly customer service while greeting customers and operating cash registerAssisted customers and maintained cleanliness on sales floor and in fitting rooms

Anthony Beaker

123 Main Street Philadelphia, Pennsylvania, 19115 123-456-7890 beaker@rider.edu

OBJECTIVE To obtain an entry-level lab position in the environmental science industry

EDUCATION Rider University, School of Liberal Arts and Sciences, Lawrenceville, NJ
Bachelor of Science in Marine Sciences May 2017
 Minor: **Computer Information Systems**
 GPA: **3.8**

RESEARCH EXPERIENCE

Rider University - Marine Field Course, Florida Keys Summer 2015

- Conducted group field research: species identification and data sampling. Completed project independently: created and analyzed experimental design, research, engaged in tagging, created and manipulated variables and treatments

LABORATORY SKILLS

Dissection	Seining	Use of Fluorescent Dye
Field Sampling	Settling Fish/Crab Traps	Water Mixing (for Salinity)
Fish Tagging	Snorkeling	Organism Care
Plankton/Organism Identification	Trawling	Tank Maintenance

INSTRUMENTATION

Dissolved Oxygen Meters	Beam Trawls	Niskin Samplers:1L-5L
YSI Probes	Large/Small Sein Nets	Large Ponar
Inverted/Compound Microscopes	Oyster Dredges	Wildco Corer
Assorted Plankton Nets	Refractometers	Vibracorer
Dip Nets/Pop Nets	Secchi Disks	Stacking Sieves/Box Sieves
16' and 10' Otter Trawls	Van Doorn Water Sample Bottles	

RELATED EXPERIENCE

AmeriCorps Environmental Educator - New Jersey School of Conservation, Branchville, NJ 11/14-Present

- Educate students on environmental science, environmental issues, outdoor pursuits, team building and trust exercises
- Create and enrich class curriculums at the New Jersey School of Conservation
- Perform field research studying ecology of birds, mammals, reptiles, amphibians, fish, mollusks, insects, and plants, as well as perform water treatment tests in the forest, waterways, and lakes
- Assist Dean of Math and Sciences at Montclair State University by performing research on freshwater benthic macro-invertebrates found in Lake Wapalanne
- Assist and mentor the NSF-funded Research Experience for Undergraduates and faculty mentors with quantifying and comparing lake-groundwater exchange; quantifying lake hydrologic budget and assessing its accuracy and quantifying and comparing watershed erosion

ADDITIONAL EXPERIENCE

House Manager/Resident Advisor - Rider University Office of Residence Life, Lawrenceville, NJ 09/14-Present

- Supervise and oversee as many as 60 student residents in Greek House Service Learning Community and residence hall. Plan programs for students and document potential disciplinary incidents appropriately. Interact with supervisor and Office of Greek Life staff daily. Participate in an on-call schedule with 7 other staff members. Complete housing layout and make updates to the floor plan as necessary

Computer Lab Monitor, Rider University Office of Information and Technologies, Lawrenceville, NJ 09/12-12/13

- Maintain and supervise Rider University Computer labs

ACTIVITIES

Risk Management Chair - Inter Fraternity Council Fall 2014-Spring 2015
Coordinator - VertFreak 101 Charity Basketball Game and Dunk Show Fall 2013-Spring 2015
Vice President of Communications - Rider Volleyball Club Spring 2013
Standards Board Member/Challenge Coordinator - Sigma Phi Epsilon Fraternity Spring 2013- Fall 2015

SKILLS

Scientific/Research Software: STELLA Modeling and Simulation Software; Graphical Analysis; Logger Pro; STATA/SAS
Computer Skills: Proficient in Microsoft Office; PHP; MySQL; HTML; Javascript; Visual Basic script

COUNSELING RESUME

CALVIN RESSNER

1845 Faunsdale Court Robbinsville, NJ 08691 cressner@rider.edu (609)462-4985

SAMPLE

- OBJECTIVE** To obtain the position of High School Counselor providing secondary level internship experience in academic and career counseling
- EDUCATION** Rider University, School of Education, Lawrenceville, New Jersey
Master of Arts in Counseling Services Concentration: **School Counseling** May 2016
GPA: 3.8
- Bowling Green University, College of Education and Human Development, Bowling Green, Ohio
Bachelor of Arts in Human Development and Family Studies May 2014
GPA: 3.9
- HONORS** Dean's List (four years) Chi Sigma Iota Honor Society Dulin Service Scholarship
- RELEVANT EXPERIENCE** Robbinsville High School, Robbinsville, NJ
Graduate Intern Spring 2015
- Co-facilitated presentations with high school counseling staff for groups of ten to twenty-five seniors on college admissions, bullying, substance abuse and career decision making
 - Established a successful 'LaLaNobooza' event for the high school advocating alcohol free parties
 - Coordinated campus tours to two private and public universities in New Jersey for juniors
 - Observed and participated in small group sessions and staff planning meetings
 - Researched and developed the guidance department's online career resource webpage
 - Assisted Track Coach during home track meets
 - Assisted Guidance Counselors with new technology designed to manage academic scheduling
 - Recognized by the Director of Guidance for training staff in the use of online scheduling system
- Rider University, Office of Career Services, Lawrenceville, NJ
Graduate Assistant 2014-2016
- Trained by licensed professional counselors to critique resumes and cover letters
 - Assisted in coordinating three annual career fairs involving 400 students and 80-100 employers
 - Assigned to research, review and update online career resources for the Career Services website
 - Uploaded employment opportunities into the Broncs Career Link online recruitment system
 - Created PowerPoint presentations on job search and the graduate school application process
 - Observed counselor MBTI and Strong Interest Inventory review sessions with clients
- PROFESSIONAL DEVELOPMENT** "Active Shooter Training"- Rider University 2015
"Bullying In-Service Training"- Robbinsville High School 2015
"Assistive Technology"- Bowling Green University 2014
- PROFESSIONAL AFFILIATIONS** American Counseling Association
American School Counselor Association
- PUBLICATION** Ressner, C. (2013). *The effects of bullying on high school students*. Wilson, NC: Poole Publishing
- COMPUTER SKILLS** Highly proficient in the use of PowerSchool, SmartBoard, Naviance, Microsoft Word, PowerPoint and Excel
- INTERESTS** Track and Field, Computers, Reading, and Guitar (12 years)

ARTS ADMINISTRATION RESUME

MADISON BROADWAY

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

SAMPLE

EDUCATION

Westminster College of the Arts of Rider University, Lawrenceville, NJ
Bachelor of Arts in Arts Administration May 2016
Emphasis: **Art** (Additional options include: **Theatre, Dance, General, or Music**)
*Program requires practicum and internship experiences in addition to academic courses

RELEVANT COURSES

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

INDEPENDENT STUDY

Rider University, Lawrenceville, NJ
Independent Study in Abstraction - Professor Deborah Rosenthal

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

ARTS LEADERSHIP

Vice President – Art Society, Rider University (coordinated lectures and national museum tours)
Secretary – Arts Management Association, Rider University (scheduled meetings, speakers and minutes)

ADDITIONAL STUDY

Chautauqua Institution Summer Program, Chautauqua, NY
Art Student 2015
Attended an eight week, highly competitive residential program emphasizing daily drawing and painting with noted artists (name artists), in addition to participating in weekly guest-artist talks and museum visits

RELEVANT EXPERIENCE

Rider University, Lawrenceville, NJ
Studio Monitor 2014-2016

- Maintained studio supplies and still life set ups
- Prepared mediums and supervised model set ups
- Trained peers in studio procedures and assigned various tasks as needed

ADDITIONAL EXPERIENCE

Johnson Atelier, Hamilton, NJ
Volunteer Tour Guide 2012-2014

- Trained to conduct on site tours of the Grounds for Sculpture for the general public
- Position required in-depth knowledge of featured sculptures and sculptors
- Interacted with an average of 250 visitors each weekend
- Maintained excellent attendance record and recognized by Volunteer Coordinator for exceptional performance and positive attitude

Barnes & Noble Bookstore, Princeton, NJ
Cashier/Clerk 2012-2015

- Accurately handled cash/credit card transactions in a fast paced retail book and music store
- Responded to customer requests on a regular basis
- Maintained organization of inventory while monitoring for theft prevention

Kiera Doan

Soprano

PERFORMANCES

OPERA

L'Italiana in Algeri (cover/youth perf.)	Elvira	Central City Opera	2015
The Face on the Barroom Floor	Isabel/Madeline	Central City Opera	2015
Così fan tutte	Despina	Westminster Opera Theater	2014
A Midsummer Night's Dream	Tytania	Westminster Opera Theater	2013
Manon Lescaut	Featured Soloist	Spoletto Festival USA	2013
The Tender Land (Act 1)	Laurie	Westminster Opera Theater	2012
La Clemenza di Tito	Chorus	Westminster Opera Theater	2011
Il Tabarro	Seamstress Chorus	Spoletto Festival USA	2011
Die Burgschaft	Kleine Chorus	Spoletto Festival USA	2011

COMPETITIONS

Finalist	Marian Anderson Awards	2014
Regional Finalist	MacAllister Awards	2014
Encouragement Award	Metropolitan Opera National Council	2014
	New Jersey District	
Semi-Finalist	Heida Hermanns International Voice Competition	2013
1st Place New	Jersey NATS-Senior Division 2006	
1st Place	Westminster Choir College Voice Awards	2012
2nd Place	New Jersey NATS-Junior Division	2011

CHORAL

Westminster Choir: select touring and recording choir of 30 voices under the direction of Joseph Flummerfelt. Performances with Berlin Philharmonic, New York Philharmonic, Orchestra of St. Luke's

Westminster Symphonic Choir: recording choir of 105+ voices under the direction of Joseph Flummerfelt. Performances with New Jersey Symphony, Philadelphia Orchestra, New York Philharmonic

TRAINING

APPRENTICE EXPERIENCE

Central City Opera/Bonfils-Stanton Foundation Training Program-Apprentice Level Summer 2015

TEACHERS AND COACHES

Laura Brooks Rice (primary teacher), Julian Rodescu, J.J. Penna, Dalton Baldwin, Rich Cordova, Allison Voth, Deborah Scurto-Davis

EDUCATION

Westminster Choir College of Rider University, **Master of Music**, May 2016

Westminster Choir College of Rider University, **Bachelor of Music**, May 2013 Summa Cum Laude

ADDITIONAL SKILLS

Proficient in French, Italian, German, winner of the Priscilla Silz Award for Excellence in the study of German; 14 years of piano study; training in acting and dance

101 Walnut Lane, Princeton, NJ 08540-3899 (609)123-4560 kdoan@rider.edu

WILLIAM HANOVER

1 Rider University Road
Lawrenceville, NJ 08648

whanover@rider.edu
609-555-5554

OBJECTIVE To obtain an entry level human resources position within a large company

EDUCATION Rider University, Lawrenceville, NJ
Bachelor of Science in Business Administration May 2016
Major: **Human Resource Management**
GPA: 3.9

HONORS **Dean’s List, every semester**
Rider University Human Resources Intern of the Year Award
Rider University Presidential Scholarship

RELEVANT SKILLS Communication
• Scheduled employment interviews for a human resources department
• Conducted reference checks for new hires
• Facilitated campus tours for prospective students to orient them to various buildings, departments and offices at Rider University

Presentation
• Participated in the new-hire orientation
• Provided information about the policies and procedures for a mid-sized organization in conjunction with the training coordinator

Administration
• Coordinated employee start dates with upper management and HR department
• Coordinated the Ambassador Program with the admissions staff and faculty
• Identified current Rider students to introduce prospective students to campus
• Supervised eight student ambassadors
• Escorted prospective students to classes and extracurricular activities

EXPERIENCE Rider University Office of Admission, Lawrenceville, NJ
Student Director for the Ambassador Program 2014-2015

Childcraft, Inc., Edison, NJ
Human Resources Intern Summer 2014

SKILLS **Computer:** Microsoft Office, HTML, and PowerPoint
Languages: Conversant in Spanish, familiarity with French

LEADERSHIP **Member:** Delta Sigma Pi, International Business Fraternity
Secretary: Student Government Association
Vice-President: Residence Hall Association

INTERESTS Intramural Volleyball, Softball, Ski & Outdoors Club

WILLING TO RELOCATE

MUSIC EDUCATION RESUME

SAMPLE

LILLY JONES

123 Walnut Street Princeton, New Jersey 08540 (609) 555-1234 lillyjones@rider.edu

EDUCATION Westminster College of the Arts of Rider University, Princeton, NJ
Bachelor of Music in Music Education December 2016
GPA: 3.8 **Dean's List**

CERTIFICATION NJ State K-12 Music Teacher Certificate of Eligibility with Advanced Standing

**RELEVANT
EXPERIENCE**
2015-Present

Hopewell Valley Regional High School, Hopewell, NJ
Music Teacher, Grades 9-12

- Conduct three mixed choirs and prepare for two school concerts
- Develop choral warm-ups and lesson plans designed to address choral and vocal issues in the repertoire, while encouraging good vocal technique and strong choral habits
- Assist with individual instruction and prepare students for college auditions
- Teach two sections of basic Music Theory

Fall 2014

Millstone River School, West Windsor, NJ
Music Student Teacher, Grades K-5

- Taught music to 20 children in a supervised experience
- Introduced new strategies to develop creativity and musical literacy skills
- Created lessons designed to engage children in active listening
- Correlated lesson content to meet National Standards for Music Education
- Utilized differentiated instruction to meet individual student learning styles

**PERFORMANCE
EXPERIENCE**
2015

Westminster College of the Arts, Lawrenceville and Princeton, New Jersey
Musical Theater Ensemble: 'A Light in the Piazza' and 'Striking 12'

2013-2015
2012-2015
2012-2015
2012-2013

Westminster Symphonic Choir
Westminster Kantorei
Westminster Handbell Choir
Rider University Choir

MEMBERSHIPS

American Choral Directors Association 2015-Present
National Association of Teachers of Singing 2015-Present
National Association for Music Education 2015-Present

**PROFESSIONAL
DEVELOPMENT**

"SmartBoard and Music Education," Rider University 2015
"The Business of Singing," Westminster College of the Arts 2014
National Association of Music Education Conference 2013

SKILLS

Computer: Microsoft Word, PowerPoint & Excel, SmartBoard, Garage Band and Wikispaces
Language: Fluent in French

EDUCATION RESUME

ANDREA GREEN

4102 Sable Avenue Trenton, NJ 08618 (609) 555-1234 agreen@aol.com

SAMPLE

EDUCATION Rider University, Lawrenceville, New Jersey
Bachelor of Arts May 2016
Double Major: **Early Childhood Education and Psychology**
GPA 3.30
***Certification pending in Pre-School and Early Childhood Education**

CERTIFICATION **NJ State Elementary School Teacher Certificate of Eligibility with Advanced Standing**

HONORS Kappa Delta Pi, National Education Honor Society, 2012 - Present
Dean's List, every semester

EXPERIENCE

Spring 2016 Kisthardt School, Hamilton, New Jersey
Student Teacher – Second Grade

- Given full responsibility for students in all subject areas
- Designed and implemented a social studies unit
- Successfully developed a behavior modification program for a student with adjustment problems
- Researched and compiled information to write a child study on a fifth grade student
- Attended Back-to-School Night and PTA meetings

Fall 2015 Grant School, Trenton, New Jersey
Junior Professional Experience – Pre-First Grade

- Taught and prepared daily lesson plans in an urban classroom containing 25 students using SmartBoard
- Incorporated music lessons and singing into daily activities
- Used behavior modification techniques for effective classroom management

2013 to Present Lawrence Township Public Schools, Lawrenceville, New Jersey
Substitute Teacher

- Assigned to teach grades kindergarten through twelve
- Elaborated on the full-time teacher's lessons and planned the day accordingly

Spring 2014 Woodrow Wilson Elementary School, Trenton, New Jersey
Sophomore Professional Experience – Third Grade

- Provided one-on-one tutoring in basic skills to Spanish speaking students
- Observed and evaluated classroom interaction, behavior, and management

2012 Franklin Township Parks and Recreation, Somerset, New Jersey
Head Counselor

- Supervised children ages six to sixteen during summer recreational athletics, and arts and crafts activities
- Interacted with parents concerning the welfare and activities of children

SKILLS **Language:** Fluent in Spanish
Computer: SmartBoard, Microsoft Word, Excel, and PowerPoint

INTERESTS Aerobics, guitar, singing, and sign language

WILLING TO RELOCATE

*** Two page resumes are standard for Rider University Elementary and Secondary Education Majors*

GRADUATE LEVEL TEACHER CERTIFICATION RESUME

KENNETH J. MOORE

592 Ontario Way
Lawrenceville, NJ 08648

(609) 555-3216
Kjmoore@rider.edu

SAMPLE

EDUCATION Rider University, Lawrenceville, NJ
Graduate Level Teacher Certification Program December 2015
GPA: 3.96

Temple University, Philadelphia, PA
Bachelor of Science in Business Administration May 2012
Major: **Business Administration** Minor: **Computer Science**
Honors: GPA: 3.25 Dean's List-five semesters

CERTIFICATION NJ Business Education Teacher Certificate of Eligibility with Advanced Standing

TEACHING EXPERIENCE Hopewell Valley Regional High School, Hopewell, NJ
Student Teaching Experience – Grade 9-11 Fall 2015

- Created and taught business education curriculum to three levels of students, including classes in general business, keyboarding, and basic accounting
- Gained invaluable experience in classroom management
- Participated in parent-teacher conferences, PTA meetings and in-services
- Co-advised the Future Business Leaders Association and assisted in formulation of organizational goals for the year
- Assisted basketball team with practices and preparation for tournaments

RELEVANT SKILLS

Leadership

- Vice-president of Lawrence High School PTO
- Instrumental in establishing first teacher-parent liaison program
- As Boy Scout Troup Leader, organized yearly activities for boys ages 13-18
- Instituted local Town Watch program, recruiting over 25 community volunteers

Coaching
Coached inner-city basketball summer camp for three consecutive years
First in county championships every year
Track coach for Special Olympics

EMPLOYMENT HISTORY SmithKline Beecham Corporation, Philadelphia PA
Director of Training and Development/Job Analyst 2012-2015

MEMBERSHIPS New Jersey Education Association (NJEA)
National Education Association (NEA)
National Business Education Association (NBEA)

COMPUTER SKILLS Microsoft Word, Excel, PowerPoint, Access, HTML, JAVA, Quark

INTERESTS Basketball, track, computer technology, chess

Your Name
Your Present Address
City, State, Zip Code
Telephone number
Date of Writing

Employer's Name
Title
Name of Organization
Street Address
City, State, Zip Code

Dear Mr. Blank:

1st paragraph – Tell why you are writing; name the position, field, or the general occupational area for which you wish to be considered. Tell how you heard of the opening or organization – i.e. The Career Services Office, the name of the newspaper, a personal contact, etc.

2nd paragraph – Refer the employer to your enclosed resume. State why you are a good candidate for the position. Included in your statement can be information about related experiences, such as full-time and part-time positions, summer jobs, internships, independent studies, major projects or papers within classes. You can also mention personal characteristics and specific course work as it relates to the position for which you are applying. Tell why you are particularly interested in the position, department or organization. ***Demonstrate that you have researched the organization and you have an understanding of how you would fit within the organization.**

3rd paragraph – Close by reiterating your interest in the organization. Thank the employer and mention your phone number and email address again.

Sincerely,

hand-written signature

Your typed name

Enclosure

References
for
Steven Frazier
523 Lenape Way
Newtown, PA 18940
(215) 555-1111
frazier@rider.edu

1. Dr. Harriett MacFarlane
Chairperson, Foreign Languages Department
Rider University
2083 Lawrenceville Road
Lawrenceville, NJ 08648-3099
(609) 555-2365 ext. 217
macfarlane@rider.edu
2. Mr. Thomas Smith
Manager
Berlitz International
79 Global Way
Philadelphia, PA 19106
(215) 555-0000
tsmith@berlitz.com
3. Professor Frederick VonStuben
Academic Advisor FA-001
Rider University
2083 Lawrenceville Road
Lawrenceville, NJ 08648-3099
(609) 555-2000 ext. 200
vonstuben@rider.edu

Your Address
City, State, and Zip Code
Date

Name of Interviewer
Title of Interviewer
Company Name
Address
City, State, and Zip Code

Dear Mr./Ms. (Last Name of Interviewer):

In the first paragraph, state when and where you had your interview. Thank the interviewer for his or her time, and reaffirm your interest in the organization.

In the second paragraph, mention something that particularly appeals to you about the prospect of working for them. Also, reinforce a point or two in support of your application.

If after the interview you thought of something you wish you had said, the third paragraph of the letter is a good place to bring that up. You can also restate your understanding of the next steps in the hiring process.

In the last paragraph, thank the employer for considering your application and ask for further communication.

Sincerely,

Your Handwritten Signature

Your Typed Name

INTERVIEW PREPARATION

Interviews allow employers to assess you as a complete person, rather than just your qualifications on the printed page. Employers want to gauge whether or not you would be a good “fit” for their organization. This is also an opportunity for you to find out the same thing about the employer. Most employers consider the interview to be the most important part of the hiring decision.

What Employers Look for in a Candidate

- Self-confidence/ability to communicate
- Work ethic: teamwork, leadership, initiative, flexibility, ability to handle conflict
- Intelligence, critical thinking
- General personality: poise, enthusiasm, creativity, high energy level, interpersonal skills
- Personal management, self-knowledge
- Qualifications-Can you relate your academic program, skills, and/or prior work or internship experience to the needs of an employer?



Key Points to Remember:

Do:

- Arrive 10-15 minutes early
- Maintain good eye contact with the interviewer
- Use a firm, professional handshake
- Listen carefully to the interviewer’s questions
- Be aware of your body language; maintain good posture, appear relaxed and not fidgety
- Show enthusiasm, confidence, courtesy, and honesty
- Keep a positive attitude about former employers, supervisors, and co-workers; be tactful and do not criticize former employers even if discussing an unpleasant situation
- Maintain a professional image-don’t let the employer’s casual approach fool you
- Always present the best of your background and qualifications
- At the close of the interview, establish a date for your next communication
- Always remember to thank the interviewer for his/her time

Don’t:

- Give terse or rambling answers to questions; find a balance
- Be too casual with language or use non-words (“thinking words” like “um...” “uh...”)
- Address the interviewer by his/her first name unless invited to do so
- Dominate the interview or appear arrogant; do not interrupt the interviewer when he/she is speaking
- Criticize yourself or your former employers
- Discuss your personal problems

What to Bring:

- Directions to the interview site
- Name(s) and title(s) of interviewer(s)
- Extra copies of your resume
- Reference lists
- Portfolio of work samples, if applicable
- Good quality pen and pencil
- Leather folder (black or dark color) or briefcase



Practice Answers to Questions Before the Interview

You will generally be asked two types of questions during an interview: traditional and behavioral.

Traditional Questions

Traditional questions are designed to pinpoint aspects of your basic personality, work ethic, history, attitude, etc. When practicing answers to traditional interview questions, try to develop answers that illustrate how your education and life experience can benefit the employer. If you have done a thorough self-assessment and know why you want to work for this employer and in this field, you will be able to answer traditional questions easily.

- What are the two or three things most important to you in your job?
- What is your philosophy of life?
- Tell me about yourself.
- What are your short-term and long-term career goals? How do you plan to achieve them?
- What do you consider to be your greatest strengths and weaknesses?
- In what ways do you think you can make a contribution to our organization? / Why should we hire you?
- What do you know about our organization?
- What did you learn from co-op, internship, or part-time job experiences?
- Why did you choose this career?
- Why would you like to work for this company?

Behavioral Questions

Behavioral questions are designed to examine how you have responded to specific situations in the past as an indicator of how you may behave in the future. When practicing answers to behavioral questions, think about how you have dealt with specific problems in the past. Consider how your qualifications and attributes enabled you to demonstrate leadership, initiative, and problem-solving ability.

- How have you demonstrated initiative?
- How have you motivated yourself to complete an assignment or task that you did not want to do?
- Tell me about the riskiest decision that you have made.
- Can you tell me about an occasion where you needed to work with a group to get a job done?
- What was the greatest challenge you ever faced, and how did you approach it?
- What did you do in your last job to effectively plan and organize?
- Tell me about a time on any job when stressful situations or problems tested your coping skills. How did you handle it?
- What leadership positions have you held? Describe your leadership style.
- Tell me about a time when you failed at something. If you could do it again, what would you do differently?
- Describe your involvement in a team situation in which you were not in a leadership role.

Numerous benefits and opportunities are available to you when you attend a career fair, regardless of your chosen major or your future goals. However, simply attending a career fair is not enough; you need to make your participation count. If you understand what to expect at a career fair and take the proper steps to prepare beforehand, you will receive the maximum benefit from the event and increase your chances of obtaining interviews.

Benefits of Attending a Career Fair

- Increase your chances of receiving an interview with an employer
- Expand your network of contacts and receive job search advice from experienced recruiters
- Investigate positions, occupations and /or career fields you could pursue with your specific major and background
- Learn more about employers and available co-op, internship or permanent career opportunities

What to Expect at a Career Fair

- Employers expect students to be prepared. Ask thoughtful questions and have a polished resume.
- Employers expect to interact with students seeking employment as well as those simply researching careers and employers.
- Most recruiters are not authorized to hire candidates on the day of the fair. Your goal should be to land an interview, not a job offer.
- Employers' goals are to be exposed to as many job candidates as possible. You will have a relatively short amount of time to sell yourself and make a positive impact on the employer.

Before the Career Fair

Target your top five companies

If possible, obtain a list of the employers who will be attending the career fair, and select the top five organizations you would most like to visit. Make sure that at a minimum you research these organizations before you attend the career fair. (Refer to the "Researching an Employer" section of this guide for researching tips.) The more you can show an employer that you know about their organization, the more likely you are to leave a positive impression.

Prepare a resume

A well-written, error free resume is a must. Make sure you have multiple copies of your resume and a list of references to distribute at the career fair. Refer to the "Your Resume" section of your Career Guide for information on resume writing.

Create a list of questions to ask employers

By asking meaningful questions to employers you show that you have an interest in their company and that you have good listening and communication skills. Be sure to prepare a short list of questions to ask employers. Refer to "Questions to Ask An Interviewer" in the "Interview Preparation" section of this guide for a list of possible questions you may wish to ask.

Prepare to answer questions

You may not sit down to a formal interview, but employers are likely to ask you questions that would be asked during an interview. Review and practice answers to the traditional and behavioral questions that interviewers may ask in the "Interview Preparation" section of this guide.

Sell yourself

Be prepared to introduce yourself to each employer with your name, a firm handshake, a copy of your resume, and your objective. (Why are you attending a career fair and what type of career are you seeking?) Practice this introduction before the career fair so you will be comfortable interacting with employers at the career fair.

Be professional

Present a professional appearance and dress as if you were attending a job interview. If you are in doubt about what to wear at a career fair, refer to "What to Wear" in the "Interview Preparation" section of this Career Guide.

Arrive early

In order to avoid long lines you should plan to arrive at career fairs early. You will spend less time waiting in lines and more time visiting with employers.





2083 Lawrenceville Road
Lawrenceville, NJ 08648



Our Two Locations

101 Walnut Lane
Princeton, NJ 08540

WESTMINSTER
CHOIR COLLEGE

