



my Career Path



Carnegie Mellon University
Career & Professional
Development Center

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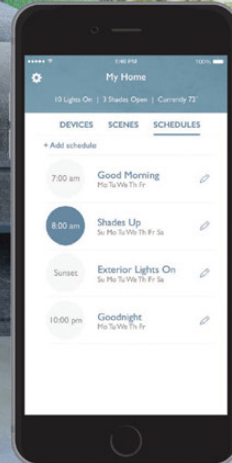
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The Heinz College of Information Systems and Public Policy is home to two internationally recognized graduate-level institutions. Alumni gain highly marketable skills in technology, analytics, management and leadership and apply them to careers in:

- cybersecurity
- health care
- the future of work
- smart cities
- transportation
- energy and the environment
- arts & entertainment

In 2016, INFORMS named Heinz College the No. 1 academic program for Analytics Education.

Heinz offers CMU undergrads the option to enroll in Accelerated Master's Programs (AMP), allowing them to complete their bachelor's and master's degrees in just 5 years:

- Master of Arts Management
- Master of Entertainment Industry Management
- Master of Information Systems Management
- Master of Science in Health Care Policy and Management
- Master of Science in Information Security Policy and Management
- Master of Science in Public Policy and Management

#1

Heinz College #1 in Analytics Education
- INFORMS UPS George D. Smith Prize 2016



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CAREER GUIDE

Introduction to the CPDC

Welcome to the Career & Professional Development Center (CPDC) at Carnegie Mellon University, your partner in helping you determine your best career path to achieve your career goals, both now and throughout your life. At the CPDC, we consider it our mission to empower you to optimize your professional and life potential through career exploration, experiential learning, and connections with employers and opportunities.

We do this by providing high touch, high tech university career services through the integration of individual attention, creativity, theory, and technology. We collaborate with you to form career communities made up of fellow students, faculty, alumni, the career center staff, and many more individuals, while you are still on campus, so that when you graduate, you can take advantage of these networks to further your career goals.

OVERVIEW OF SERVICES

Career Exploration & Decision Making

We help you fully explore the variety of educational and career options and make decisions that are consistent with your interests, skills, and values.

Skill Development

We equip you with the professional, leadership, and interpersonal skills to ensure future career growth and success.

Experiential Learning

We connect you with experiential learning opportunities including internships, part-time employment, or community service opportunities.

Employment Opportunities

We help you become highly skilled in self-directed job or internship search techniques and to become an active participant in the career development process. We ensure that you are successfully engaged within a professional path that is consistent with your skills, interests, and goals.

Employer Development

We develop an energized employer base committed to a long-term relationship with Carnegie Mellon University and founded on the continual enhancement and development of a mutually beneficial relationship.

HOURS OF OPERATION

The CPDC is open Monday - Friday 8:30 a.m. - 5:00 p.m.

Appointments:

Appointments are available year-round Monday - Friday during business hours and may be made via Handshake.

Drop-in Hours (during fall and spring semesters):

Monday - Friday, 11:30 a.m. - 1:30 p.m.

CPDC LOCATIONS

In order to best serve the needs of CMU students, the CPDC offices are split into two locations:

1) The CPDC - Interview Center

Located in the Lower Level of Cohon University Center, the CPDC - Interview Center is the location for employer engagement, on-campus interviews, and student group meetings.

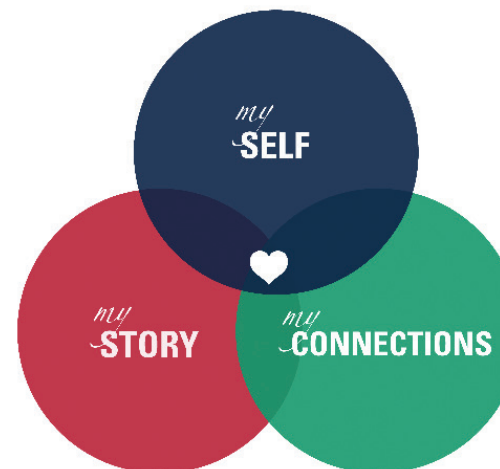
2) The CPDC - Advising Center

Located on the 2nd Floor of West Wing, the CPDC - Advising Center is the location for students to meet with their Consultants, learn about career programs and events, and look into job, internship, and experiential learning opportunities.

HOW TO ENGAGE WITH THE CPDC

The first step is to log into Handshake, our online recruiting platform. Students can schedule appointments with Consultants who are specialists in their major or the industry they want to work in, learn about companies who recruit at CMU, apply to job and internship postings from employers, and much more.

And the best part is your Handshake account is ready and waiting for you to use. Just visit cmu.edu/career to begin your career path.



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Mission, Vision & Values

Our Mission

To empower you to optimize your professional and life potential through career exploration, experiential learning, and connections with employers and opportunities.

Our Vision

To provide high touch, high tech university career services through the integration of individual attention, creativity, theory, and technology.

Our Values

1. Collaboration – We invest in meaningful relationships.
2. Honesty – We value authenticity.
3. Accountability – We believe in personal and shared responsibility.
4. Respect – We welcome others with openness and acceptance.
5. Communication – We are open to all forums of shared dialogue.
6. Inclusion – We celebrate diverse ways of thinking and being.
7. Dedication – We take pride in our mission and vision.

Our Commitment to You

Career Exploration & Decision Making

1. To help you fully explore the variety of educational and career options and make decisions that are consistent with your interests, skills, and values.

Skill Development

2. To equip you with the professional, leadership, and interpersonal skills to ensure future career growth and success.

Experiential Learning

3. To connect you with experiential learning opportunities including internships, part-time employment, or community service opportunities.

Employment Opportunities

4. To help you become highly skilled in self-directed job or internship search techniques and to become an active participant in the career development process.
5. To ensure that you are successfully engaged within a professional path that is consistent with your skills, interests, and goals.

Employer Development

6. To develop an energized employer base committed to a long-term relationship with Carnegie Mellon University and founded on the continual enhancement and development of a mutually beneficial relationship.

Carnegie Mellon University

Career & Professional
Development Center

Carnegie Mellon University
Career & Professional Development Center
West Wing, 2nd Fl.
Pittsburgh PA, 15213
(412) 268-2064
career@andrew.cmu.edu
cmu.edu/career

What is myCareerPath?

“Have the courage to follow your heart and intuition. They somehow know what you truly want to become.”

–Steve Jobs

We’re all individuals, unlike everyone else in important and profound ways. Finding out more about who you are and who you are to become is part of the reason you came to college. You have a path that you must find and follow.

This is equally true when it comes to beginning your personal career journey. And what you might not realize is that you are already well on your way. You may already be studying in your chosen field; you may even know the type of job you’d like after graduation. Or you may be just beginning to think about your career. But wherever you are on your own personal career path, we at the Career & Professional Development Center (CPDC) are here to help you take the next step.

That’s why we’ve developed this *Career Guide* using the *myCareerPath* framework. It’s simple, actually. First you figure out who you are and what you value (**mySelf**); next, you move on to crafting that into a story that potential employers will receive well (**myStory**); lastly, you get your story out to a network of people who could help you land your job (**myConnections**). That’s really all there is to it. In this guide, you’ll find more details, exercises, and best practices to help you along the way.

And of course, we at the CPDC are available to meet in person to assist in any way we can. Please schedule an appointment on Handshake at cmu.joinhandshake.com/login.

We look forward to accompanying you on your career path.

Sincerely,

Your Dedicated Career & Professional Development Center Staff

CARNEGIE MELLON UNIVERSITY STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

CAREER AND PROFESSIONAL DEVELOPMENT CENTER



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[instagram.com/lifeatcmu](https://www.instagram.com/lifeatcmu)



Carnegie Mellon Alumni



[youtube.com/user/CMUCPDC](https://www.youtube.com/user/CMUCPDC)

Career Partners 2018

A Special Thanks

...to the following employers who have joined the CPDC in financially supporting programs and initiatives for CMU students*

Platinum Level



Gold Level



Silver Level



Bronze Level

Accenture
Airbnb
Direct Energy
Express Scripts
Intellect Design Arena Ltd.

Leidos, Inc.
Lutron Electronics
MUFG
Palantir Technologies

Carnegie Mellon University
Career & Professional
Development Center

*as of June 2018

mySelf

Understanding your “self” is the first step as you begin your personal career journey. In this section, you will be asked to consider the following aspects of self-discovery: your values, your interests, your traits and characteristics, and your skills. When thinking through this list, consider your studies, clubs, organizations, travel, service, and other experiences in your life that have influenced you to become the person you are today.

When we refer to *mySelf*, we are talking about much more than WHAT you can do; it is about WHO you are, on a fundamental level, as a person, and how having a strong understanding of that can assist you as you begin to pursue a career path that will be satisfying to you.

The following career exploration activities will help you in not only identifying enjoyable college experiences and what student/professional organizations and activities you might enjoy and benefit from, but they can also help you identify what you “bring to the table” for potential employers.

As always, your Career Consultant at the CPDC is available to meet with you and discuss any questions you might have with these or any other career development activities, and can provide you with more ways to assess your “self” with regards to your career journey. So, let’s get started!



SELF-EXPLORATION ACTIVITY: REFLECTING ON YOUR SKILLS

Ask yourself the following questions:

1. What projects/homework assignments do I enjoy most? Why do I find these to be engaging?
2. What skills am I gaining/honing from my coursework?
3. What are the skills/traits I would like to learn/develop?

Projects/Homework Most Enjoyed	Why?	Skills/Traits Gained	Skills/Traits Would Like to Learn/Develop

After completing the table above, consider the following questions:

1. How will the education you are pursuing at CMU translate into a career?
2. What skills are you going to learn from your major/minor?
3. What occupations value these skills?

We encourage you to meet with your Career Consultant to explore these questions and learn more about creating a strategy to find a fulfilling career.

SELF-EXPLORATION ACTIVITY: PRIDE AND JOY EXERCISE

Have you been asked, “What do you like to do?” While this appears to be a simple question, it is often very difficult to answer. The Pride and Joy Exercise will help you answer this question by having you examine experiences in your life where you felt fulfilled. By listing 5-10 examples and examining the details of each situation, you will begin to notice common themes emerge from these times where you felt happy and proud of your accomplishments.

Did you feel a sense of accomplishment and pride when working on a project for a class? Volunteer experience? Interaction with a co-worker? Event you planned? Whether the event/project/effort was a success or not

is not important—only the fact that you were proud of your effort and experienced joy in the process. After identifying the moment, deconstruct the experience and examine the details to help you identify which parts were instrumental in producing your positive feelings.

When you have completed this exercise, review all the examples you chose, looking for common themes or traits from the various experiences. Share these themes and the stories of the experiences with friends, family, mentors, and your Career Consultant to help your connections better understand you and allow them to begin to understand the types of career paths that may be a good match for you.

EXPLORING POTENTIAL CAREER PATHS

The CPDC has tools and resources to assist with your career exploration process. Review the resources below located at cmu.edu/career to investigate various career paths and job families.

<p>What Can I Do With This Major?</p> <p>Explore the job families and endless options that other people with your major have pursued.</p> <p>whatcanidowiththismajor.com/major/majors/</p>	<p>Research Various Job Families</p> <p>Learn about career paths, industries, and opportunities for gaining experience in the field of your choosing.</p> <p>cmu.edu/career/students_and_alumni/explore_careers</p>
<p>Salaries & Destinations</p> <p>Learn what jobs fellow CMU grads have taken and their salary ranges.</p> <p>CPDC Salaries and Destinations</p> <p>cmu.edu/career</p>	<p>Networking & Informational Interviewing</p> <p>In conjunction with the final section of this guide, myConnections, learn how to build your network of contacts to help you explore careers and search for potential opportunities.</p> <p>cmu.edu/career</p>

ACTIVITY: DEVELOPING YOUR CAREER PLAN

It's important to learn more about the occupations that interest you. One of the best ways to do this is to review job descriptions. Since this document will highlight the major responsibilities and skill sets utilized in the role, it can serve as a great research tool. Using this, you'll be able to determine what you still need to learn and if you're a good fit for the position.

Make sure to find several job descriptions to compare. Go through the job description line by line and evaluate your current skills, education, and/or experience to what

is listed. Once you've reviewed the job description, create a list of the skills/knowledge you currently possess, and another list of those you still need to develop. From here, make a plan for how you will develop the skills needed to be successful in the position.

Also, don't be discouraged if you don't meet all of the qualifications right now. Through experience and academic progress, you can gain the skills needed to fill any gaps.

VALUES EXERCISE (ADAPTED FROM TAPROOT)

taproot.com/archives/37771

1. Determine your core values. From the list below, choose and write down every core value that resonates strongly with you. Do not overthink your selections. As you read through the list, simply write down the words that feel like a core value to you personally. If you think of a value you possess that is not on the list, be sure to write it down as well.

- | | | | |
|----------------|----------------|----------------------|-----------------|
| Abundance | Decisiveness | Joy | Proactivity |
| Acceptance | Dedication | Kindness | Professionalism |
| Accountability | Dependability | Knowledge | Punctuality |
| Achievement | Diversity | Leadership | Relationships |
| Adventure | Empathy | Learning | Reliability |
| Advocacy | Encouragement | Love | Resilience |
| Ambition | Enthusiasm | Loyalty | Resourcefulness |
| Appreciation | Ethics | Making a Difference | Responsibility |
| Attractiveness | Excellence | Mindfulness | Responsiveness |
| Autonomy | Expressiveness | Motivation | Security |
| Balance | Fairness | Optimism | Self-Control |
| Being the Best | Family | Open-Mindedness | Selflessness |
| Benevolence | Friendships | Originality | Simplicity |
| Boldness | Flexibility | Passion | Stability |
| Brilliance | Freedom | Performance | Success |
| Calmness | Fun | Personal Development | Teamwork |
| Caring | Generosity | Proactive | Thankfulness |
| Challenge | Grace | Professionalism | Thoughtfulness |
| Charity | Growth | Quality | Traditionalism |
| Cheerfulness | Flexibility | Recognition | Trustworthiness |
| Cleverness | Happiness | Risk Taking | Understanding |
| Community | Health | Safety | Uniqueness |
| Commitment | Honesty | Security | Usefulness |
| Compassion | Humility | Service | Versatility |
| Cooperation | Humor | Spirituality | Vision |
| Collaboration | Inclusiveness | Stability | Warmth |
| Consistency | Independence | Peace | Well-Being |
| Contribution | Individuality | Perfection | Wisdom |
| Creativity | Innovation | Playfulness | Zeal |
| Credibility | Inspiration | Popularity | |
| Curiosity | Intelligence | Power | |
| Daring | Intuition | Preparedness | |

2. Group all similar values together from the list you just created. Group them in a way that makes sense to you, personally. Create a maximum of five groupings. If you have more than five groupings, drop the least important grouping(s). See the example below.

Abundance Growth Wealth Security Freedom Independence Flexibility Peace	Acceptance Compassion Inclusiveness Intuition Kindness Love Making a Difference Open-Mindedness Trustworthiness Relationships	Appreciation Encouragement Thankfulness Thoughtfulness Mindfulness	Balance Health Personal Development Spirituality Well-being	Cheerfulness Fun Happiness Humor Inspiration Joy Optimism Playfulness
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3. Choose one word within each grouping that represents the label for the entire group. Again, do not overthink your labels—there are no right or wrong answers. You are defining the answer that is right for you. See the example below—the label chosen for the grouping is bolded.

Abundance Growth Wealth Security Freedom Independence Flexibility Peace	Acceptance Compassion Inclusiveness Intuition Kindness Love Making a Difference Open-Mindedness Trustworthiness Relationships	Appreciation Encouragement Thankfulness Thoughtfulness Mindfulness	Balance Health Personal Development Spirituality Well-being	Cheerfulness Fun Happiness Humor Inspiration Joy Optimism Playfulness
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4. Add a verb to each value so you can see what it looks like as an actionable core value. For example:
Live in freedom.
Seek opportunities for making a difference.
Act with mindfulness.
Promote well-being.
Multiply happiness.

This will guide you in the actions you need to take to feel like Your Heart is in Your Work.

5. Finally, write your core values in order of priority in your planner, so they are available as an easy reference when you are faced with decisions. For example:
 1. Live in freedom.
 2. Act with mindfulness.
 3. Promote well-being.
 4. Multiply happiness.
 5. Seek opportunities for making a difference.

INTERPRETING YOUR RESULTS

At this point, you may feel comfortable with what you've learned about yourself having completed these exercises. If so, you should move on to the **myStory** section of this *Career Guide* and begin the process of crafting your unique career story based on your self-discoveries.

If you need assistance interpreting the results of any of these exercises, or would simply like to discuss them with

a professional, you should make an appointment with your Career Consultant. The trained professionals at the CPDC are experts in assisting students with their career exploration and development, and would love to meet with you.

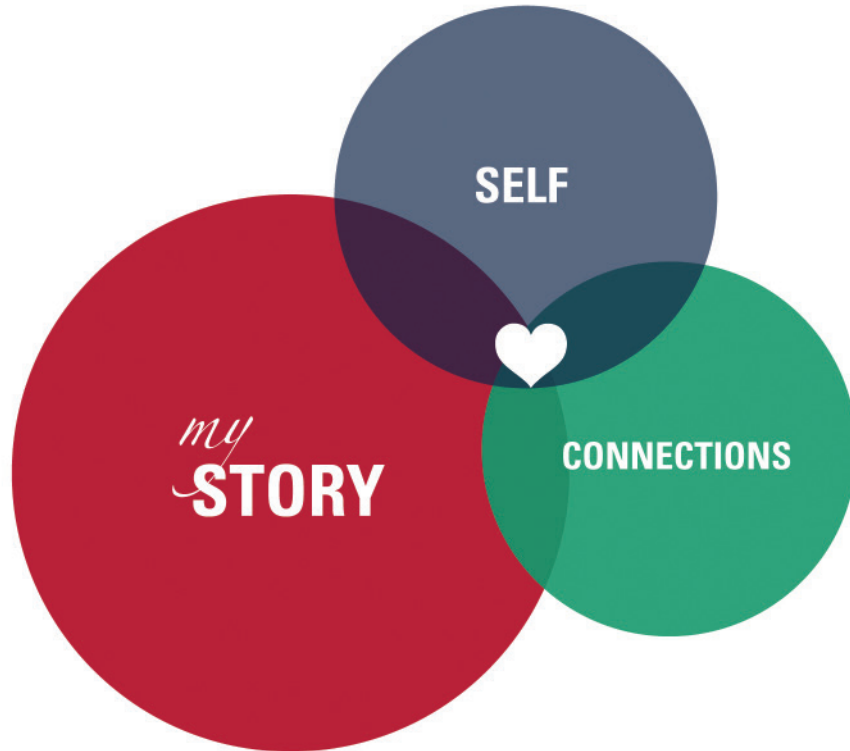
To schedule an appointment with your Career Consultant, log in to Handshake at cmu.joinhandshake.com/login.

Now that you have a better understanding of your “self,” having completed the **mySelf** section of this guide, you’re ready to move on to taking what you’ve learned and crafting it into a compelling story. Knowing who you are, your values, your interests, your traits and characteristics, and your skills, is important. Communicating them to the world is critical to your career efforts. Knowing that today’s communication can take many forms, you need to consider the story you are telling through your words, actions, on paper, and your online activity.

Telling your story is much more than a resume or a LinkedIn profile. Your story is a comprehensive tale that includes what you say in words, on paper, and through body language. In short, your story is the

image you convey, what you say and do, and how others perceive you. In today’s world where information is easily accessible, your story needs to tell the same tale whether a person is reading your resume, reviewing your online activity, or speaking with a contact of yours. With this in mind, be sure to craft a story using the five Cs. The goal is to make sure your story is:

- *Concise*
- *Coherent*
- *Consistent*
- *Comprehensive*
- *Compelling*



RESUME

You should write a resume that clearly and concisely describes relevant skills, experiences, and career goals. This may require you to create a few versions tailored to specific career areas. A resume is made up of sections that help employers learn about the candidate: some sections are essential, while others are considered optional. Even though you can get ideas from resume samples and other people, you must decide what best communicates the most important information to an employer. You need to determine what information you want the employer to know about you, as this is part of your story.

★ ★ TIPS ★ ★

- Keep resume to one page; advanced degree candidates who have worked for several years may require more than one page.
- Include items most supportive of your career goals, prioritizing the most relevant items at the top of the resume. Remember that you are telling your story; the information that is most important to your story should be the information you convey first.
- Be clear, concise, and consistent in writing descriptions and formatting the layout of the page. A professional look to a resume will communicate that you are professional in your work.
- Start each bullet with an action verb and highlight achievements, quantifying results when possible. Communicating that you can produce results and affect change is a powerful message within your story.
- Ask friends to read your resume for 10 seconds and then ask them to flip over the page. What information do your friends remember from their brief reviews?
- Upload your resume to your Handshake profile.

If you are not happy with the information that is conveyed or the flow of your document, come visit the CPDC. Our Career Consultants can help you craft your message to communicate the story you want to tell.

Sections

Resume sections should be tailored to the position for which you are applying. Some sections are optional and can be tailored to tell your unique story.

Contact Information (Required)

- Your name—slightly larger font than the rest of your document

- Your CMU email address and cell phone number (be sure to have an appropriate voicemail message set up)
- Your address (optional—you can use your permanent or campus address or both)

Education (Required)

- Should be toward the top of your resume
- University and location (Carnegie Mellon University, Pittsburgh, PA)
- Degree and anticipated month/year of graduation
- Major(s), minor(s), if applicable, and G.P.A.
- Other universities, if applicable, should be formatted the same as your Carnegie Mellon University entry

Honors (Optional)

- Relevant accomplishments, achievements, scholarships, or awards that you earned for exceeding average standards in either academics, athletics, or in a work environment
- Honors may also be included under Education in order to save space

Relevant Courses (Optional)

- Include courses related to your career goals, objective, and/or skill set in this section—this should NOT be a list of all of the classes you have taken in college
- Relevant coursework can be incorporated into “Education” if you have advanced/specialized coursework related to the industry/position

Experience (Required)

- List most recent jobs/experiences first
- Utilize strong action verbs and quantify results when possible
- Demonstrate the actions you took and the impact these had on both the organization (what value did you add?) and yourself (what skills did you develop?)
- Do not limit “Experience” to jobs or employment; you may also include clubs or project work relevant to the position to which you are applying

Leadership, Activities, or Service (Optional)

- Your resume may contain one or all of these sections and some can be combined, such as Activities and Service
- It is important to list quality over quantity in this section

Skills (Optional)

- This section typically includes computer, language, science/laboratory, and production skills when applicable
- Do not list soft skills in this section—instead incorporate those skills into your experiences to demonstrate how they were developed

RESUME CHECKLIST

General Format

Is your resume only one page?
Are margins the same for the top, bottom, and sides? Are they no smaller than 0.5 inches?
Is your font size no smaller than size 10 and no larger than 12? Is it the same font used throughout?
Are your bullet points and sections aligned uniformly throughout the resume?
Are dates written consistently? Is your punctuation consistent?
Have you used a consistent format throughout the entire document and within each section?
Are sections/headings listed in order of relevance/importance?

Contact Information

Have you included your legal name?
Is your name bold and in a larger font?
Is your phone number included? (Have you recorded a professional outgoing voicemail message?)
Is your email address included? Is the email professional?

Education

Are college/university names spelled out? (i.e., Carnegie Mellon University not CMU)
Did you list the official name of your degree and program?
Have you listed the month and year you earned your degree(s) and/or expect to earn it?
Have you listed your GPA? If so, have you included the GPA scale? (i.e., 3.75/4.0)
Have you selected coursework that aligns with your job search? (It is optional to list your courses in their own section lower on your resume.)
Have you limited your coursework list to the courses most relevant to your job search?

Experience (or Work Experience, Volunteer Experience, Research Experience)

Have you clearly listed the organization/company name and your job title?
Have you included the city and state (or country, if not within the U.S.) in which you worked?
Are your dates of employment (month and year) listed for each position and/or company?
Are dates and location on the right side of the page or embedded with the listing consistently?
Is the company and title listed first?
Have you detailed your accomplishments? Have you provided results, metrics, outcomes, etc.?
Did you start each phrase with an action verb?

Projects

Have you listed the name of the project?
Have you included the course name or company name?
Are your dates of the project (month and year or semester and year) listed for each project?
Are dates and location on the right side of the page or embedded in the listing consistently?
Have you detailed your accomplishments? Have you provided results, metrics, outcomes, etc.?
Did you start each phrase with an action verb?

Skills

Have you included relevant skills (programming languages, lab, foreign languages, etc.)?
Did you list specific skills within each skills section?

Activities/Honors/Leadership

Are the activities, honors/awards, and/or leadership experiences relevant and timely? Be selective and remove items that are no longer relevant.
--

Be sure to connect with your Career Consultant to personalize your resume to best tell your story.

ACTION VERBS

When writing your resume, it is always best to use active verbs to indicate your accomplishments. Below is a list of action verbs that will get you started. There are *many* more that you could use.

accomplished	communicated	eliminated	influenced	performed	salvaged
achieved	compared	empathized	informed	persuaded	saved
adapted	compiled	empowered	initiated	pioneered	schedule
addressed	completed	enabled	innovated	pioneered	screened
administered	composed	encouraged	inspected	planned	searched
administrated	compromised	enforced	inspired	prepared	secured
advised	computed	engineered	installed	presented	selected
aided	conceptualized	enhanced	instilled	prioritized	served
allocated	concluded	enlisted	instituted	processed	shaped
altered	conducted	ensured	instructed	procured	sold
analyzed	confronted	established	integrated	produced	solicited
applied	consolidated	estimated	interpreted	programmed	solved
appraised	constructed	evaluated	interviewed	projected	spearheaded
approved	consulted	examined	introduced	promoted	spoke
approximated	contacted	exceeded	invented	provided	sponsored
arbitrated	contributed	excelled	investigated	publicized	started
arranged	converted	executed		published	stimulated
ascertained	convinced	expanded		purchased	strengthened
assembled	cooperated	expedited	justified		suggested
assessed	coordinated	explained			summarized
assigned	counseled	extended	launched	rated	supervised
assisted	created	extracted	lectured	recommended	supplemented
attended	critiqued		led	reconciled	supported
audited	customized	fabricated	listened	recorded	surveyed
augmented		facilitated		recruited	synthesized
authored	debugged	finalized		reduced	systematized
automated	deciphered	forecasted		referred	
	decreased	formalized		refined	taught
	delegated	formed		reflected	tested
	delivered	formulated		reformed	traced
balanced	demonstrated	fostered		remedied	trained
boosted	designed	founded		remodeled	transformed
briefed	determined	fulfilled		reorganized	translated
broadened	devised			repaired	troubleshoot
budgeted	diagnosed	gained		reported	tutored
built	directed	gathered		researched	
	disassembled	generated		resolved	uncovered
calculated	discovered	grew		responded	updated
captured	dissuaded	guided		restored	upgraded
catalogued	distributed			retrieved	utilized
centralized	documented	helped		revamped	validated
chaired	drafted		negotiated	reviewed	verified
charted		identified	operated	revolutionized	
clarified	educated	illustrated	orchestrated		wrote
classified	elaborated	implemented	organized		
coached	collaborated	increased	overhauled		
collected	collected	inferred	oversaw		

FRESHMAN-SOPHOMORE RESUME SAMPLE

Sally Second-Year

ssy@andrew.cmu.edu ~ (555) 123-4567

EDUCATION **Carnegie Mellon University**, Pittsburgh, PA *May 20xx*
 Bachelor of Science in Economics & Statistics
 QPA: 3.5/4.00

Similar information lined up

EXPERIENCE **China International Capital Corporation**, Shanghai, China *July 20xx*
Intern

- Extracted and filtered China's stock market data from Wind Datafeed Service
- Processed raw data by using Excel and Python to calculate rate of return on investment and visualize its fluctuation over time
- Analyzed the proposed corporate investment strategies against observations of the stock market in the past five years

Consistent formatting gives a professional look

Fundamentals of Programming Course, Term Project *Fall 20xx*

- Designed and programed a two-level Super Mario Game using Pygame
- Implemented side scrolling and object animation

SKILLS **Programming languages:** basic Python, C
Applications: MiniTab, Excel, R studio

COURSES Intermediate Micro & Macroeconomics Principles of Imperative Computing
 Multivariate Analysis Introduction to Accounting Finance
 Introduction to Statistical Inference

LEADERSHIP & SERVICE **Strong Women Strong Girls** *January 20xx - Present*
Chapter Director *20xx*

- Improve SWSG's presence on campus and recruit new members
- Lead and collaborate with the Executive Board to discuss future plans, implement ideas and contact outside resources
- Collaborate weekly with the Pittsburgh Office to report and brainstorm

If no direct work experience, focus on transferable skills

Site Leader *Fall 20xx*

- Led a group of undergraduate women to empower elementary girls by helping them recognize their potential strengths and develop lifelong skills
- Motivated other mentors through task division and leadership assignment
- Communicated frequently and effectively with other stakeholders

Mentor Event Coordinator *20xx*

- Planned and organized events to foster positive relationships among mentors

Carnegie Leadership Consultants *20xx*

- Bring peer-led leadership training to student organizations

RESUME SAMPLE

Si K. Ology

(333) 666.9999 • sology@andrew.cmu.edu
 4 Living the Dream Road • Paradise, PA 17562

EDUCATION **Carnegie Mellon University**, Pittsburgh, PA *May 20xx*
 Bachelor of Science in Psychology
 Minor: Statistics
 GPA 3.8/4.00

Quantifying your results makes a powerful impact

RELEVANT EXPERIENCE **SpinMedia**, New York, NY *May 20xx-August 20xx*
Consumer Insights Intern

- Coordinated with 4 internal teams to use 3rd party research data and internal data to produce insights for the advertising and sales teams, resulting in a 20% increase in profitability
- Created monthly reports detailing the size and demographics of the SpinMedia audience using comScore, Nielsen @Plan, and Google Analytics data
- Updated marketing and sales communication materials with the latest data analytics

Mad Science, Pittsburgh, PA *September 20xx-April 20xx*
Instructor

- Taught and performed interactive science experiments for groups of 5-20 elementary school students
- Facilitate communication between parents and program managers for the school age programming

Carnegie Mellon University, Pittsburgh, PA *May 20xx-August 20xx*
Research Assistant

- Researched communal coping in couples in which once spouse was diagnosed with type-2 diabetes
- Interviewed and filmed over 100 participants for analysis
- Analyzed data from participant interviews and presented the data
- Recruited over 30 new participants from health fairs

Employers like to see success outside the classroom and workplace

LEADERSHIP ACTIVITIES **Undergraduate Marketing Organization**, *Secretary* *December 20xx-present*

- Scribed minutes for monthly club meetings
- Planned and implemented two programs concerning proper research techniques for the consumer insights and marketing research industry

Kappa Alpha Theta, *Member* *October 20xx-present*

- Planned events to integrate new members into the chapter through mentoring program

The Tartan, *Junior Staff Writer & Online Writer* *January 20xx-present*

- Wrote over 30 articles reviewing regional musical concerts as well as local restaurants

HONORS & AWARDS

Dietrich College Dean List, *Fall 20xx & Spring 20xx*

- Calculated G.P.A. of 3.75 or higher for the semester

Order of Omega, *Fall 20xx*

- Selected to represent the top five of the Greek community for high standard in scholarship and leadership

RELEVANT COURSEWORK

Advanced Data Analysis
 Attitudes and Persuasion
 Psychology of Gender
 Research Methods in Cognitive Psychology
 Social Psychology
 Statistical Theory

Coursework should be applicable to the job opening

RESUME SAMPLE

Start bullet points with strong verbs using the same tense

<p>Current Address 507 North Neville Street Pittsburgh, PA 15213-6236 (412) 222-1212 (Cell)</p>	<p>Comp O. Site mse@andrew.cmu.edu U.S. Citizen</p>	<p>Permanent Address 20 Eagle Drive Dallas, TX 15401 (826) 111-8787</p>												
<p>EDUCATION</p> <p>Carnegie Mellon University, Pittsburgh, PA B.S. in Materials Science and Engineering Minors in Manufacturing Engineering and Photography & Digital Imaging GPA 3.42/4.0</p>														
		<p>May 20xx</p>												
<p>WORK EXPERIENCE</p> <p>Power Superconductor Applications Corp., New Castle, PA <i>Laboratory Specialist Grade IV</i></p>														
<ul style="list-style-type: none"> Utilized engineering software such as LabView, MathCAD, and AutoCAD Constructed testing apparatus and tested Linear Induction Motors and Transverse Flux Machines Led research initiative on the use of Cryogenic Aluminum hyperconductor in company products Contributed to published paper: Kuznet, Levy, Wilson. "Development of High-Field Transverse Flux Induction Drive for Ordnance Handling on Navy Ships and Industrial Conveyors" 4th Int. Sym. Linear Drives for Industry Apps. Participated in writing government proposals and traveled to Wright Patterson Air Force Base, NIST, NRL, and ONR to meet with partners and clients 		<p>Summer 20xx</p>												
<p>Carnegie Mellon University, Undergraduate Research</p> <p><i>Research Assistant, The effect of surface texture on formability in Aluminum sheets</i></p> <ul style="list-style-type: none"> Designed templates for a photolithography process to texture Aluminum sheets Performed mechanical testing and analysis <p><i>Research Assistant, Grain Boundary Movement in Thin Films of Aluminum</i></p> <ul style="list-style-type: none"> Produced images from TEM negatives in a black and white darkroom Traced grain boundaries by hand to track movement and wrote original paper on hand tracing techniques 														
		<p>Spring 20xx</p>												
<p>National High Magnetic Field Laboratory, Tallahassee, FL <i>Research Intern, Topic: Superconducting Material Magnesium Diboride</i></p> <ul style="list-style-type: none"> Conducted research with a team of scientists and students Improved production for pure MgB2 by refining heat treatments Operated SQUID magnetometer and ran X-Ray Diffraction tests Interpreted results, wrote an original paper, and presented research to scientists, staff, and peers 														
		<p>Summer 20xx</p>												
<p>ACADEMIC PROJECT</p> <p>Materials Science Capstone Course, Senior Group Project</p> <p><i>Deformation of Amorphous Metallic Ribbon for use in Magnetic Core Applications</i></p> <ul style="list-style-type: none"> Performed magnetic, compositional, and structural analysis on cores donated from Spang Magnetics Designed a billet and performed hot extrusion of a wound core at WPAFB to reduce the ribbon thickness Cast an amorphous rod and amorphous metallic ribbon for comparative analysis 														
		<p>Fall 20xx</p>												
<p>SKILLS</p> <p>Applications: Adobe Photoshop, Minitab, LabVIEW, MathCAD, Java, MS Office Instruments: Scanning Electron Microscope (SEM), X-Ray Diffraction (XRD), SQUID Magnetometer, Differential Scanning Calorimetry (DSC), Differential Thermal Analysis (DTA), UV-Vis spectrophotometer, Vickers Hardness Testing, Charpy Testing, Polishing, Melt Spinning, Photography and Black and White Darkroom, Color Photography Darkroom, Soldering</p>														
<p>LEADERSHIP AND HONORS</p> <table border="1"> <tr> <td>Resident Advisor, CMU Apartments</td> <td>20xx- present</td> <td>Judith Resnik Challenger Scholarship</td> <td>20xx-20xx</td> </tr> <tr> <td>Photography Club, President</td> <td>20xx-20xx</td> <td>National Society of Collegiate Scholars</td> <td>20xx-20xx</td> </tr> <tr> <td>Pre-College Counselor</td> <td>Summer 20xx</td> <td>Student Action Committee, MSE</td> <td>20xx-20xx</td> </tr> </table>			Resident Advisor, CMU Apartments	20xx- present	Judith Resnik Challenger Scholarship	20xx-20xx	Photography Club, President	20xx-20xx	National Society of Collegiate Scholars	20xx-20xx	Pre-College Counselor	Summer 20xx	Student Action Committee, MSE	20xx-20xx
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Pre-College Counselor	Summer 20xx	Student Action Committee, MSE	20xx-20xx											

Don't overcrowd your resume; make it easy to read

Use industry terms to demonstrate knowledge and interest in the field

COVER LETTER

Cover letters are another way to tell your story. Since your resume will describe your experience in detail, your cover letter will tell the reader exactly why you want the position and provide in-depth examples to back up your experiences. For more traditional industries, and when cover letters are specifically requested, you must write one, **but be aware that many recruiters are telling us that they don't read cover letters** unless they can't decide between two candidates. Therefore, we recommend that you discuss with your CPDC Career Consultant if it's necessary to write a full cover letter or if you can send a shorter cover letter.

Tips

Be consistent: Use formatting consistent with your resume including the same header, font, and font size. This helps brand you as a candidate and emphasizes a clean, organized look.

Proofread: Avoid typos, misspelled words, or incorrect grammar. Always have someone proofread your cover letter before you submit it. The CPDC and Global Communications Center are great places to get a second pair of eyes on your letter.

Target to job description: Each cover letter should be tailored to the specific position/organization for which you are applying.

COVER LETTER OUTLINE

Date

Contact Person
Title
Department
Company Name
Company Address

Dear Mr./Ms./Dr. (Contact Person/Name):

OR

Dear Hiring Manager: (if you do not have a contact person/name)

First Paragraph: Introduction (2 - 4 sentences)

Establishes the purpose of your letter, attracts attention, and arouses interest.

- State why you are writing by naming the specific position or type of job in which you are interested.
- Mention the name of a contact person that referred you to the position/ organization, if applicable.
- Insert a brief sentence that states your degree, major, college affiliation, and graduation date.
- Tell how you heard about the position/employer and why you are interested in it.

Second/Third Paragraph: Body (1 - 2 paragraphs, depending on background)

Generate interest with content by indicating how much employer research you have done and how your skills/background match the employer's needs.

- Highlight your most significant accomplishments, abilities, and experiences that are specifically relevant to the employer and job requirements.
- Indicate how you can help the employer achieve organizational goals in your specialty. Focus on what you can do for them rather than why you want the position.
- Sell your credentials—your mission is to prove you should be invited to an interview.
- Do not simply repeat your resume—instead, highlight important experiences and key assets to demonstrate your personal qualities and why you would be a good fit for the position/organization.

Last Paragraph: Closing (4 sentences maximum)

State your commitment to action.

- Reiterate your interest and why you believe you would be a good fit.
- State that you have submitted your resume and would be willing to provide further information or answer any questions they may have.
- Provide your phone number and email address so the employer can reach you.
- Thank the employer for their time and consideration.

Sincerely,

(insert four spaces—include signature here, if hard copy)

Your Full Name (typed)

JOB DESCRIPTION SAMPLE #1

Novis Pharmaceuticals Corporation is a world renowned leader in the development of **enabling technologies for the advancement of science**.

Summer Intern position is offered at Novis in the Research Operations department. The successful candidate will help complete several projects that will help support **laboratory operations** at Novis. This person will work closely with Lab Coordinators and in both Biology and Chemistry areas. This person will also assist with organizational improvements and special projects as necessary.

This short term internship will include the following projects along with other potential opportunities:

- Reagent Management System reclamation project to help maintain accurate in-house inventory
- Data Entry of Capital Asset Inventory and Field Service Reports
- Reconciliation of Capital Asset information for main database
- Assist department with special projects as necessary

Minimum requirements: Undergraduate student in a science program and who has completed at least one year of **Organic Chemistry**.

Language: English.

Previous work experiences within a laboratory environment a plus. Familiarity with basic chemical & biological principles beneficial. Working knowledge of MS Office Suite.

Must be motivated, responsible, organized, and able to work independently and within a team environment. Candidate should also have good written and verbal skills and be able to follow protocols. Must be able to lift 25 lbs.

EEO Statement: The Novis Pharmaceuticals Corporation are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or any other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.

COVER LETTER SAMPLE #1

5000 Forbes Avenue
Pittsburgh, PA 15213

September 2, 20XX

Jane Smith
Manager, University Relations & Recruitment
Novis Pharmaceuticals Corporation
123 Medical Lane
Anytown, NY 98765

Notice how in this cover letter, the candidate references language directly from the job description.

Dear Ms. Smith,

I am writing to express my interest in the Research Operations Intern position posted on your website. As a sophomore Biology major pursuing a Bachelor of Science degree at Carnegie Mellon University, I am working toward gaining experience in research and a greater understanding of the pharmaceuticals field. As a world leader in pharmaceutical research, consumer health products, and affordable drug and vaccine development, I would appreciate the opportunity to contribute to company's success.

As part of my program at Carnegie Mellon, I have taken courses such modern biology, modern **organic chemistry**, biochemistry, and chemistry lab and have increased my knowledge of **laboratory operations**. I have gained knowledge in chemical procedures that will help me excel in this position, including UV-visible and atomic absorption spectroscopy, complexometric titrations, and high performance liquid chromatography, as well as developing hazard analyses. I have also been able to proficiently use data sorting techniques on Microsoft Excel to write articulate reports.

Currently, I am working on a team project where we are trying to determine nicotine and trace metal content in cigarettes. This has allowed me to establish myself as a both a leader and a team player, keeping track of deadlines, communication with my team members, the instructors, and the teaching assistants to ensure that the highest levels of accuracy and efficiency. As a member of the campus Biological Sciences Student Advisory Council, I have had the opportunity to work with many motivational peers, both planning and promoting events that support organizations such as the American Cancer Society.

I believe this internship opportunity will allow me to apply my passion for biology and chemistry to projects that will help **develop technologies that better the lives of others through scientific research**. Please feel free to contact me at myname@andrew.cmu.edu or (412) 555-5555 if you have any questions or require more information. Thank you for your time and consideration.

Sincerely,

Andrew Carnegie



JOB DESCRIPTION SAMPLE #2

This internship is an excellent opportunity for someone interested in data analysis and in developing his or her analysis planning, data reporting and statistical software programming skills. The internship is also a great opportunity to gain insight into the operations of a high-performing management organization.

Responsibilities of the Summer Data Analyst will include but are not limited to:

- Collect, clean and process assessment data received in raw form from departments to fuel the team's summer analysis and reporting projects
- Work with the Data Analysts to produce the highly anticipated annual network analysis
- Communicate directly with department heads around key summer readiness workflows
- Conduct key quality control processes to ensure that team output is 100% accurate
- Engage in self-driven data analysis to deeply explore a chosen research topic for a capstone project presented to the team

Skills and Characteristics:

- Developing technical skills including proficiency with Microsoft Excel required
- 1 • Experience with statistical and reporting software (Stata, R, SPSS, SAS, Tableau etc.) preferred
- Experience manipulating large datasets and working with raw, unclean data preferred
- 2 • Superior written and oral communications skills
- Demonstrated team player
- 3 • Able to take direction and work independently, creatively, and efficiently
- Maturity, humility, strong work ethic, sense of humor, and "roll-up-my-sleeves" attitude

SHORT COVER LETTER SAMPLE #2

Andrew Resnik

123 Main Street • Montclair, NJ 07028
aresnik@cmu.edu • 201-123-4567

March 7, 20xx

Ms. Shareen Johnson
Acme Analytics, Inc.
5000 Roadrunner Ave.
San Francisco, CA 94016

Ms. Johnson:

Dear Ms. Johnson, [Dear Recruiter or Dear Hiring Manager if you don't have a specific name]

I am excited to apply for the 20xx Summer Data Analyst Intern role with Acme Analytics. As a sophomore statistics major at Carnegie Mellon University, I can offer Acme the following:

- **Experience manipulating large data sets using statistical software:**
In my statistical Reasoning and Practice class, I used *SPSS* to conduct analysis of market research of a major retailer's customer loyalty program, where I had to validate the data through a series of verification tests for a **data set of more than 100,000 customers.**
- 1
- **Superior communication skills:**
As a member of the CMU Student Senate, I have **developed my written and oral communication skills** by drafting proposals that clearly and concisely summarize the main issues and advocate my position to senior administration officials.
- 2
- **Strong work ethic and ability to work independently:**
In order to train for the upcoming Pittsburgh Marathon, I have had to commit myself to a **rigorous training schedule, while holding myself accountable for maintaining high academic performance.**
- 3

I welcome the opportunity to discuss the my qualifications, outlined in the attached resume, and how I could help Acme's mission in providing superior analysis consulting to high performing organizations. Thank you for your time and consideration.

Sincerely,

Andrew Resnik

DATA SCIENTIST



212-854-5660 datascience.columbia.edu datascience@columbia.edu

My passion is using data to solve complex, real-world problems. I have had the amazing opportunity to study machine learning, data mining, and advanced statistical theory for my MS in Data Science. Equipped with essential technical skills and extensive hands-on experience, I look forward to harnessing the power of data science to help shape the world around us for the better.

EDUCATION

Columbia University in the City of New York
Master of Science in Data Science 2020

- Algorithms for Data Science
- Probability & Statistical Inference
- Machine Learning for Data Science
- Exploratory Data Analysis & Visualization

Carnegie Mellon University
Bachelor of Science 2019

EXPERIENCE

Data Science Capstone Project

A semester-length data science project sponsored by a faculty member or Data Science Institute industry affiliate that synthesizes the statistical, computational, engineering challenges & social issues involved in solving complex real-world problems.

SKILLS

COMPUTER SCIENCE

Python, Java, R, C++

QUANTITATIVE SKILLS

Linear Algebra, Calculus

LEADERSHIP

Columbia Data Science Society

HOBBIES

Networking in New York City, Friends, Music, Meetups, Hackathons

REFERENCES

Available upon request at datascience@columbia.edu

ATTIRE RECOMMENDATIONS

Business Professional



Casual



Business Casual



WHAT NOT TO WEAR



ELEVATOR PITCH

The term “elevator pitch” (also known as the “30-second commercial”) was developed from the concept of selling yourself or your business to a complete stranger in only the time it would take to enter an elevator until you reach your desired floor. Preparing your pitch is useful in introducing yourself at career fairs, networking opportunities, or even in the “tell me about yourself” phase of an interview.

Outline

- Introduce yourself by giving your first and last name, a friendly smile, and a firm handshake.
- Provide the listener with your degree program, college/school, and the type of opportunity you are currently seeking (internship, full-time, etc.).

Example

“Good morning. My name is...and I am a junior Business Administration major in the Tepper School of Business, completing a track in Finance. Last summer, I interned with PNC Financial Services as a Sales and Trading Summer Analyst in the Derivatives Product Group. I'm now interested in pursuing a summer internship position with Citi in Sales and Trading where I can utilize my communication skills and solid quantitative abilities. My experience as a student athlete at Carnegie Mellon has helped me to develop a strong teamwork ethic, time management skills, and the ability to stay calm under pressure. I believe these abilities will help me to be successful in a financial services career.”

Example

“Hello. My name is...and I just started my junior year in the Social and Decision Science program in the Dietrich College School of Humanities and Social Sciences. I have an interest in consumer research and product development and am currently pursuing internship opportunities in this field. I am the President of the undergraduate Entrepreneurship Association and have gained valuable...skills. I'm very interested in gaining experience in product development with a firm such as P&G, which continues to set the industry standard for analyzing consumer behavior and developing cutting-edge products. I'd like to learn more about internship opportunities within your organization.”

- Show appreciation of and/or familiarity with the company.
- Provide a brief overview of the pieces of your background which most relate to your current interests.
- Present yourself as adding immediate value to a company in terms of your experience and skill set. Try not to focus too much on what you want out of this opportunity.
- Make sure that your message is concise, yet informative. The delivery should not take longer than one minute, although 30 seconds is ideal.
- Be prepared for resume probes after you've given your pitch.
- Practice your pitch until it sounds natural, not rehearsed.

When developing your elevator pitch, ask yourself the questions in the following flow chart. The answers will lead you to a cohesive and structured beginning, that you can then trim down to a cohesive 30-second elevator pitch.

WHO AM I?

- Preferred name
- Major/minor(s)
- What is unique about your course of study?
- Outside of the classroom interests/activities

WHY AM I “HERE?”

- “Here” can be online, booth at a career fair or networking event
- Mention specifics from the job description that caught your eye OR
- If no description, things you like about the company/org

WHAT CAN I OFFER?

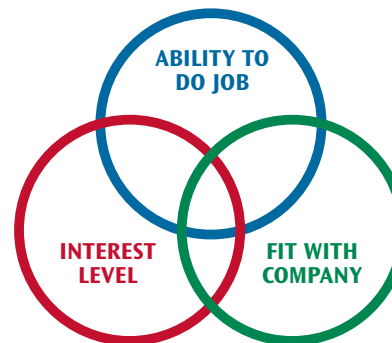
- Match skills from job description with your skills
- Provide evidence through past internships, class projects, research or extracurricular activities

LOVE TO LEARN MORE

- Mention challenges you are excited about
- Areas for growth and exposure
- How this aligns with your professional goals

INTERVIEWING

THE INTERVIEW PROCESS EVALUATES YOUR:



The interview process brings two parties together to discuss:

- Your ability to do the job
- Your interest level in the opportunity
- Your fit with the company culture

Ability: Although the interviewer has your resume, don't assume he/she understands the depth and breadth of your skills and how they relate to the employment opportunity. Using the STAR technique to craft answers that highlight your skills and experiences will communicate your ability to be successful in the role.

Interest: Companies want to hire employees who are excited about the role and employer. Researching the company and industry is critical in making a good impression. Communicating how the role, employer, and industry are a fit with your interests and background will demonstrate that you truly want the opportunity. Use the Company Research Prep Sheet on the following page for ideas of what to know before your interview.

Fit: The interviewer is evaluating if you will be a good fit with the company mission, values, and team. At the same time, you need to determine if you would enjoy working in the company culture and with the staff.

Engineer your future at the Applied Research Laboratory!

“Growing up I never imagined I could be an engineer. Now I'm working with engineers from all types of backgrounds to bring game changing ideas to life.”

For more information, contact us at hr@arl.psu.edu or visit our website arl.psu.edu

Employment opportunities can be found at <https://psu.jobs> using the keywords “Applied Research Laboratory”

U.S. citizenship required

Hope Conklin
Research and Development Engineer



Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, individuals with disabilities, and other protected groups.

COMPANY RESEARCH PREP SHEET

Company Name: _____

Headquarters Location: _____

Additional Major Locations (if any): _____

Basic History/Key Executives:

Products and Services:

Recent News Stories and Company Announcements:

Competitors:

Industry Trends:

Three Reasons You Are a Strong Candidate for This Opportunity:

1. _____
2. _____
3. _____

Three Reasons You Want the Opportunity:

1. _____
2. _____
3. _____

EFFECTIVE STORY TELLING: direct, logical, meaningful and personalized



Do not think of new details as you answer. SAY what you had planned for & END

<http://www.RightAttitudes.com>

TIPS FOR IN-PERSON INTERVIEWS

- Arrive 10 minutes early
- Dress in clean and professional clothing—slightly more formal than what you would wear as an employee
- Remember—every interaction with the company is a chance to form an impression
- Smile and be confident—the employer has already expressed interest in hiring you by offering you the interview

TIPS FOR VIDEO INTERVIEWS

- Prop up your computer/camera so the camera is level with your face
- When answering a question, deliver your answer while looking into the camera and not the screen
- Ensure you have a strong internet connection and your mic/speakers are working properly. Test your connectivity before the video interview
- Select a space where there is good lighting and where you will not be interrupted
- Use earbuds/mic/headset for a clearer connection
- Check your backdrop to know what is visible to the interviewer

TIPS FOR PHONE INTERVIEWS

- Have a copy of the job description, your resume, and your research notes easily accessible
- When answering questions, smile. It will help you avoid having a monotone voice
- Ensure your phone battery is charged and you have a strong connection
- Take the interview in a quiet place where you will not be interrupted

Additional Resources

- Interviewing Preparation: cmu.edu/career/students_and_alumni
- CPDC YouTube Channel: youtube.com/user/CMUCPDC

Common Interview Questions

Typically interviewers will ask common interview questions to gain more information about candidates and to gauge their fit for the position and the organization. Below are some samples of commonly asked interview questions:

- Tell me about yourself.
- Why did you choose your major and this field of work?
- What do you consider to be your greatest strength? Weakness?
- What could you contribute to this position/organization?
- Why should we hire you?

Behavior-Based Interview Questions

The concept behind behavior-based interviews lies in the notion that your past performance is the best predictor of future performance. Interviewers ask for specific examples of specific events in order to draw a conclusion as to how you would perform in a similar situation.

The following are some sample behavior-based interview questions:

- Tell me about a time when you were part of a team where everyone did not contribute equally.
- Tell me about a time when you worked in a high achieving team. What contributed to the team's success and what specific role did you play?
- Describe a decision you made that wasn't popular and how you handled implementing it.
- Describe a recent, important decision you made and the steps you took to come to that decision.
- Give me an example of a situation when you failed at something or did not do as well as you had hoped. How did you handle it?
- Describe a time you began work on a shared project knowing that someone else would be completing your work.
- Tell me about a time when you disagreed with someone you were working with. How did you use your spoken communication skills to express your point of view?
- Describe a project, assignment, etc., that stretched your skill set or was out of your comfort zone.

Questions to Ask the Interviewer

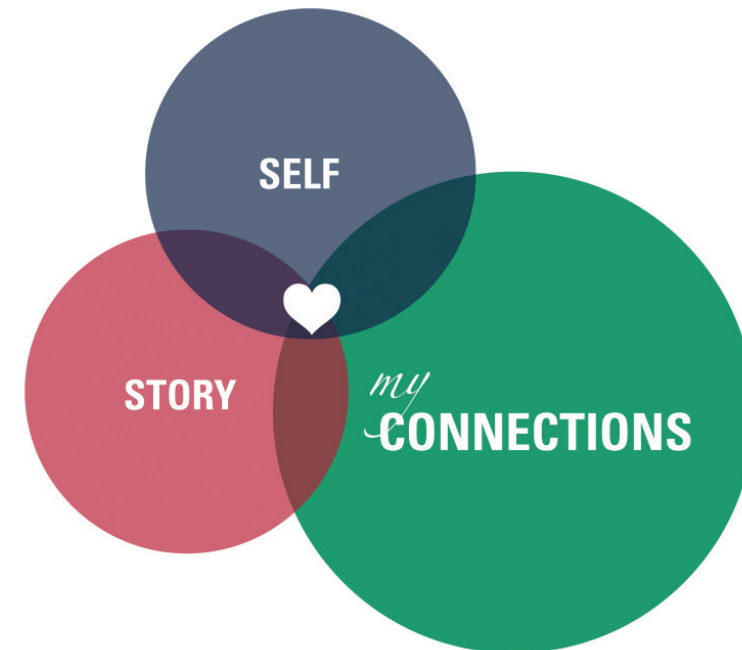
It is recommended that you have a list of well-thought-out questions to ask interviewers. They should reflect the amount of research you have done and your knowledge of the employer. The following are some sample questions to ask interviewers:

- What does a typical work week look like? Can you describe some of the projects I would be working on?
- How would you describe the culture of the office?
- Are there specific areas for improvement you would like the person who will have this position to take on?
- What characteristics best describe the individuals who are successful in this position?
- What do you enjoy about working for this organization and why do you stay?
- Can you please outline the next steps in the interview process?

Follow Up

After each interview, send an individual thank-you email to each person who interviewed you within 24-48 hours. Be gracious and concise, yet enthusiastic about the position and the organization.

Now that you more fully understand who you are and what you have to offer (and require from) potential employers (*mySelf*), and have been able to craft that message into your own personal brand and career presentation materials (*myStory*), the next essential step in your career journey is to compile an extensive list of the most effective people to whom you can tell your story. You can accomplish this by developing and growing your own network of valuable individuals, a.k.a. your "connections," and communicate your story to them.



BUILDING YOUR CONNECTIONS—A.K.A. NETWORKING

What Is Networking, Really?

Networking is the process of developing a collection of people (connections) that you can call on for help with various aspects of your career development and job search. Your network should include people who are willing to give you information about their fields as well as feedback on your career development. Your network should also include people who may be in a position to tell you about job opportunities that are open either within their organization or elsewhere in your field(s) of interest.

Why Is Networking Important?

When you apply for a job on a job search website or through a Career and Professional Development Center posting on Handshake, you are one of many candidates—sometimes you are one of several

hundred people applying for that position. When you hear about a job opening through a member of your network, you can cite that person in your cover letter, and help your application to stand out from the crowd. In some cases, your contact will make a phone call on your behalf and encourage a potential employer to give you more substantial consideration.

Many choice positions are filled before they are ever officially posted because the hiring manager tapped into their own network to find the ideal candidate. People hire individuals who not only are the most qualified, but also those about whom they know the most and with whom they feel most comfortable. This fact alone makes building a strong network of connections one of the most important steps you can take as you work toward finding a job that is a perfect fit for you.

Take Advantage of On-Campus Networking Opportunities

- CAREER FAIRS
- INFORMATION SESSIONS
- EMPLOYER WORKSHOPS
- TAKE A TARTAN TO WORK
(JOB SHADOWING PROGRAM)
- TARTAN TALKS
(INFORMATIONAL INTERVIEWS)
- COMPANY OFFICE HOURS
(VIA THE CPDC)
- TECH TALKS
(VIA MAJOR'S DEPARTMENT)

★ ★ TIP ★ ★

Visit the
CPDC website
or ask your
Career Consultant
to learn more about
Tartan Talks and
Take a Tartan to Work

If any of the people on the list on the previous page would call and request 20 minutes of your time to talk, would you be willing to accept their outreach? So would they—all you have to do is ask them. However, this is precisely what stops most people from networking successfully. So go ahead and be bold. Realize that more often than not, these people would love to help you and are looking for a way that they can pay back similar opportunities that were afforded to them when they were in your shoes.

Decide What You Want From Each Person in Your Network

Because you will be plugging into your network for different purposes during your time in college, you need to decide each time why you are contacting various people. Is it to let them know that you are looking for an informational interview? To let them know that you are seeking an internship or job? To find out about a conference in your field?

If you've heard that they know of a job opening or you have found a job opening at their company, set up a time to talk to find out more about the position. They may offer to put you in touch with the hiring manager or you could ask to use their name when you apply.

Craft Introductions to Your Networking Prospects

Before you call, email, or visit the people you adding to your network, be sure to think through what you are going to say to them. If someone else recommended that you contact this person, remember to introduce yourself and to say who it was that you have in common. Your task is to come up with several versions of a self-introduction/elevator pitch in varying lengths that you can use in different situations.

For a career fair, use your full elevator pitch that you developed in the *myStory* section to introduce yourself. You may also want to use a full self-introduction when cold-calling someone, as in this example:

"I am _____. I am a college student majoring in Psychology at Carnegie Mellon University. I am interested in sports administration. I am on several campus committees devoted to promoting sporting events, both intercollegiate and intramural. My ultimate goal would be to land in sports marketing and sponsorship sales, but I am also interested in other areas. I got your name from the CMU Alumni Database and I wonder if you would have a moment to speak with me about the sports business."

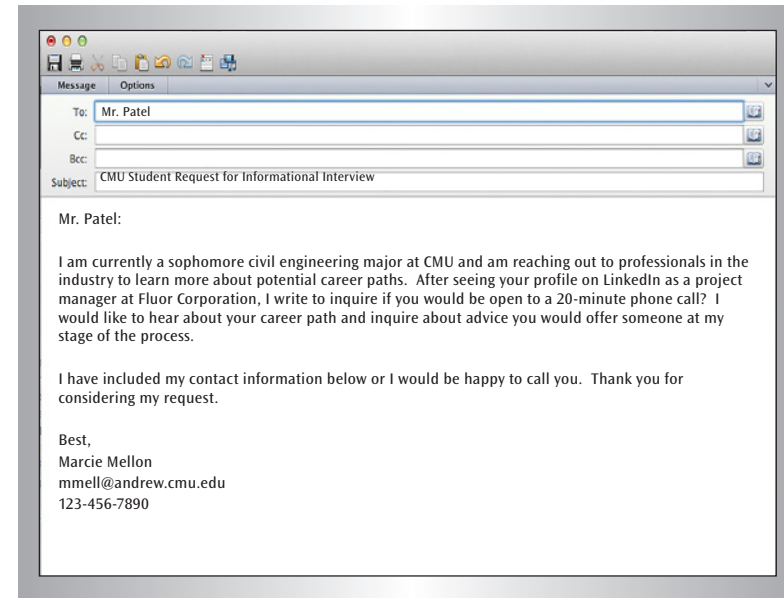
When Should I Begin Networking?

You should begin networking in your freshman year as you start to identify some career fields that interest you. Contact people in those fields and set up informational interviews, a great way to learn if a particular job is a good fit for you. It is a very non-threatening method to talk with people about what they do and about their industry. You can gather information, get advice, show them your resume, and get the names of other contacts they might have. In the future they may think of you when they have an opening.

How Do I Fit Networking Into My Busy Schedule?

Some of your networking activity will require that you schedule time outside of your other commitments (e.g. school work, clubs, campus job), but some of it will be done while you are going about your day on campus. Staying after class to ask a professor about alumni you could contact is networking. Developing a relationship with your manager at your campus job is building your network.

SAMPLE OUTREACH EMAIL ASKING FOR AN INFORMATIONAL INTERVIEW



GUIDE TO EFFECTIVE NETWORKING

Prepare to Keep Records of Your Network

Keep track of your network by starting a networking notebook or online document. In order to be effective at networking you have to stay organized. You need to remember your network names, addresses, phone numbers, email addresses, how you made the contact, when you made the contact, and a few notes about each interaction with that person.

DEFINE YOUR NETWORK

You may be surprised when you begin to consider all the people in your life who can help build and launch your career. Here are just a few ideas to get you started:

- | | | |
|------------|--|----------------------------|
| Family | | Coaches |
| Faculty | | Neighbors |
| Alumni | | Friends |
| Mentors | | Supervisors |
| CPDC Staff | | Co-workers |
| Greek life | | Social media groups |
| Recruiters | | Professional organizations |
| Advisors | | |

Craft Introductions to Your Networking Prospects *continued*

Different contexts need different introductions. If you are at a networking event, you may want to be more conversational, so that you don't seem too scripted. Here is an example of the basic structure of an introduction for a student:

- Hi, my name is _____.
- I will be graduating/I just graduated from _____.
- With a degree in _____.
- I'm looking to _____.

This will get you started, and then you'll have to stay focused on this person to engage in the conversation. By the end of the conversation you want to have a request for action.

Here are some action items that can be added in various situations:

- At a career fair: "I'd like to take your business card, as well as leave my resume. Would it be possible for me to get on your company's interview schedule?"
- In a networking situation: "Do you have any advice regarding my internship search? Can you suggest any employers I should be contacting?"



70-80% of people find their jobs and internships through their connections

Maintaining Contact With People in Your Network

You'll want to contact people in your network when you are looking for informational interviews, internships or jobs, but there are other ways to stay in touch:

- Share good news along the way. If they referred you to someone who was helpful, let them know. The more positive interactions you have with your connections, the more they will be willing to assist you.
- After you meet someone, and anytime you make a request of someone in your network, follow up by writing a brief thank-you note. If you promised them some materials, keep your word.
- Thank each member of your network once you have accepted your position and extend an offer of help to them should they ever need it.

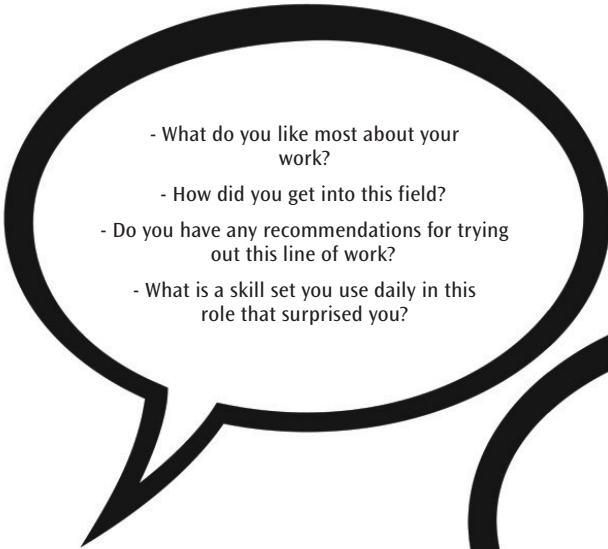
Summary

Remember that networking is a two-way process. There will come a time during your career when you can help others, so be generous with others who are also networking.

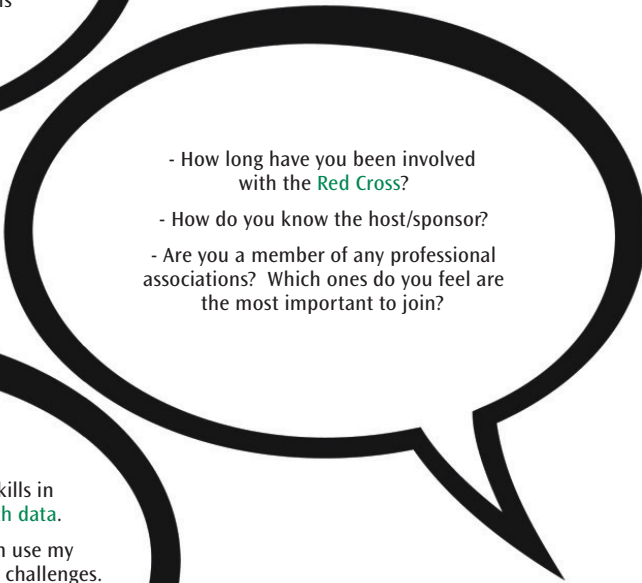
Networking is not an easy process. It takes lots of time, energy, and planning. If you keep making those contacts, following up on all leads, thanking people, and taking the advice of others, you will eventually find someone, who knows someone, who knows someone else, who knows someone else, who has the perfect job for you.

CONVERSATION STARTERS FOR THREE TYPES OF NETWORKING SITUATIONS

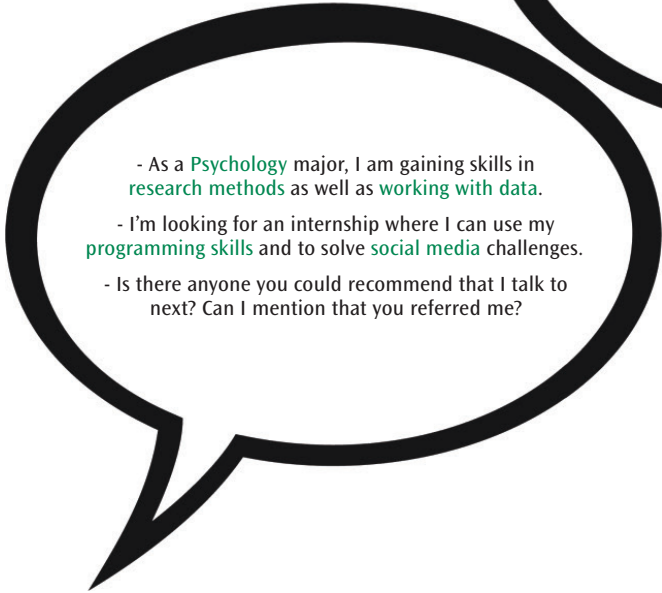
Informational Interview



Networking/Social Event



Job Fair



Green text in the samples above should be modified to your specific circumstances and situation.

LINKEDIN

Having an online profile on professional networking sites such as LinkedIn is standard in today's workplace in order to virtually connect. Using LinkedIn properly will help you connect with your current network and also research people who can become connections. For more information on LinkedIn, check out the CPDC website in the "Quicktips" section.

LinkedIn Networking Checklist

Use the checklist on this page to set up your LinkedIn profile and begin growing your online network. LinkedIn is a robust networking tool that has many resources that are not included in the checklist below. After your profile is set up, explore LinkedIn to learn more.

CREATING A LinkedIn PROFILE FOR SUCCESSFUL NETWORKING

Name

- First and last name, only include appropriate nicknames
- Example of Name: Laura Smith
- Nickname: Robert "Bobby" Jones

Example: www.linkedin.com/robertjones

- Add URL to email signature and/or resume

Profile Photo

- Is it a picture of ONLY you?
- Is it a professional looking photo? (not one at a party, on the beach, etc.)

Tagline/Heading

- It should be professional and/or targeted to your area of interest
- You may include that you are a student
- Do not list a part-time job or if you are unemployed
- Example: Computational Finance Student at Carnegie Mellon University

Summary

- Does it include reflections on your experiences and professional aspirations?
- Make sure to: write in the 1st/3rd person, be clear and confident, but not exaggerated

Experience

- Extract skills and experiences from your current resume
- List experience in reverse chronological order (most recent first)
- Highlight any awards or skills that you gained from your work. Avoid listing your job description and day-to-day responsibilities

Education

- Reverse chronological order
- Degree you are pursuing, date of graduation

Additional Sections

- Include areas such as projects, organizations, publications, courses, volunteering, certifications, etc.

Skills and Expertise

- Search/add applicable skills to your profile

LinkedIn URL

- Customize your URL in the "edit your profile" setting
- Choose a professional URL

Groups, Networking, and Connecting

Identify potential employers and contacts in your target area

- Join relevant groups (based on your interest/industry)
- Join the Carnegie Mellon University Alumni group
- Get Introduced Feature
 - Click on "get introduced" on the right-hand column underneath your list of people that you and the individual have in common
 - This allows you to send a message through your connections to the person without sending a connect request to someone you don't know
- Build your network by inviting contacts to connect
 - Write a short personalized message to each:

Dear Mr. Smith,

I am a current business student at Carnegie Mellon University interested in pursuing a career in investment banking and am looking to develop meaningful connections within the industry.

I would appreciate the opportunity to connect with you and gain more insight into professional opportunities within investment banking.

Thank you,
Bob Carnegie

- Send a thank-you message when people connect with you via LinkedIn messenger

Advice for Contacting You

- Offer what types of connections you are open to receiving (job/networking opportunities, alumni connections, etc.)

Additional LinkedIn Resources

- www.linkedin.com/alumni
Search CMU alumni in specific geographic areas and industries
- www.linkedin.com/studentjobs
Browse job postings
- Advanced People Search
Search for alumni by company

Next Steps on Your Career Path

Thank you for taking the time to read the *myCareerPath* Career Guide. We hope you have found the information herein valuable. You can always get even more information about exploring your career on our website at cmu.edu/career.

At this point you might well be asking yourself, "What's next?" The point of this guide has been two-fold: first, to allow you an avenue and access to some of the materials and concepts the CPDC uses so that you have the tools to conduct your career search on your own; and secondly, to better prepare you for when you find yourself ready to come into our office and speak with a Career Consultant.

Please feel free at any time during the process of exploring, researching, or going forward on your career path to schedule an appointment with your Career Consultant, by logging into your account on Handshake at cmu.joinhandshake.com/login.

We look forward to meeting with you and discussing your career journey!

The Career & Professional Development Center

Carnegie Mellon University

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Special Thanks...

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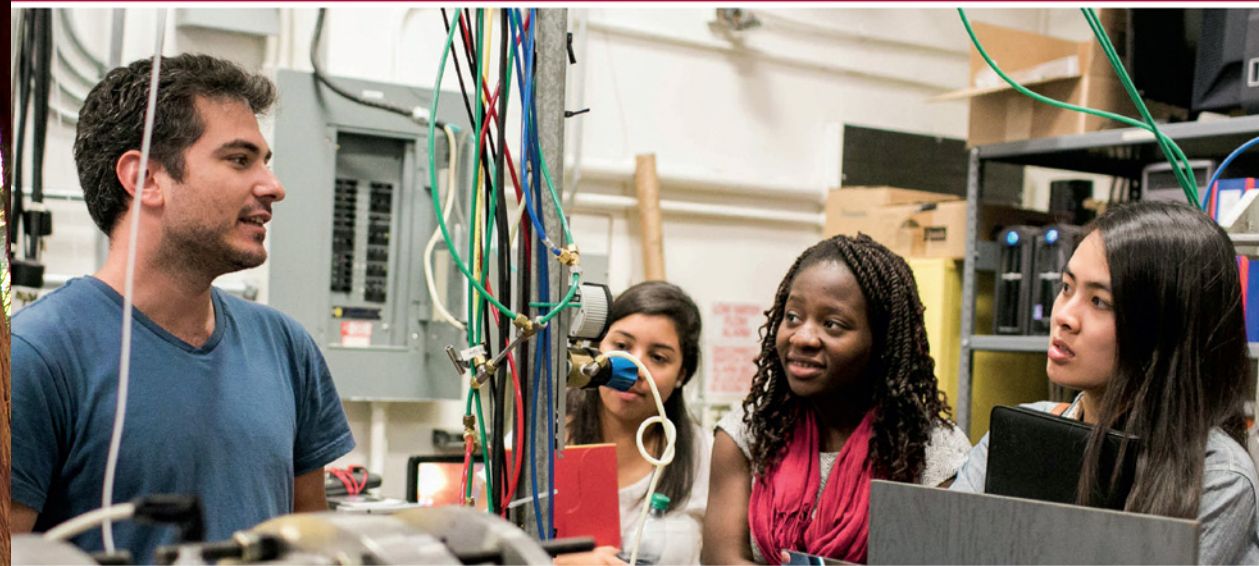
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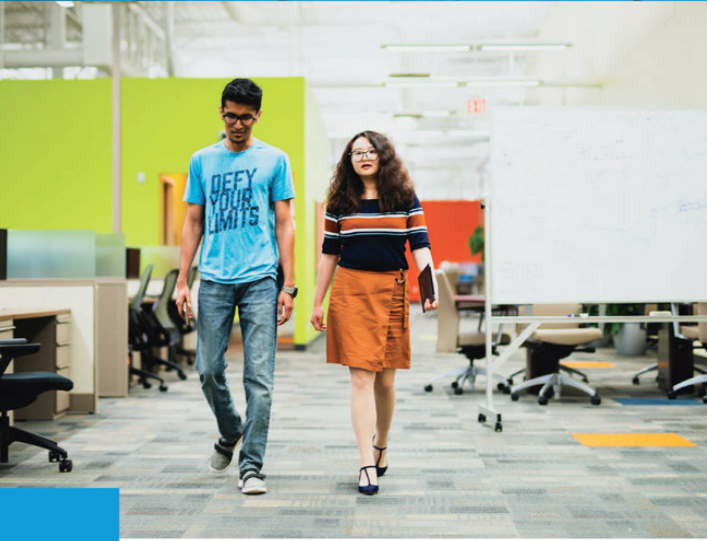
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