career guide

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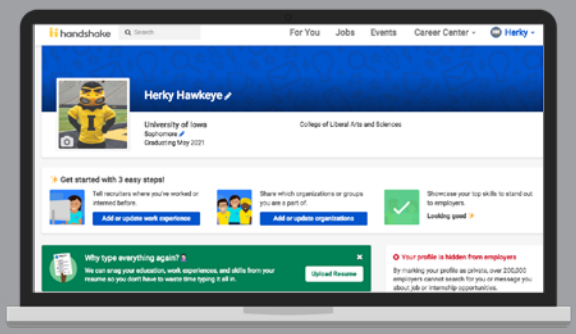
319.335.1023 | careers.uiowa.edu

The University of Iowa | Pomerantz Career Center

Handshake

New, easy-to-use software



Apply for jobs, internships & student employment

Request on-campus & mock interviews

View upcoming fairs & events

VISIT *UIOWA.JOINHANDSHAKE.COM*

Use your HawkID & password to log in & get started.

careers.uiowa.edu

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The University of Iowa | Pomerantz Career Center

Career Guide

Find out more about these resources online and more at careers.uiowa.edu/students

100 Pomerantz Center, C310
Iowa City, IA 52242-7700 | (319) 335-1023

Services

- Career exploration and advising
- Career assessments
- Help with choosing a major that connects to a career
- Full-time position and internship listings
- On-campus interviewing and mock interviews
- Big Interview - a web program to practice interviewing skills
- Job search strategies
- Career-related courses such as, Job Search Essentials, Graduate Admissions 101, Major & Career Explorations, and Career Leadership Academy

Drop-in Hours

Meet with a Career Peer Advisor, Monday – Friday, 10 a.m. – 3 p.m., at Pomerantz Center, C310 for resume, cover letter and general career assistance. Engineering students can meet with an Engineering Peer Advisor in 3612 Seamans Center, Monday – Friday, 9 a.m. – noon and 1 – 4 p.m.

Meet With Your Career Advisor*

Visit myui.uiowa.edu to schedule an appointment with a Career Advisor. **Engineering students meet with Engineering Professional Development located in the Student Development Center (3612 Seamans Center).*

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Career Communities

Students schedule advising appointments based on their interest in exploring or pursuing careers in the following career communities. Our career communities are organized by career fields and industries. Instead of asking, "What can I do with a major in _____?", start asking "What work environments and job duties interest me?". If that sounds scary or overwhelming, let us help! If you are an open major and unsure of your interests, all of our career communities allow for exploration. If you have multiple interests, you may select more than one career community.

Arts, Media, & Entertainment

Are you interested in learning about developing public relations campaigns, stage production, or creating museum exhibits? Does it sound like fun to work in a less structured environment with the freedom to voice your originality? Could you see yourself planning art projects or sporting events for others to enjoy? *Careers in this community focus on composing, writing, designing, and performing.*

Business & Entrepreneurship

Are you interested in learning about marketing a product or conducting a financial analysis? Does it sound like fun to try to persuade or influence those around you? Could you see yourself working in a corporate environment collaborating with others to accomplish company goals? *Careers in this community focus on leading people and projects, developing business plans, and preparing accounting records.*

Data & Information Technology

Are you interested in learning about preparing statistical charts, writing code, or analyzing data? Does it sound like fun to test computer programs and software applications? Could you see yourself working in a constantly changing high-tech environment? *Careers in this community focus on developing computer systems, managing computer networks, and interpreting and presenting data to address industry problems.*

Education

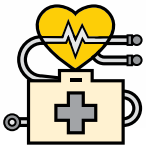
Are you interested in learning about best methods to reach students or setting curriculum standards? Does it sound like fun to explain ideas and concepts to a classroom of learners? Could you see yourself teaching others to assist with understanding and comprehension? *Careers in this community focus on facilitating learning by guiding and encouraging others.*

Engineering*

Are you interested in learning about how things operate or turning an idea into a functional creation? Does it sound like fun to examine ways a process, product, or technique can become more efficient? Could you see yourself working to address complex problems within manufacturing, transportation, healthcare, or military operations? *Careers in this community focus on the application of math, science, and technology in order to invent, design, build, and improve.**Students in this community are advised by the Engineering Professional Development office located in 3612 Seamans Center.

Environment & Sustainability

Are you interested in learning about human/environment interactions or conservation efforts that support sustainable living? Does it sound fun to conduct field work outside? Could you see yourself analyzing environmental data through geologic mapping, helping to prevent environmental hazard disasters, or advocating for "going green?" *Careers in this community focus on studying the physical aspects of the earth and applying knowledge to educate and inform on how to protect the environment and human/animal health.*



Health & Wellness

Are you interested in learning about how the body works and how to keep it healthy? Does it sound like fun to work at a hospital, clinic, laboratory, or recreation center? Could you see yourself working with specific populations, like athletes, children, senior citizens, or animals? *Careers in this community focus on decreasing illness and injury and supporting others to be healthy and wholesome.*

Helping & Counseling

Are you interested in learning about mental health, criminal probation, or community development? Does it sound like fun to empower others, handle a crisis, or develop resources? Could you see yourself working at a clinic, a community center, a non-profit organization, a church, or starting your own private practice? *Careers in this community focus on understanding people, supporting them through difficult times, and equipping them to grow and thrive.*

Law & Public Service

Are you interested in learning about developing public policy or addressing issues through governmental initiatives? Does it sound like fun to argue legal issues or lead a civic improvement project? Could you see yourself working for a city, state, or federal agency or non-profit organization? *Careers in this community focus on public affairs, politics, and serving the community.*

Science Research

Are you interested in learning about scientific issues or applying technical concepts to solve problems? Does it sound like fun to perform lab experiments or utilize a microscope to examine cells? Could you see yourself investigating scientific principles by collecting and analyzing data? *Careers in this community focus on designing and conducting research to improve products, processes, and ways of living.*

How to Use Careers.uiowa.edu/handshake

Handshake is the University of Iowa's primary online recruiting system. It is free for students. Students can upload their resumes, register an internship, search for jobs and internships, and schedule on-campus interviews. Students can also choose to make their profiles searchable for employers looking for candidates just like them!

Visit Handshake, click on Student and use your HawkID and password to get started.

Handshake

Upload your resume
You have the option of pre-filling your profile with your resume. If you want to do this, don't answer the initial questions that pop-up when you log-in as those will be populated later when you choose to fill your profile from your resume.

Review your profile and add information as needed

- On your homepage, you can select to Make Your Profile Public to employers.
- Be sure to include GPA in your profile. Employers who screen by GPA will need this information to consider your candidacy when you apply. Also be sure to add your Graduation Start and End Date as many employers choose this for their preferences.
- Check your Notification settings. Click on your name over to the right, Settings & Privacy and then Notification Preferences. It's important that you select to receive either an email or a notification (within the system). The important sections you will want to turn email notifications on for are: Experiences, Applications, Documents, Jobs and Interview Schedules. Otherwise, important emails may not get to your inbox.

Go to Career Center – Experiences and Request an Experience to add your internship information if you would like to request to register for a Pomerantz Career Center internship course

- Be sure to fill out all of the information even though it isn't required. We will need supervisor email, location etc. Missing information may slow down the processing of your request.

Search for student employment, internships and full-time jobs

- Click the "Jobs" tab at the top to begin your search.
- Create a Saved Search by going to the "Jobs" tab. You will find the "Create Search Alert" button on the right hand side of the screen.
- Review applications & track interviews using the "Applications" and "On-Campus Interviews" tabs at the top of the screen.

Search for Events by clicking on the "Events" tab at the very top

- Select "Fair Search" to find upcoming University of Iowa Fairs.
- Favorite and Join events to receive reminders from Handshake.
  - You can view all employers once you "Join" an event.
  - Select "Search Events" to explore Information Sessions or workshops.

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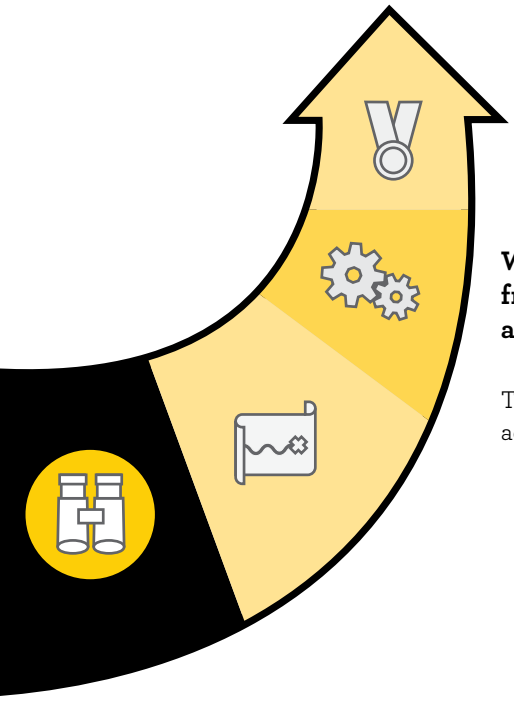

Ready to Explore

Whether you're confident or unsure of your career path, all students can benefit from exploring how their interests and aptitudes align with majors, occupations, and work environments.

This checklist will help you get started. Visit careers.uiowa.edu and look under "Students" for additional resources to complete items on this list.

- ☐ Find career communities of interest to you and schedule an appointment with a Career Advisor to assist as you begin exploring career options.
- ☐ Consider taking an assessment if you're feeling confused or overwhelmed about your interests, abilities, and how those relate to majors and/or careers.
- ☐ Conduct informational interviews to talk with professionals working in fields of interest to you.
- ☐ Begin researching careers using resources within career community pages of interest to you.
- ☐ Register for a Career Center course to assist. Consider CCP:1300 Major & Career Explorations or LS:2002 Career Leadership Academy.

Career Assessments

Career assessments are designed to help you understand how your personal attributes impact potential success and satisfaction with different career options and work environments. While no assessment can perfectly capture who you are or predict what occupation you'll pursue, they can help you narrow choices and discover options you may not have considered. Taking an assessment is a first step in the career exploration process. The Pomerantz Career Center offers the following career assessments:

YouScience

- FREE, online assessment that is comprised of 16 separate "brain game" exercises
- Identifies both your interests AND aptitudes allowing you to discover what makes you unique
- Offers an interactive result profile that provides information on occupations that align with who you are and your abilities
- Plan on 1.5–2 hours to complete the assessment; results are provided within 12 hours
- **Visit careers.uiowa.edu and search for "YouScience"** to sign up!

FOCUS 2

- FREE, online assessment that is comprised of five short inventories
- Examine your interests, skills, personality, and values
- Review and research majors and occupations that best match your profile
- Plan on 20–30 minutes to complete the assessment; results are provided instantly
- **Visit to careers.uiowa.edu and search for "FOCUS 2"**. Then register, create your account, and begin! Note: The access code for our school is Hawks

CliftonStrengths for Students

CliftonStrengths for Students was designed specifically for students—to help them learn, develop, and succeed using their strengths. It gives students the resources, techniques, and inspiration to thrive in school and in life after college. From deciding how to get involved on campus to determining their career path, students can use CliftonStrengths for Students to make choices that consider natural talents. Contact the Career Center at 319-335-1023 or careers.uiowa.edu to:

- Take CliftonStrengths
- Discuss your CliftonStrengths results
- Explore major, career & involvement options that leverage your talents
- Sell yourself in resumes, cover letters & interviews
- Search for organizations & jobs where your strengths will shine

Career Exploration Worksheet

Who Am I?

The purpose of this activity is to help you reflect on what's important to you, which is the first step to understanding what to look for in a job or career. This exercise is just a starting point—we strongly encourage you to schedule an appointment with a Career Advisor to address your questions and discuss next steps in your career exploration and decision-making process. Reflect on the following and fill in the boxes.

My Experiences

List activities, clubs, hobbies, internships, job shadows, leadership positions, part-time jobs, volunteer work, etc.

What's Important to Me

Mark which values are most important to you in relation to your career

- ☐ Achievement
- ☐ Building Relationships
- ☐ Challenge
- ☐ Collaboration/ Teamwork
- ☐ Compensation/Salary
- ☐ Creativity
- ☐ Cultural Diversity
- ☐ Helping Others/Society
- ☐ Independence
- ☐ Job Security
- ☐ Leadership
- ☐ Leisure
- ☐ Prestige
- ☐ Recognition
- ☐ Self-Expression
- ☐ Support
- ☐ Utilizing Skills
- ☐ Variety
- ☐ Working Inside
- ☐ Working Outdoors
- ☐ Other

What I'm Good at...

List Top 5 Strengths, Skills, Favorite Classes or Subjects, etc.

What I'd Like to Improve, What Experiences I'd like to gain...

Next Steps. What Can I Do to Make Progress on the above?

Informational Interviews

What is an Informational Interview?

The informational interview is an opportunity to learn about a career which interests you by meeting or talking with someone who is working professionally or who has completed an internship in that field. In a question-and-answer session in person or via phone you will learn first-hand about a job directly from someone who performs or has performed the tasks daily.

Arranging an Informational Interview

- Your Career Advisor at the Pomerantz Career Center can help you brainstorm potential people to interview. Friends, parents, friends' parents, and parents' friends are potential sources of locating people who might be willing to participate in an informational interview with you.
- Use LinkedIn® to find Iowa alums to network with or to set up informational interviews. Your Career Advisor can teach you more about using LinkedIn® (**see page 36 for more information**).
- Prioritize your list based on areas of greatest interest to you and convenience of arrangements. Select two or three prospective subjects to interview. When you contact them, identify yourself as a student at the University of Iowa, state that you are interested in the career or internships they have chosen, and ask if they mind meeting or speaking with you for 20–30 minutes to discuss their career and to answer some questions.
- See Informational Interview Request sample email, right.

Sample Email

From: jan-student@uiowa.edu

To: xyz@company.com

Subject: Informational Interview Request

Dear Mr/Ms. XYZ,

As a sophomore focusing on both creative writing and American studies, I found your name on LinkedIn® through The University of Iowa alumni group, and I wanted to contact you about information pertaining to careers in writing and criticism. Your experience would be insightful to me as I choose my own career.

Schedule permitting, I am hoping that I could conduct a brief informational interview with you during the week of February 20th to learn more about your career path. I would really appreciate any insight you could provide to me about careers in freelance writing.

I look forward to speaking with you soon.

Sincerely,

Jan Student
The University of Iowa
Metropolitan Reporter, The Daily Iowan
jan-student@uiowa.edu

Preparing for an Informational Interview

- Consider what you want to learn during the interview and select questions accordingly.
- Utilize Informational Interview Questions (**see page 7**) to help you select your questions.
- If meeting in-person dress for the job you are investigating and arrive 10–15 minutes early.
- If speaking with the volunteer over the phone be sure that you have reception and are in a quiet place.
- Bring or email a copy of your resume in case it is requested. However, don't approach the interview as if you are looking for a job—your purpose is to gather information.

Informational Interview Etiquette

- Be sure to give your volunteer ample time to schedule the informational interview.
- It is not appropriate to email them the day before and ask to meet or speak with them the following day.

Evaluation and Follow Up

- Evaluate your experience. What did you learn from it? Do you have new questions? Did the interview reinforce your interest in this career? How does this career "fit" you? Talk with your Career Advisor about it.
- Keep names, addresses, and telephone numbers of your contacts for future reference.
- Send a brief thank you note to each person you interviewed thanking them for their time.

Did you know?

MANGO is a free tool that coaches you through networking, starting with the outreach email. Write customized networking emails, have productive informational interviews, and manage one-on-one networking step-by-step. Access MANGO via **careers.uiowa.edu** or directly at **mangoconnects.com**.

Informational Interview Sample Questions

Position Related Questions

- What is your job/internship like?
  - A typical day?
  - What do you do? What are the duties/ functions/ responsibilities?
  - What kinds of problems do you deal with?
  - What kinds of decisions do you make?
  - What percentage of your time is spent doing _____ or how does the time use vary?
- Why did you decide to work for this company?
- Was your internship paid or unpaid? What is the starting salary range for this position?
- What do you like most about this company/position?
- What would you most like to change about your position?
- What abilities or personal qualities do you believe contribute most to success in this job/internship?
- What are the skills that are most important for a position in this field? How did you learn these skills? How can I evaluate whether or not I have the necessary skills for a position such as yours?
- Why did this type of work interest you and how did you get started?
- How did you find your job or internship?
- What jobs and experiences have led you to your present position?
- What part of this job do you personally find most satisfying? Most challenging?
- Does your company offer full-time employment to interns following their internship?

Industry, Field, or Career Path Questions

- What are the various jobs in this field or organization?
- How does your company differ from its competitors?
- What sorts of changes are occurring in your occupation?
- How does a person progress in your field? What is a typical career path in this field or organization?
- What were the keys to your career advancement? How did you get where you are and what are your long-range goals?
- If you could do things over again, would you choose the same path? Why? What would you change?
- How much travel and/or geographic relocation is required in your field?

College Involvement Questions

- Does your work relate to any experiences or studies you had in college?
- How well did your college experience prepare you for this job/internship?
- What courses have proved valuable to you in your work? What would you recommend for me?
- How important are grades/GPA for obtaining a job/internship in this field?
- Are there any written materials you suggest I read? Which professional journals and organizations would help me learn more about this field?
- What are the educational requirements for this job? What other types of credentials or licenses are required? What types of training do companies offer persons entering this field? Is graduate school recommended? Does the company encourage and pay for employees to pursue graduate degrees?

Advice Questions

- What kinds of experience, paid or unpaid, would you recommend for persons pursuing a career in this field?
- What special advice do you have for someone seeking to qualify for this type of position?
- Can you suggest other people I might be able to speak with who have similar career interests?
- [If you feel comfortable and it seems appropriate] Would you mind taking a look at my resume?
- What professional associations or conference do you recommend?

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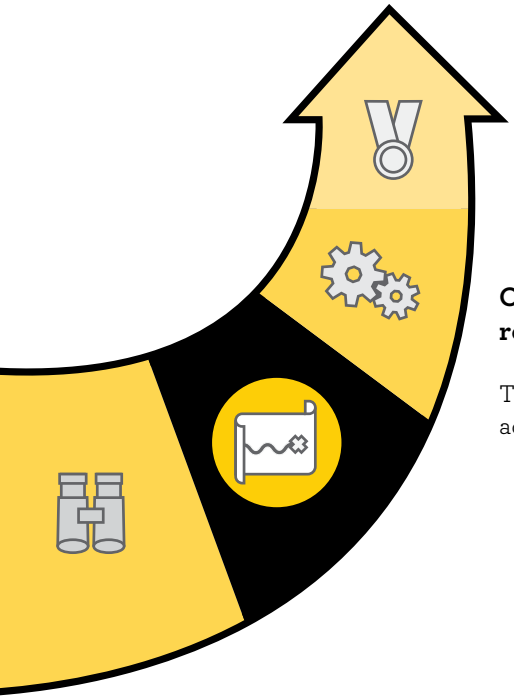

Let's Prepare

Once you've evaluated who you are, begin prepping for next steps by starting your resume and connecting with employers through career fairs and networking events.

This checklist will help you get started. Visit **careers.uiowa.edu** and look under "Students" for additional resources to complete items on this list.

- ☐ Write or update your resume and have it reviewed during drop-in advising.
- ☐ When needed, prepare cover letters or other required documents. These can also be reviewed during drop-in advising.
- ☐ When ready, upload your resume into Handshake so you can begin applying for student employment or internship positions.
- ☐ Create or update your LinkedIn® profile and clean up all social media accounts.
- ☐ Learn to network and prepare your introduction to new contacts and potential employers.
- ☐ Prepare and practice for interviews. Schedule a mock interview.
- ☐ If interested in graduate or professional school, review resources to help you research programs and manage applications.
- ☐ Schedule an appointment on MyUI with a Career Advisor for additional assistance and resources.

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Tips for a First College Resume

Student employment positions and internships are listed on Handshake. Along with your application, many offices and departments require that you also submit a resume to apply.

- ☐ **Create your own resume format**
  Resume templates can place your information in an odd format and are difficult to revise, so we recommend not using a template to develop your resume. **Visit careers.uiowa.edu and search for "Resumes"** to view sample resumes that you can edit to make your own

- ☐ **Keep it to one page in length**
  A 2–3 page resume is not needed for the standard college resume. Formatting and spacing can help with this.

- ☐ **Include your college degree**
  Now that you're a Hawkeye, be sure to include the University of Iowa, your degree, and your anticipated graduation semester/year. Instead of writing "major," write "BA English" or "BS Psychology". If you are an open major, writing "Open Major" will be suitable as you explore. Additionally, you only need to list other institutions if you received a degree (for example, an AA degree).

- ☐ **Leave high school off at a certain point**
  You don't need to list your high school diploma, but if you are an incoming student, your high school experiences are relevant. Starting sophomore year, we recommend that high school activities be replaced by college experiences.

- ☐ **Use bullet points to describe experiences**
  Bullet points allow the reader to easily skim your resume for information. Use 2–5 bullet points for each experience. Each point should start with an action word/verb written in past tense (i.e., managed). [A formula that may help in writing each bullet is: Skill (verb) + What you did + Results/Purpose (how or why)]. Try to include the who, what, when, where, why and how to write a descriptive bullet point.

- ☐ **Include dates and locations for all of your experiences**
  Please list the month/semester and year for dates (for example, June 2019 or Spring 2019). Please list city and state for locations.

- ☐ **Be in reverse chronological order**
  Your most recent experiences should be listed first within each section.

- ☐ **Don't include references**
  References, although very important, are actually a separate document and therefore don't need to be included on your resume. Additionally, you do not need to write that your references are available upon request.

- ☐ **Be free of all grammar and spelling errors**
  Employers expect your resume to reflect strong writing skills and attention to detail.

- ☐ **Visit careers.uiowa.edu and search for "Resumes"**
  You'll find more information on developing or revising your resume at our website. Additionally, we offer sample resumes that you can edit to make your own.

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Basics of Building a Resume

Header	• Name (make it big and bold). If you have a preferred name, place in parentheses – i.e., David (Allan) Smith • School and/or home address, phone, and email • Web links to LinkedIn® profile or portfolio (if applicable)
Education	• The University of Iowa, Iowa City, IA • Degree and major (i.e., BBA Management, BS Psychology) • Major track/emphasis, minors, and/or certificates • Graduation date only • Cumulative and/or major GPA if about 3.0 • UI Dean's List, and UI Honors (if applicable) • Study abroad (if applicable) • Other institutions only if you received a degree (i.e., AA degree)
Tailored Headings	• Be descriptive with category headings – this allows you to highlight specific experiences. Examples Include: - Course Highlights - Class Experience - Relevant Experience - Internship Experience - Leadership Experience - Employment Experience - Community Involvement - Volunteer Experience - Foreign Language Proficiency
Coursework (Optional)	• Include classes that are relevant to the occupation/field you are seeking • Consider class projects, research, group work, and industry knowledge/skills you gained • List course title, department, and semester • Can also list 4–6 related class titles under course highlights
Experience Sections & Bullet Points	• Position title • Company name, city and state • Dates of employment/involvement • 2–5 bullet points describing duties, tasks, and skills acquired (See pages 16,18, & 19) - Begin with a power/action verb (i.e., managed, planned, assisted) - Start all bullet points in past tense (even for current positions) - Answer the who, what, when, where, why, and how to write a descriptive bullet point - Use numbers to quantify information - Bullet points don't require periods • Place most recent experiences first within each section
Additional Activities	• List general membership in other campus/community organizations • Can list bullet points if involvement is relevant to career goals

Other Reminders

- Keep to one page in length
- Don't use a template to format
- Place dates on the right side of the page
- Stay consistent with format and layout
- Use 10–12 point traditional font
- Don't state "References available upon request"
- Check for spelling and grammatical errors
- Only include high school information if you are a first-year student
- Tailor information to position sought and place most relevant experiences at the top
- Developing your resume to be compatible for Applicant Tracking Systems (ATS) software: over 98% of Fortune 500 organizations use ATS software. To get an interview with a large organization, you have to be savvy about how you customize, format, and submit your resume. Keywords and simple formatting are key. Search "ATS" on our website for more tips.
- Visit the Pomerantz Career Center for a resume review. Engineering students visit the Engineering Professional Development in 3612 Seamans Center

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- **Apply for positions online**
- **Submit your resume to employers**
- **Explore local employer profiles**

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Identifying & Describing Transferable Skills

Review the list below of Attributes Employers Seek on a Candidate's Resume.
(From National Association of Colleges & Employers Job Outlook 2018)

1. **Star the skills/attributes you possess, mark the ones you are unsure of with "?", and put an "X" next to the ones you don't feel proficient in.**

- ☐ Problem-solving skills
- ☐ Team Work
- ☐ Written Communication
- ☐ Leadership
- ☐ Strong work ethic
- ☐ Analytical/ quantitative skills
- ☐ Verbal Communication
- ☐ Initiative
- ☐ Detail-oriented
- ☐ Flexibility/ adaptability
- ☐ Technical skills
- ☐ Interpersonal skills
- ☐ Computer skills
- ☐ Organizational ability
- ☐ Strategic planning
- ☐ Creativity
- ☐ Friendly/outgoing personality
- ☐ Tactfulness
- ☐ Entrepreneurial skills/risk-taking
- ☐ Fluency in a foreign language

Now, write down your top 5 Strengths and consider where they can be found in the above list of transferable skills. Circle as many skills that connect with your strengths.

2. **Pick 2–3 of the attributes/skills that you starred, write them below and an example of how you've used this skill/attribute.**

3. **Now, using one of your examples, write a bullet for your resume and an example for interviews that describes what you did AND the outcome achieved, how you did it, or skills used.**

Examples

Resume>
(Includer Strength, Teamwork Skill)

Developed a culture of inclusion during large committee meetings by making sure all voices were heard and information was shared openly.

Interview Answer>
(Discipline Strength, Organization Skill)

I demonstrate my strength in discipline through the organization I utilize to plan out my week. Using a planner, every weekend I take a look at the week ahead and plan for the events I have coming up, making sure to adjust my schedule for enough time to accomplish all my daily tasks.

4. **Next steps: for the skills you put an X next to, pick two. Brainstorm at least one way, for each, you can improve the skill. Think about summer jobs, volunteer work and/or job shadowing as a way to help you develop these skills.**

CliftonStrengths for Students

CliftonStrengths for Students was designed specifically for students—to help them learn, develop, and succeed using their strengths. It gives students the resources, techniques, and inspiration to thrive in school and in life after college. From deciding how to get involved on campus to determining their career path, students can use CliftonStrengths for Students to make choices that consider natural talents. Contact the Career Center at 319-335-1023 or careers.uiowa.edu to:

- Take CliftonStrengths
- Discuss your CliftonStrengths results
- Explore major, career & involvement options that leverage your talents
- Sell yourself in resumes, cover letters & interviews
- Search for organizations & jobs where your strengths will shine

Achiever
People especially talented in the Achiever theme have a great deal of stamina and work hard. They take great satisfaction from being busy and productive.

Activator
People especially talented in the Activator theme can make things happen by turning thoughts into action. Once a decision is made, they want to act quickly.

Adaptability
People especially talented in the Adaptability theme prefer to "go with the flow." They tend to be "now" people who take things as they come and discover the future one day at a time.

Analytical
People especially talented in the Analytical theme search for reasons and causes. They have the ability to think about all the factors that might affect a situation.

Arranger
People especially talented in the Arranger theme can organize, but they also have a flexibility that complements this ability. They like to figure out how all of the pieces and resources can be arranged for maximum productivity.

Belief
People especially talented in the Belief theme have certain core values that are unchanging. Out of these values emerges a defined purpose for their life.

Command
People especially talented in the Command theme have presence. They can take control of a situation and make decisions.

Communication
People especially talented in the Communication theme generally find it easy to put their thoughts into words. They are good conversationalists and presenters.

Competition
People especially talented in the Competition theme measure their progress against the performance of others. They strive to win first place and revel in contests.

Connectedness
People especially talented in the Connectedness theme have faith in the links between all things. They believe there are few coincidences and that almost every event has a reason.

Consistency
People especially talented in the Consistency theme are keenly aware of the need to treat people the same. They try to treat everyone in the world with consistency by setting up clear expectations and adhering to them.

Context
People especially talented in the Context theme enjoy thinking about the past. They understand the present by researching its history.

Deliberative
People especially talented in the Deliberative theme are best described by the serious care they take in making decisions or choices. They anticipate the obstacles.

Developer
People especially talented in the Developer theme recognize and cultivate the potential in others. They spot the signs of each small improvement and derive satisfaction from these improvements.

Discipline
People especially talented in the Discipline theme enjoy routine and structure. Their world is best described by the order they create.

Empathy
People especially talented in the Empathy theme can sense the feelings of other people by imagining themselves in others' lives or others' situations.

Focus
People especially talented in the Focus theme can take a direction, follow through, and make the corrections necessary to stay on track. They prioritize, then act.

Futuristic
People especially talented in the Futuristic theme are inspired by the future and what could be. They inspire others with their visions of the future.

Harmony
People especially talented in the Harmony theme look for consensus. They don't enjoy conflict; rather, they seek areas of agreement.

Ideation
People especially talented in the Ideation theme are fascinated by ideas. They are able to find connections between seemingly disparate phenomena.

Includer
People especially talented in the Includer theme are accepting of others. They show awareness of those who feel left out, and make an effort to include them.

Individualization
People especially talented in the Individualization theme are intrigued with the unique qualities of each person. They have a gift for figuring out how people who are different can work together productively.

Input
People especially talented in the Input theme have a need to collect and archive. They may collect information, ideas, history, or even relationships.

Intellection
People especially talented in the Intellection theme are characterized by their intellectual activity. They are introspective and appreciate intellectual discussions.

Learner
People especially talented in the Learner theme have a great desire to learn and want to continuously improve. In particular, the process of learning, rather than the outcome, excites them.

Maximizer
People especially talented in the Maximizer theme focus on strengths as a way to stimulate personal and group excellence. They seek to transform something strong into something superb.

Positivity
People especially talented in the Positivity theme have an enthusiasm that is contagious. They are upbeat and can get others excited about what they are going to do.

Relator
People especially talented in the Relator theme enjoy close relationships with others. They find deep satisfaction in working hard with friends to achieve a goal.

Responsibility
People especially talented in the Responsibility theme take psychological ownership of what they say they will do. They are committed to stable values such as honesty and loyalty.

Restorative
People especially talented in the Restorative theme are adept at dealing with problems. They are good at figuring out what is wrong and resolving it.

Self-Assurance
People especially talented in the Self-Assurance theme feel confident in their ability to manage their own lives. They possess an inner compass that gives them confidence that their decisions are right.

Significance
People especially talented in the Significance theme want to make a big impact. They are independent and sort projects based on the level of influence it will have on their organization and others around them.

Strategic
People especially talented in the Strategic theme create alternative ways to proceed. Faced with any given scenario, they can quickly spot the relevant patterns and issues.

Woo
People especially talented in the Woo theme love the challenge of meeting new people and winning them over. They derive satisfaction from breaking the ice and making a connection with another person.

Talking About Strengths During an Interview

When in an interview, be sure to bring your top 5 Strengths into the conversation. Your Strengths can demonstrate for potential employers your abilities to carry out the role they are interviewing you for well. But how does one talk about Strengths beyond the word? Below are some examples:

- **Discipline:** As I carry out any task or role, I find that I like to create a routine that helps promote my own effectiveness in the workplace setting. Once I have an established way of carrying out my job I can excel exceptionally well.
- **Responsibility:** I take ownership of anything I do in my role. It is important to me that I finish anything I start or am assigned to the very end.
- **Input:** Before I dive into action on a task or role, I like to assess the different components of what is at hand. I tend to research and ask questions to make sure that before I move forward I know as much as possible about what I am being asked to do.

Strengths Based Resumes & Cover Letters

Integrating your top 5 themes from Strengths into your resume or cover letter does not mean you explicitly state them, "I am an Includer. I am a Maximizer. I have an Input strength." If you go about integrating your top 5 Strengths in this manner, potential employers will be confused as to what you are trying to convey. Instead, when integrating your Strengths into your resume and/or cover letters, formulate Strengths into bullet points, phrases, or sentences that convey their greatness in a manner that makes the most sense, such as:

Resume

- **Includer:** Worked on various group projects, making sure that all members involved had a part and contributed to the overall goal
- **Woo:** Met with potential customers, welcoming them and established rapport quickly with them

Cover Letters

- **Includer:** In contributing to the mission of (Company Name) when conducting the role of (Position Title), I would seek the input of all staff members involved to make sure they are able to contribute to the overall project.
- **Woo:** I can ensure that the best possible service is given to all customers through my ability to build quick rapport with people and connect with them.

Colin Winn
colin-winn@uiowa.edu; 319-555-2020,
123 Hawkeye Road, Iowa City, IA 52246
www.linkedin.com/in/colinwinnnnn

EDUCATION
B.B.A. Management & Organizations
Emphasis: Human Resource Management
Minor: Human Relations; Certificate in Leadership Studies
The University of Iowa, Iowa City, IA
May 20xx

A.A. Business Administration
Iowa Western Community College, Council Bluffs, IA
July 20xx

RETAIL EXPERIENCE
Hy-Vee, Inc., Iowa City, IA
August 20xx–Present
Current Position:
Starbucks Barista (Certified Barista)
- Connected with customers assisting with product information, order fulfillment, and merchandise selection
- Maintained the cleanliness and order of the coffee kiosk, monitoring product supply levels and health regulations on self-life of products
- Opened and closed kiosk properly through, obtaining and returning money till, setup and take down of espresso and brewing machines, and stocking and emptying of pastry case
- Managed the kiosk inventory of supplies for making and selling product, including drink containers, food supplies, and merchandise
- Delivered high standard of customer service on a daily basis to all customers who approached the kiosk

Training Programs:
- Completed Starbucks barista training program and was issued certification to operate kiosk independently

Von Maur, Iowa City, IA
June 20xx–August 20xx
Store Management Intern
- Provided excellent customer service through product knowledge and shopping assistance
- Maintained the department through cleaning, organizing, and stocking merchandise
- Assisted other sales associates with customer matters, stocking of merchandise, and organizing products

HONORS/ACTIVITIES
Campus Leaders Today, Career Leaders Tomorrow
April 20xx–May 20xx
Empowerment Committee Chair
- Responsible for all social and fundraising event for the student organization
- Manages leadership positions within three different committees

Phi Sigma Pi National Honor Fraternity
February 20xx–May 20xx
The University of Iowa, Iowa City, IA

Strength Demonstrated: **Woo** – connecting with customers rapidly can require winning others over quickly.

Strength Demonstrated: **Responsibility** – setting up and closing down an entire business operation requires a lot of personal ownership of the tasks

Colin Winn
colin-winn@uiowa.edu; 319-555-2020,
123 Hawkeye Road, Iowa City, IA 52246
www.linkedin.com/in/colinwinnnnn

November 1, 2016

Gabriel L'Arc
Director of Human Resources
L'Arc Human Resources
123 Sherm Circle
West Des Moines, IA 50266

Dear Mr. L'Arc:

I am writing to express interest in the Human Resources Generalist position posted on the L'Arc Human Resources website. I am excited to work for this company, as I have read reviews of the great services it has provided for the Des Moines, West Des Moines, and surrounding areas.

As my resume indicates, I am a recent graduate of the University of Iowa where I majored in management and organizations. The concentration I had with my major was that of human resources. I have found human resources fascinating since learning about the functions of it. I have a strong desire to work with people, but in the manner of helping them develop to their fullest potentials as working individuals in their roles.

I bring to this role as well a lot of customer service experience, which I know would serve me well in working with clients. I understand the importance the customers hold for continued business operations. Customers are both those who come into L'Arc and are served by L'Arc. From my prior experiences with working with customers, I know I can build rapport quickly and connect well with people.

My experiences and education have given a deeper understanding of human resources and customer service, both which make me a competitive candidate for the Human Resources Generalist position. I would welcome the opportunity to discuss this position in detail. Please feel to contact me should you need additional information. Thank you for reviewing my materials. I look forward to your response.

Sincerely,

Colin Winn

Colin Winn

Strength Demonstrated: **Woo** – connecting with customers rapidly can require winning others over quickly.

Strength Demonstrated: **Developer** – seeing the potential in others having the desire to help grow continuously.

Writing Bullet Points

Students often tell us that writing bullets is the hardest part of a resume. When writing bullet points it is important to go beyond just your "duties" at a job. One way to do this is to think of the "5 W's and an H" rule you learned in school.

Who: Who did your job help? The company? Clients? Customers?
What: What happened with the results of the job? If you did research, was that information published? If you had to do a report, what was done with that information?
When: When did this happen? Daily? Weekly, Monthly? Talking about how often you did something is an easy way to show productivity in your job.
Where: Where did your duties occur? Did you have to travel for a job? Were you responsible for interacting with people outside of your organization?
Why & How: Why did you do this? How did your job duties help or add to the organization's ability to function?

Bullet point formula: Use this formula as a starting point when writing your detailed bullet points.

Skill (power verb)	+	**What** (job duty)	+	**Results/Purpose** (how / why)

Before: Made a documentary
After + "How": Filmed 10 minute documentary using the x3000 camera
After + "Why": Filmed 10 minute AIDS awareness documentary for class presentation

Below are additional samples of how to add content and valuable details to your resume. The details will set you apart from other candidates and showcase your skills and expertise appropriately.

Example 1

Before›

American Marketing Association (AMA) — Fall 20XX - Present
Member
- Created personal brand
- Attended weekly meetings
- Volunteered at service activities and fundraising events

After›

Member — Fall 20XX - Present
American Marketing Association (AMA)
- Enhanced skills for future success and created own personal brand shared with 12 area employers
- Participated in bi-weekly meetings in order to expand knowledge of several marketing concepts
- Attended and participated in 4 service activities and 3 fundraisers in order to apply learned theory

Example 2

Before›

Sal's T-shirt Depot, Any Town, IL — June 20XX - Present
Sales Associate
- Assisted with inventory
- Provided quality customer service
- Built displays for featured products

After›

Sales Associate — June 20XX - Present
Sal's T-shirt Depot, Any Town, IL
- Assisted with daily and monthly inventory of over 1200 domestic and foreign products
- Provided quality customer service by handling customer questions, complaints, and problem solving
- Handled over 200 cash and credit transactions, balanced drawer, and ATM accurately as part of each shift

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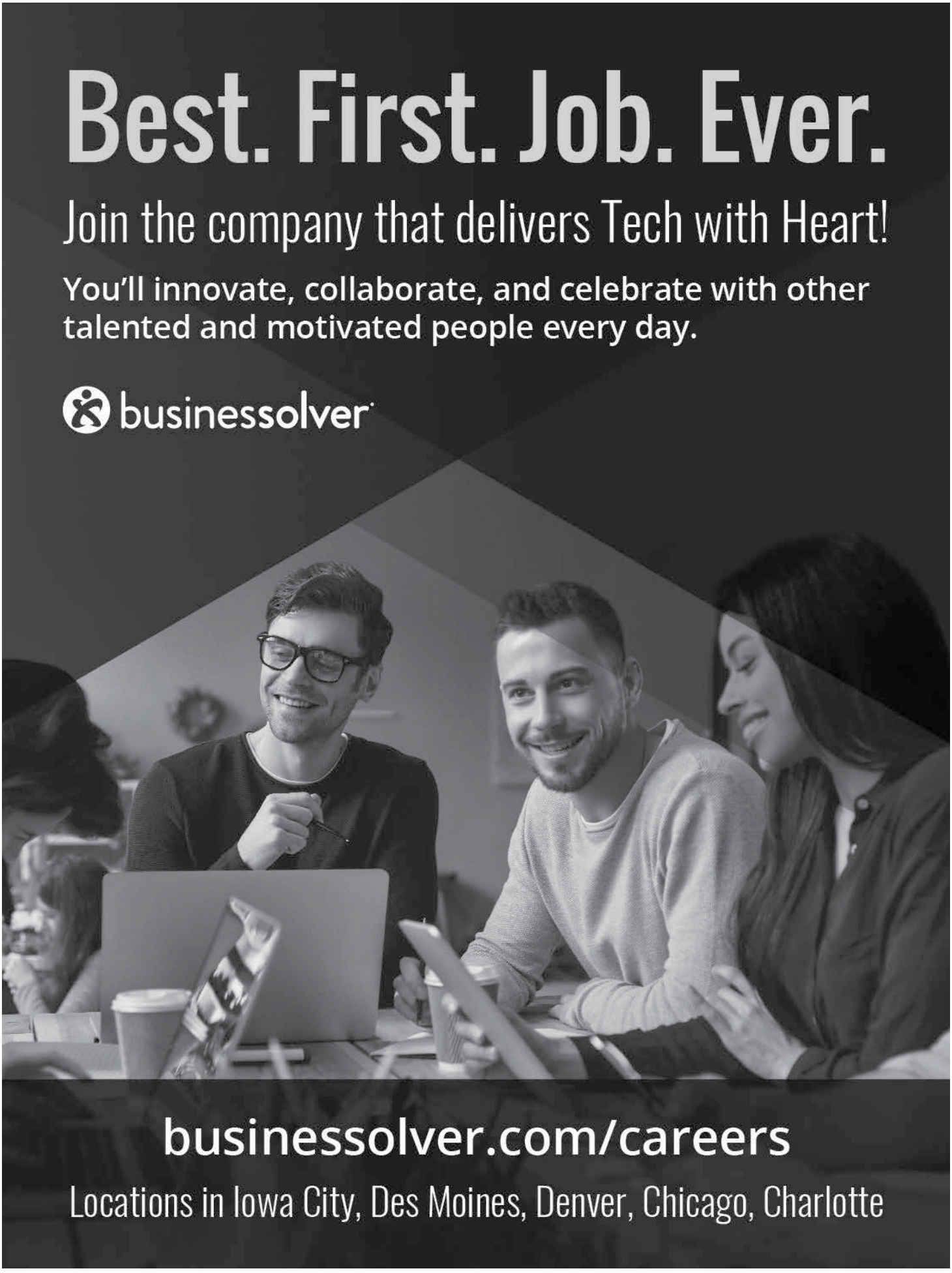
An important thing to remember is to quantify. Adding numbers—dollar amount, number of times you did something, or how much of something you accomplished—shows productivity. Productivity is always transferable.

Tip: If you are having trouble writing your bullet point(s) focus on the basic responsibility you were doing and use the "Power Verbs" section in this guide to get yourself started. Example: if your role was communication-related, go to that section in the power-verb pages in this guide and pick the appropriate word to begin your bullet point with.


Best. First. Job. Ever.
Join the company that delivers Tech with Heart!
You'll innovate, collaborate, and celebrate with other talented and motivated people every day.
businessolver
businessolver.com/careers
Locations in Iowa City, Des Moines, Denver, Chicago, Charlotte

Power Verbs

Tips for Choosing Power Verbs

1. Take time to choose the one that most accurately describes what you did.
2. Use past tense for verbs—even for current positions for uniformity.
3. Try not to repeat the same verbs throughout your resume.

Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Briefed	Corresponded	Elicited	Inferred	Negotiated	Rendered	Specified	Synthesized
Adapted	Clarified	Critiqued	Explained	Informed	Perceived	Reported	Spoke	Systematized
Addressed	Cleared Up	Dedicated	Extracted	Instructed	Persuaded	Represented	Submitted	Taught
Admitted	Closed	Defined	Fabricated	Interpreted	Presented	Revealed	Substantiated	Tested
Allowed	Communicated	Deliberated	Fashioned	Interviewed	Publicized	Sanctioned	Suggested	Translated
Amended	Composed	Demonstrated	Greeted	Justified	Queried	Settled	Summarized	Transmitted
Arbitrated	Concluded	Drafted	Highlighted	Lectured	Questioned	Shaped	Supplemented	Verified
Argued	Consented	Dramatized	Illustrated	Marketed	Referred	Smoothed	Supported	Welcomed
Ascertained	Consulted	Edited	Improvised	Mediated	Reinforced	Sold	Surveyed	Wrote
Attested	Convinced	Educated	Indicated	Moderated	Related	Solicited		

Creating

Example: Formed an improvisational comedy troupe of 10 members that performed 6 shows in a year

Authored	Conceived	Designed	Established	Framed	Introduced	Originated	Prepared	Sketched
Brainstormed	Constructed	Determined	Fabricated	Generated	Invented	Performed	Produced	Started
Built	Cultivated	Drafted	Formed	Initiated	Made	Played	Promoted	Theorized
Composed	Curated	Drew	Formulated	Instituted	Modeled	Portrayed	Set up	Visualized

Executing

Example: Handled 20–35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Collected	Displayed	Exercised	Input	Merchandised	Processed	Prospected	Sold
Administered	Completed	Distributed	Forwarded	Installed	Operated	Produced	Proved	Stocked
Carried out	Conducted	Entered	Handled	Labored	Performed	Proofed	Shipped	Transacted

Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Completed	Earned	Excelled	Generated	Increased	Launched	Orchestrated	Received
Achieved	Consolidated	Eclipsed	Expanded	Grew	Innovated	Lightened	Overcame	Reduced(losses)
Added	Constructed	Eliminated	Expedited	Guaranteed	Integrated	Minimized	Prevailed	Rejuvenated
Advanced	Contributed	Enlarged	Finalized	Hastened	Introduced	Modernized	Produced	Renovated
Boosted	Delivered	Enjoyed	Fulfilled	Heightened	Invented	Obtained	Qualified	Restored
Built	Demonstrated	Enlisted	Gained	Improved	Joined	Opened	Realized	Targeted
Combined	Diminished	Ensured						

Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Accommodated	Assisted	Continued	Eased	Enhanced	Interceded	Prescribed	Rescued	Sustained
Advised	Assured	Cooperated	Elevated	Enriched	Mobilized	Provided	Returned	Tutored
Aided	Bolstered	Counseled	Enabled	Familiarized	Modeled	Rehabilitated	Saved	Validated
Alleviated	Coached	Dealt	Endorsed	Helped	Polished	Relieved	Served	

Leading

Example: Trained 20+ new employees in computer procedures over a 2-year period

Accelerated	Changed	Elected	Enlisted	Guided	Inspired	Mentored	Promoted	Spearheaded
Assumed	Conducted	Employed	Envisioned	Hired	Involved	Motivated	Raised	Stimulated
Caused	Directed	Empowered	Fostered	Influenced	Led	Originated	Recognized for	Strengthened
Chaired	Disproved	Encouraged	Founded	Initiated	Managed	Pioneered	Set goals	Supervised

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Arranged	Centralized	Contracted	Established	Issued	Ordered	Retrieved	Simplified
Activated	Assembled	Charted	Coordinated	Facilitated	Linked	Organized	Routed	Sough
Adjusted	Assessed	Classified	Customized	Housed	Logged	Procured	Scheduled	Straightened
Allocated	Assigned	Collected	Delegated	Implemented	Mapped out	Programmed	Secured	Suggested
Altered	Authorized	Committed	Designated	Incorporated	Obtained	Recruited	Selected	Tracked
Appointed	Cataloged	Confirmed	Designed	Instituted				

Planning

Example: Developed and implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Determined	Evaluated	formulated	Observed	Prepared	Researched	Revised	Studied
Anticipated	Developed	Forecasted	Identified	Planned	Prioritized	Reserved	Strategized	Tailored
Commissioned	Devised							

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6 to 2 days

Alleviated	Collaborated	Created	Detected	Foresaw	Investigated	Repaired	Revived	Streamlined
Analyzed	Conceived	Debugged	Determined	Formulated	Recommended	Resolved	Satisfied	Synthesized
Applied	Conceptualized	Decided	Diagnosed	Found	Remedied	Revamped	Solved	Theorized
Brainstormed	Crafted	Deciphered	Engineered	Gathered	Remodeled	Revitalized		

Quantitative

Example: Converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Budgeted	Computed	Dispensed	Estimated	Increased	Netted	Quantified	Reduced
Appraised	Calculated	Conserved	Dispersed	Figured	Inventoried	Profited	Rated	Tabulated
Approximated	Checked	Converted	Earned	Financed	Maximized	Projected	Reconciled	Totaled
Audited	Compiled	Counted	Enumerated	Grossed	Multiplied	Purchased	Recorded	
Balanced	Compounded							

Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Compared	Discovered	Indexed	Measured	Overhauled	Refined	Screened	Supplied
Analyzed	Controlled	Established	Inspected	Modified	Oversaw	Regulated	Scrutinized	Tightened
Apportioned	Corrected	Examined	Judged	Monitored	Policed	Reviewed	Set	Traced
Assessed	Correlated	Explored	Licensed	Officiated	Prohibited	Revised	Supervised	Updated
Certified	Developed	Graded	Maintained					

Resume Examples

Beginning Resume

This sample resume highlights some examples of what an incoming or beginning college student seeking a part-time job may want to include on their resume. For beginning resumes it is okay to include some high school experiences, however by sophomore year we recommend that high school activities be replaced by college activities.

Ginger Snap

100 Mayflower Hall, Room 206, Iowa City, IA 52242
ginger-snap@uiowa.edu; (812) 533-7821

EDUCATION

The University of Iowa, Iowa City, IA — Anticipated May 20XX
BA, Communication Studies
GPA: 3.0/4.0

COURSE HIGHLIGHTS

Interpersonal Communication
Organizational Leadership
Business and Professional Communication
Communication for the Workplace

WORK EXPERIENCE

Front Desk Assistant — August 20XX–Present
Pomerantz Career Center, The University of Iowa, Iowa City, IA

- Greeted students, faculty, staff, and employers visiting the Career Center
- Assisted 50+ students weekly with scheduling advising appointments
- Answered phone calls, made copies, and performed data entry as needed

Detasseler — Summers 20XX–20XX
Knights Detasseling, Galena, IL

- Inspected multiple rows of corn to remove pollinating tassels
- Developed teamwork and interpersonal skills working in a group to ensure smooth operation
- Promoted to Lead Detasseler by achieving high performance and perfect attendance

VOLUNTEER EXPERIENCE

Volunteer, The University of Iowa Hospitals & Clinics, Iowa City, IA — June 20XX–Present

- Aided Child Life staff in providing activities for 30+ pediatric patients
- interacted with patients by making crafts, playing games, and reading stories
- Strengthened communication skills by meeting with parents, siblings, and other family members

Volunteer, Special Olympics, Peoria, IL — June 20XX

- Greeted 100+ spectators daily and sold tickets to various events
- Assisted with games by recording scores and presenting awards
- Served lunch to 500+ participants and family members

COLLEGE ACTIVITIES

Member, Theta Pi Sorority — August 20XX–Present
Member, Intramural Sport - Volleyball — September 20XX–May 20XX

HIGH SCHOOL ACTIVITIES

Yearbook Editor, Galena High School, Galena, IL — August 20XX–May 20XX

- Managed team of 20 students in planning, designing, and editing 75-page yearbook
- Tracked school's events calendar to ensure all activities were photographed
- Raised $600 in donations from local businesses

Member, Speech & Debate Team, Galena High School, Galena, IL — August 20XX–May 20XX

- Attended National Speech and Debate Convention and was awarded top debater 2 years in a row

Member, Show Choir, Galena High School, Galena, IL — August 20XX–May 20XX

- Enhanced verbal communication skill by presenting to audiences

Intermediate Resume

This sample resume highlights some examples of what a college student seeking an internship or research opportunity may want to include on their resume. For intermediate resumes, all high school activities should be removed and the focus should be on college activities, coursework and work experiences.

Herbert F. Sampson

herbert-sampson@uiowa.edu
Current Address: 100 Hillcrest Hall N217, Iowa City, IA 52242, (224) 682-0423
Permanent Address: 1443 E. Riverside Dr., Schaumburg, IL 60043, (847) 544-7797
linkedin.com/in/herbertsampson

EDUCATION

The University of Iowa, Iowa City, IA — Anticipated May 20XX
BBA, Economics
Minor: Sociology

CLASS PROJECT EXPERIENCE

Money, Banking, and Financial Markets — Spring 20XX

- Department of Economics, The University of Iowa, Iowa City, IA
- Analyzed financial reports to project future earnings for Fortune 500 companies
- Presented investment strategy to simulated corporate client regarding a potential acquisition
- Developed a bond interest rate project utilizing Excel macros and historical financial reporting

WORK EXPERIENCE

Caddie — Summers 20XX–20XX
Barrington Hills Golf Club, Barrington, IL

- Trained and mentored 15 new caddies a year
- Developed a client base of over 40 members
- Assisted an average of 8 members per week in transporting golf bags

Tutor — August 20XX–May 20XX
Introduction to Statistics and Inference, The University of Iowa, Iowa City, IA

- Provided tutoring services to 10 students weekly
- Increased students' exam scores by approximately 30%
- Created worksheets that were used as study tools

LEADERSHIP EXPERIENCE

Career Leadership Academy — December 20XX–Present
The University of Iowa, Iowa City, IA

- Two semester academic program focused on developing leadership and employment skills
- Strengthened communication, teamwork, interpersonal, and presentation abilities
- Attended employer panels and presentations by community leaders

COLLEGE ACTIVITIES

Member, Delta Sigma Pi Business Fraternity — August 20XX–Present
Member, Bass Fishing Club — January 20XX–Present

Resume Examples

Advanced Resume

This sample resume highlights some examples of what a college student seeking full-time employment may want to include on their resume. For advanced resumes, the focus should be on college internships, work experience, and skills.

THOMAS RAVENELLI
401 South Maple St., Iowa City, IA 52241
(319) 400-6543 | thomasravenelli@gmail.com

EDUCATION
The University of Iowa, Iowa City, IA — May 20XX
Bachelor of Science - Computer Science
Bachelor of Arts - Psychology

COMPUTER SKILLS
Languages: SQL, C++, Java, Ruby, Python
Operating Systems: UNIX, Windows, LINUX, Mac OS X
Software: Microsoft Access, Adobe Acrobat

PROFESSIONAL EXPERIENCE
Technology Intern — **May 20XX–Present**
Iowa Children's Museum, Coralville, IA
• Designed and maintained museum's web page using Java
• Assisted with computer installation and configuration of various operating systems
• Resolved technical problems for 9 professional staff members

Computer Lab Monitor — **Aug. 20XX–Dec. 20XX**
The University of Iowa, Iowa City, IA
• Monitored computer lab of 25 computers
• Provided technical assistance on a daily basis to 100+ students
• Coordinated and facilitated technical instruction sessions for students as needed

CLASS PROJECT EXPERIENCE
Software Design and Development — **Aug. 20XX–Present**
The University of Iowa, Iowa City, IA
• Learned HTML5 and CSS basics for webpage creation and design
• Utilized GitHub and GitBash Lennox command window emulator to understand how to track our work through local and remote repositories

Data Communications — **Jan. 20XX–Present**
The University of Iowa, Iowa City, IA
• Studied the OSI and Hybrid Model which depict how software and hardware interconnect and communicate with each other
• Explored the different types of modern networks in use today, and how IPV4 and IPV6 addressing functions as an integral part of network communication

LEADERSHIP EXPERIENCE
President, Phi Kappa Tau Fraternity — **Jan. 20XX–Present**
Member, Phi Kappa Tau Fraternity — **Aug. 20XX–Present**
The University of Iowa, Iowa City, IA
• Planned and conducted weekly meetings for 85 members
• Recruited 30 new members for the 20XX–20XX school year
• Organized 5 volunteer events to support local non-profit organizations

WORK EXPERIENCE
Book Store Clerk — **May 20XX–Aug. 20XX**
The University Book Store, Iowa City, IA
• Prioritized restocking order according to customer demand
• Assisted 50+ students daily in locating textbooks during the start of the semester
• Reconciled cash drawers with an average of $4,000 nightly

VOLUNTEER EXPERIENCE
Big Brother/Big Sister Program — **Jan. 20XX–Dec. 20XX**
Salvation Army — **Mar. 20XX–Aug. 20XX**

LANGUAGE PROFICIENCIES
Fluent in Spanish; Conversational in Italian

Creative Resume

This sample resume highlights some of what a college student seeking an internship or employment opportunity may want to include on their resume, and is intended to showcase creative ability, wordsmithing, and personal branding capabilities. Depending on the discipline, including a link to an online portfolio or website of work is also recommended. These resumes should be limited to a single page.

HERKY HAWKEYE

JOURNALIST | SOCIAL MEDIA MANAGER | DIGITAL MARKETER

EXPERIENCE

Iowa Youth Writing Project
Optics Intern Aug 20XX – Dec 20XX

- Attended monthly IYWP workshops and events
- Created original content for Iowa Youth Writing Project (IYWP) blog
- Published content for IYWP social media channels
- Volunteered weekly at South East Junior High
- Planned and presented class curriculum
- Attended weekly and monthly team meetings

Ed on Campus/VERVE Magazine
Editor Sept 20XX – Dec 20XX

- Assisted members with pitches and article content
- Communicated with members regarding edits
- Published member articles
- Presented material on social media and other marketing strategies
- Attended all bi-monthly meeting, workshops, and events

The Tab Iowa
Editor-in-Chief Aug 20XX – Aug 20XX

- Published and edited member articles daily
- Communicated daily with members regarding articles and upcoming events
- Organized weekly meetings and team events
- Managed team Facebook account
- Recruited 15 new members
- Distributed and scheduled member articles on Facebook

The Tab Iowa
Senior Reporter Dec 20XX – Aug 20XX

- Pitched, wrote, and published weekly articles
- Member of founding team
- Attended weekly meetings
- Recruited 10 new members

CONTACT

641.555.1222
herky.hawk@uiowa.edu
linkedin.com/in/hhawk

EDUCATION

20XX – 20XX

The University of Iowa

BA Journalism and Mass Communication

Entrepreneurial Management Certification

Writing Certification—Publishing Track

SKILLSET & AWARDS

- Photo, video, and audio storytelling and editing
- Final Cut Pro
- Audacity
- Microsoft Suite
- Google Suite
- Adobe Creative Suite
- Facebook, Instagram, Twitter, Google and Wordpress analytics
- Social media marketing
- Proficient in AP style
- Mac and PC proficient
- Dean's List
  - Spring 20XX
  - Fall 20XX
- U of I Joan Lahart-Van Bortel Endowed Scholarship
- Carl A. Erikson Scholarship

Arnold Gold

Current Address:
100 Development Dr.
Iowa City, IA 52242

(319)555-1234
a-gold@uiowa.edu

Permanent Address:
201 Professional Pkwy
Des Moines, IA 20047

Education

The University of Iowa, Iowa City, IA — **Aug. 20XX–Present**
Bachelor of Science in Engineering — Major GPA: 3.7/4.0
Major: Biomedical Engineering, — Overall GPA: 3.1/4.0
Focus in Cellular Engineering

Engineering Experience

Boston Scientific, Marlborough, MA — **Jan. 20XX–Present**
Research & Development Engineer Co-op

- Collaborate in a team of four to conduct research on Endoscopy materials
- Test and study new materials to improve the functionality of an endoscope with the goal to reduce costs and improve efficiency
- Provide materials testing support for various projects throughout all company departments such as radiology, cardiology, and vascular surgery

Department of Internal Medicine, UIHC, Iowa City, IA — **May 20XX-Aug. 20XX**
Clinical Research Intern

- Researched applying everyday technology to improve the prevention and treatment of disease, with projects varying from diabetic foot ulcer imaging software to a Fitbit-based racing application to encourage exercise
- Collaborated in a research group of 12 assorted stakeholders which included doctors, nurses, and researchers to streamline the department workflow

Skills

- ACD/ChemSketch
- C++
- Creo Parametric
- ImageJ
- LabVIEW
- Mathmatica
- MATLAB
- Microsoft Office Suite
- SilverStripe

Other Experience

University of Iowa, Iowa City, IA — **Jan. 20XX–Present**
College of Engineering Student Ambassador

- Meet with prospective students and their families to provide student insight into engineering at the University of Iowa
- Attend and assist with admissions events such as Hawkeye Visit and Engineering days, helping coordinate activities and speaking with prospective students

Leadership & Involvement

University of Iowa Hospitals & Clinics, Iowa City, IA — **Jan. 20XX–May 20XX**
Volunteer

- Volunteered in Gastrointestinal Surgery, Transplant & Trauma Inpatient Unit, and Burn Trauma Unit
- Supported doctors and nurses with patient care and other administrative tasks such as stocking supplies, cleaning rooms, and transporting patients

Relevant Coursework

- Medical Device Design
- Medical Imaging Physics
- Market Analytics

VANESSA HAWKEYE

(319) 123-4567 | Vanessa-Hawkeye@gmail.com
www.linkedin.com/in/vHawkeyes

EDUCATION

The University of Iowa — **Iowa City, IA** — **May 20XX**
Bachelor of Science Engineering — Major: Industrial Engineering — GPA: 3.60/4.00

SKILLS

- AutoCAD
- C++
- PTC Creo
- Google Suite
- Lean Manufacturing
- Microsoft Office Suite
- Pro Engineer
- SketchUp
- SolidWorks

EDUCATION

Collins Aerospace — **Cedar Rapids, IA** — **May 20XX – Dec. 20XX**
Industrial Engineering Co-op

- Directed a layout redesign project worth $250K for the expansion of two product lines in a 35,000 t2 facility
- Managed a continuous improvement project reducing build time for 15+ assembly designs using SAP
- Led weekly meetings with professional engineers to optimize all layout moves to increase growth rate of an Integrated Product Team (IPT)
- Reduced assembly time by 8% using various diagrams to aid decisions in layout of machines and stations
- Analyzed inventory costs and implemented alternative designs, resulting in a savings of $60K
- Designed and 3D printed new fixtures using SolidWorks for circuit boards to aid operators in repair and testing

University of Iowa Hospitals & Clinics — **Iowa City, IA** — **Sep. 20XX – May 20XX**
Senior Design Project Consultant

- Consulted for a team of radiologists to optimize patient schedules and alleviate bottlenecks in the Positron Emission Tomography (PET) Department
- Analyzed the flow of 400+ patients by creating time studies and fit distribution using analysis software
- Lobbied for additional patient prep rooms by presenting findings to Hospital Administration
- Designed a website using HTML to grant liaisons access to the project data

RESEARCH EXPERIENCE

Additive Manufacturing-Integrated Lab — **Iowa City, IA** — **Sep. 20XX – May. 20XX**
Undergraduate Researcher

- Collaborated with College of Dentistry to brainstorm current 3D printing plans for synthetic bone designs
- Researched and worked with three PhD students to improve efficiency of existing 3D printers
- Printed and analyzed 150+ microscopic shapes to determine the efficiency and quality of the 3D printed results
- Tested the viscosity and coating thickness of a printing material using digital projection techniques

CAMPUS INVOLVEMENT & LEADERSHIP

SpaceX Hyperloop Design Competition — **Chicago, IL** — **Jan. 20XX – May. 20XX**

- Selected as one out of 1000 entries to compete amongst 150 teams in Design Weekend at Texas A&M
- Collaborated in a team of 16 to design several possible solutions for the hypothetical design of a hyperloop

Society of Women Engineers — **Iowa City, IA** — **Sep. 20XX – May. 20XX**

- Served as treasurer for one academic year and monitored the organization's overall finances

Sarah Jacobson
sarah-jacobson@uiowa.edu
(319) 555-1212

Current Address:
222 First Ave, Apt 305
Iowa City, IA 52243

Permanent Address:
555 Main St
North Aurora, IL 60542

EDUCATION

The University of Iowa, Iowa City, IA — May 20XX
Bachelor of Science, Nursing
Minor in Spanish
- GPA: 3.9/4.0
- Member, Sigma Theta Tau Honor Society of Nursing

SENIOR INTERNSHIP EXPERIENCE

Cardiac Intensive Care Unit — Spring 20XX
University of Iowa Hospitals & Clinics (UIHC), Iowa City, IA **(225 hours)**
- Completed senior internship in a 24-bed cardiac unit for both medical and post-surgical care
- Competent in monitoring advanced hemodynamic care
- Developed/Strengthened skills in....

RESEARCH EXPERIENCE

Independent Research — September 20XX–Present
University of Iowa College of Nursing Honors Independent Study
- Designed an independent honors project focused on maternal/child health outcomes
- Shadowed midwives through assessments, deliveries, and postpartum appointments, while providing emotional support to the patients
- Developed a conference poster presentation

ADDITIONAL CLINICAL EXPERIENCE

Adult Surgery Specialty Unit — Fall 20XX
UIHC, Iowa City, IA **(135 hours)**
- Provided post-operative care for patients undergoing complex procedures such as organ transplants, bariatric surgery, and emergency general surgery
- Offered both physiological and psychological care for patients after their illness or injury

Pediatric Cancer Center — Spring 20XX
UIHC, Iowa City, IA **(90 hours)**
- Cared for patients ranging from newborns to young adults who were navigating various oncology treatments
- Treated patients undergoing bone marrow transplants at Iowa's only FACT accredited Bone Marrow Transplant Center

Geriatrics — Spring 20XX
Prairie Hills Senior Living Facility, Cedar Rapids, IA **(90 hours)**
- Assisted with patient assessments evaluating functional status, comorbidities, cognition, nutritional status, psychological state, social support, and review of medications
- Offered compassionate hospice care for residents with terminal health conditions

General Psychiatry — Fall 20XX
St. Luke's Hospital, Cedar Rapids, IA **(90 hours)**
- Provided empathetic care for patients struggling with dementia, depression, anxiety, and other mental health conditions
- Collaborated with care team to follow therapy and medication treatment plans

Community and Public Health — Spring 20XX
Johnson County Health Department, Iowa City, IA **(90 hours)**
- Partnered with Public Health officials to administer free STI testing to community members
- Generated community awareness of smoking cessation resources available at the health department

OTHER HEALTH CARE EXPERIENCE

Monitor Technician — October 20XX–August 20XX
Mercy Hospital, Iowa City, IA
- Completed 40 hours of training and orientation prior to interpretation of EKGs
- Monitored patients on telemetry unit and medical/surgical unit
- Printed, read, and posted strips in patient charts

Certified Nursing Assistant — Summers 20XX–20XX
Keystone Retirement Residence, Aurora, IL
- Cared for 25 residents by aiding with dressing, eating, oral care, bathing, and transportation
- Trained 8 new nursing assistants to the facility

LEADERSHIP EXPERIENCE

Programming Director — August 20XX–Present
Dance Marathon, The University of Iowa, Iowa City, IA
- Acquired $1,000 in donations for annual event that raised more than $2 million benefiting pediatric oncology patients at the University of Iowa Stead Family Children's Hospital
- Managed a committee of 15 students in organizing social activities for pediatric patients and their families
- Participated in service events aimed at increasing awareness of the Children's Miracle Network

WORK EXPERIENCE

Sales Assistant — January 20XX-May 20XX
The University of Iowa Book Store, Iowa City, IA
- Assisted 30 students weekly in locating and purchasing textbooks
- Reconciled cash drawers with an average of $4,000 nightly

COLLEGE ACTIVITIES

Member, Delta Alpha sorority — August 20XX-Present
Member, University of Iowa Association of Nursing Students — August 20XX-Present
Member, Campus Activities Board — August 20XX-May 20XX

AWARDS & HONORS

President's List, University of Iowa — May 20XX
"Making a Difference" Recognition Award, UIHC — April 20XX

CERTIFICATIONS

Certificate in Quality & Safety
Certificate in Emergency Management

LANGUAGE PROFICIENCY

Fluent in Spanish

CV (Curriculum Vitae) Basics

What is a CV?

A CV is a comprehensive, biographical statement emphasizing your professional qualifications and activities. An International CV looks different from a US CV, varies by country/region, and may include personal details such as age, marital status, gender, and a photo.

What is the difference between a US CV and a Resume?

- A CV includes more information than a resume and can range from 2 to 50 pages in length.
- Rather than focusing on work history, a CV provides a summary of one's educational and academic background by highlighting teaching and research experience, publications, presentations, professional affiliations, and academic honors.
- CVs are typically written in a narrative, paragraph format, as opposed to bullet points.

When is a CV appropriate?

A CV should only be used when specifically requested. This might occur in the following instances:

- Applications for admission to graduate or professional programs
- Proposals for fellowships or grants
- Applications for international employment (see examples by country online at goinglobal.com)
- Independent consulting in a variety of settings
- Providing information related to professional activities (i.e. applications for professional memberships and leadership positions, and presentations at professional conferences)
- Applications for positions in academia, including: Higher education positions in teaching and research, institutional research and consulting, or school administration (i.e., elementary or secondary principals, superintendents, deans of schools)

CV: Sections to Include

Contact Information
Name, address(es), phone number(s), and email

Education
List academic degrees beginning with the degree in progress or most recently earned. Include: Name of institution, city & state, degree type (BA, BS, MA, etc.) and area of concentration, and month/year degree was (or will be) received. If your GPA is 3.0 or higher, it's appropriate to include. You may also include "Relevant Coursework" under this heading.

Certifications
List all relevant certifications and the year awarded.

Honors and Awards
List receipt of scholarships, fellowships, assistantships, names of scholastic honors, teaching or research awards.

Relevant Experience
Listing of positions (part-time, full-time, volunteer, internship) related to the work sought. Include: company/organization name, city and state, job/position title, and dates of employment. Include brief bulleted descriptions of your activities/duties, listed in reverse chronological order.

Other Experience
Listing of other experiences or positions that are not directly related to the work sought. Include: company/organization name, city and state, job/position title, and dates of employment. Include brief bulleted descriptions of your activities/duties, listed in reverse chronological order.

Grants Received
Include name of grant, name of granting agency, date received and title or purpose of research project, etc.

Professional Associations
List memberships in professional organizations. Also include appointments/positions/committees in these associations. Student memberships are appropriate.

Publications
Give bibliographic citations for articles, chapters, research reports, or any other publication that you have authored or co-authored. In fine arts areas, this can include descriptions of recitals and art exhibits.

Research
Description of research projects recently conducted or in progress. Include the type of research and brief description of the purpose.

Educational Travel
Include names of countries, dates, and purpose of travel.

Community Involvement
List relevant volunteer work and involvement with community service organizations, etc. Include brief descriptions of experiences and dates.

Leadership Experience
List relevant campus or community leadership involvement, include positions/titles held, brief description of experience and dates.

Qualifications or Skills
A summary of relevant strengths or skills you want to highlight. For example, a listing of special computing/software skills or language skills.

CINDY TU
cindy-tu@uiowa.edu, (515) 444-9135
Current Address: 123 South Dodge Street, Iowa City, IA 52243
Permanent Address: 4567 W. First Street, Ankeny, IA 50023

EDUCATION

The University of Iowa, Iowa City, IA BS Psychology, May 20XX
Minor: Human Relations
GPA: 3.7/4.0
Honors: Psi Chi, national honorary society in psychology; Dean's List–8 semesters

COURSE HIGHLIGHTS

- Statistical Methods
- Research Practicum
- Research Methods in Psychology
- Advanced Research Practicum
- Introduction to Counseling Psychology
- Marriage and Family Interaction
- Ethics in Human Relations & Counseling
- Motivational Interviewing

RESEARCH EXPERIENCE

Undergraduate Research Assistant, May 20XX–Present
Center for Couple and Family Studies, The University of Iowa, Iowa City, IA
- Administered semistructured interviews about the interplay between intimate relationships and mental health
- Coded data from 14-day diary studies
- Participated in weekly lab discussions about marital research literature

Undergraduate Research Assistant, September 20XX–April 20XX
ADHD and Development Lab, The University of Iowa, Iowa City, IA
- Administered a 2 hour testing interview to research participants biweekly
- Recorded results accurately into a database
- Participated in weekly lab discussions about ADHD research literature

PRESENTATIONS

Poster Presenter, April 20XX
Spring Undergraduate Research Festival, The University of Iowa, Iowa City, IA
- Created poster display explaining research summary regarding proposed sexual education mobile device app for teens with Autism Spectrum Disorder (ASD)
- Evaluated 158 mobile device apps that would inform development of planned education intervention
- Exploratory design was employed with apps targeting persons with ASD and addressing social or language development meeting inclusion criteria

TEACHING/ADVISING EXPERIENCE

Undergraduate Research Assistant, May 20XX–Present
Center for Couple and Family Studies, The University of Iowa, Iowa City, IA
- Administered semistructured interviews about the interplay between intimate relationships and mental health
- Coded data from 14 day diary studies
- Participated in weekly lab discussions about marital research literature

CLINICAL VOLUNTEER EXPERIENCE

Crisis Intervention Volunteer, May 20XX–Present
Crisis Center of Johnson County, Iowa City, IA
- Participated in 60+ hours of Crisis Intervention training
- Referred 50+ individuals to community resources
- Listened empathetically and nonjudgmentally to individuals in need

Child Psychiatric Unit Volunteer, September 20XX–December 20XX
The University of Iowa Hospitals and Clinics, Iowa City, IA
- Monitored daily school activity group of 38 patients with psychiatric problems
- Assisted with clerical tasks to ensure efficiency of the unit
- Dedicated 70+ hours to tutoring K12 patients in their school assignment

P.A.T.H. Leader, August 20XX–May 20XX
Grant Wood Elementary School, Iowa City, IA
- Attended monthly speakers discussing educational goals, drugs, and healthy decision making
- Led a group of 8-10 fifth grade students regarding goal setting and managing peer pressure
- Created questions to extend student's understanding of monthly speaker topic
- Developed an open and trusting learning environment for students

EXTRACURRICULAR ACTIVITIES

Member, National Alliance on Mental Illness, August 20XX–Present
Member, Iowa Students Psychology Association (ISPA), August 20XX–Present
Participant, LeaderShape Institute, January 20XX
Participant, Alternative Spring Break to Memphis, Tennessee, March 20XX

Cover Letters

The cover letter is an important part of the job search process. A cover letter (when requested) always accompanies the resume when it is sent to a potential employer. The most effective letters are interesting, informative, and concise.

JANE Q. DOE
123 Main Street | Iowa City, IA | 52242
(515)296-7787 | jane-doe@uiowa.edu

Date

Name of Contact Person
Their Title
Organization Name
Street Address
City, State, Zip

Dear Contact Person (Mr./Ms. and last name):
(*If a contact name is not listed, call the organization to ask for the appropriate contact. If you cannot locate a specific individual, address your letter to Members of the Search Committee or Human Resources Director.*)

Opening Paragraph
Use this paragraph to get the employer's attention. Show your initiative, and what you have learned about the company that makes it attractive to you. Identify what position you are applying for and how you learned about the position. If you have been referred to the position by someone in you network, include that information here. Your goal is to convince the employer that you are a strong candidate qualified for an interview.

Body of the Letter
This section of the letter is where you justify why you should be considered as a candidate. Relate your qualifications to the specific job requirements, using examples of your experiences and achievements to convey your knowledge and skills. Do not simply duplicate the information your resume; rather highlight or add pertinent details of interest to the employer. Use wording similar to the job description and make a connection between your experiences and the duties/tasks of the position.

Closing Paragraph
The final paragraph is used to express an interest in an opportunity to interview for the position or to meet to discuss your qualifications. Indicate a willingness to supply the employer with additional information. Also, indicate that you will take the next step, which may be a follow-up phone call (*be sure to mark your calendar and then make the call*). Remember to thank the employer for reviewing your application.

Sincerely,

Your Signature (*use black ink*)

Your typed name

Enclosure (*if you are including a resume or another document with your cover letter*)

Cover Letters: Utilizing the Job Description

When writing your cover letter, it is important to relate your skills and knowledge to the position for which you're applying. What related experiences can you emphasize to show a connection between your abilities and the position? Also, think about developing your cover letter from the employer's perspective. If roles were reversed and you were hiring for this position, would you consider yourself a strong candidate qualified for an interview? In short, have you sold yourself on paper and linked your experiences to what is asked within the job description and desired qualifications?

The following position was posted on Handshake, the University of Iowa's online job and internship database. The underlined text illustrates where the applicant intends to detail their experiences that connect to that particular job task or desired skill. The following cover letter will demonstrate how the applicant relates their experiences to the job description.

Job Posting

Job Title: Sales Account Executive (Full-time)
Organization: KWKB-TV
Location: Iowa City, Cedar Rapids, Waterloo, IA
Industry: Media/Broadcast; Communication; Television; Sales

Description
KWKB CW 20 has an immediate opening for a highly motivated Account Executive. The primary responsibility of our Account Executives is to sell commercial advertising time and other station products to local advertisers and/or advertising agencies. KWKB programming includes America's Next Top Model, Gossip Girl, and Vampire Diaries. This is a tremendous opportunity for a highly motivated individual to join a progressive company.

Responsibilities
- Generate revenue for station by retaining current business and developing new business
- Contact local advertising agencies and direct advertisers
- Attract advertisers to sell products and services via broadcast television
- Make sales presentations to all classifications of advertisers to obtain orders for advertising time and use of commercial production facilities
- Attain budgeted revenue goals through effective solicitations and promotions

Desired Skills
- Strong planning and organizational skills
- Proficient in MS Word, Excel, and PowerPoint
- Previous media sales experience a plus, other sales experience preferred
- Must be accountable and reliable

Sample Cover Letter

Ryan Kennedy
123 Market St, Iowa City, IA 52242
(515) 234-5678; ryan-kennedy@uiowa.edu

March 22, 20XX

Joy Anderson
Senior Account Executive
KWKB-TV
501 1st Avenue
Cedar Rapids, IA 52404

Dear Ms. Anderson:

I am writing to express interest in the Sales Account Executive position posted on the KWKB-TV website. I am excited to work for one of the region's most recognized and accomplished television stations and would like to be considered as a candidate for this position.

As my resume indicates, I am currently the Advertising Manager for The Daily Iowa (*DI*), the University of Iowa's student newspaper. In my position, I manage the accounts of more than 200 businesses that choose to advertise in the DI. Through working with a variety of companies in the Iowa City area, I understand the importance of cultivating customer relationships through personal contacts, and I am devoted to providing clients the best experience possible. I also have experience with creating promotions to generate revenue. For example, I developed a "Buy Two Ads, Get One Free" promotion that I presented to local businesses to encourage them to advertise in special editions of the DI that were distributed during summer orientation programs. This promotion increased summer ad sales of 35%. I pride myself on being dedicated to my work and not afraid to take on challenges.

In addition to my advertising knowledge, I also possess several years of retail experience. As the Assistant Manager of a large retail chain, I have learned to be organized, efficient, and accountable. Through this experience, I understand how providing quality customer service is vital to repeat business.

My experiences have given me an understanding of the advertising sales industry and make me a competitive candidate for the Sales Account Executive position. I would welcome the opportunity to discuss this position in detail. Please feel free to contact me should you need additional information. Thank you for reviewing my materials. I look forward to your response.

Sincerely,

Ryan Kennedy

Ryan Kennedy

Please note: The underlined text illustrates the direct connections to the job description the applicant made when writing their cover letter. Do not underline in your actual cover letter—this is intended for learning purposes only.

Online Portfolios

An online portfolio is a method to display your work and can be personalized to target your audience and industry. This tool is frequently used in film/video, design, journalism and publishing, or other positions that may require examples of your work. Often, online portfolios are a blog, or a personalized website organized to show your work for an employer or potential client to skim quickly.

What does a portfolio typically include?
Your resume, digital images of your graphic designs, photographs or artwork, writing samples, and/or video and audio files. Depending on the field, it could include grant proposals, policy analysis, lesson plans...pretty much anything you want an employer to view. Just remember, a portfolio is a curated body of work—only include the best works that are most relevant to the opportunity.

What else might be in a portfolio?
Newspaper clippings or examples of web content about your work or an award, recommendations, or testimonials can be included but are 'extras'. Whenever possible, draw attention to the results and impact of your work. For an online branding opportunity, create an "About Me" page in your portfolio.

Should you also have a hard copy portfolio?
Yes! You can include similar documents as above, but also include personal information about what you studied and where, your contact information, and a contents list of the relevant work that you included. Hard copy portfolios are especially useful for candidates that have a physically evident disability; the candidate can immediately counter bias in an interview by showing the employer proof of their ability to do the job via hard copy documents or using their laptop to demo their online portfolio.

Visit careers.uiowa.edu and search for "Portfolios" for more information and links to free website and portfolio products

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Sample Email of Introduction

When would you send it?
Use emails or letters of introduction when you are interested in an organization/company and you do not see open positions posted on their website.

Why would you send it?
It is a great way to create a networking opportunity so you can work on becoming a stronger candidate before they do have openings. It can also be a great way to start a conversation about creating an internship opportunity especially for you if they do not have a formal program.

Who do you send it to?
Typically, you would send an email of introduction to human resources; if the organization is too small to have a human resources division, then send it to the director of the department in which you are interested.

From: karen-smith@uiowa.edu

To: j.johnson@company.com

Subject: Internship Inquiry

: **KarenSmith_resume.pdf**

Dear Ms. Johnson:

A recent issue of *Non-profit Quarterly* highlighted The Foundation, describing the excellent grant making opportunities that you provide. This funding and your excellent service is essential for many non-profits. As I did not see any internships posted on your website, I am writing regarding my interest in grant making or communications internships with your organization. I am interested in learning more about The Foundation's work, as well as any anticipated internship openings on your staff that will use my experience to your benefit.

I have enclosed my resume for your review; my specific qualifications for an internship include:

- Grant making & grant writing projects with Wells Fargo and the Muscular Dystrophy Association
- 1 year overseeing creative communication strategies for the consulting program of the UI PRSSA chapter
- Writing experience on civic issues for the *Daily Iowan*
- Advanced coursework in Communication Studies as well as Fundraising & Philanthropy Communications

If your schedule permits, I would appreciate the opportunity to meet in person or talk via phone to hear more about The Foundation and your internships. Thank you for your consideration!

Sincerely,

Karen T. Smith
The University of Iowa
Communication Studies and Fundraising & Philanthropy Communication Certificate
Inspire Director, Iowa Public Relations Student Society of America
Local Government Reporter, The Daily Iowan
Karen-smith@uiowa.edu | (123)-456-7890

What content should you include?

First Paragraph
Emphasize knowledge of the organization and why it appeals to you. This could be about a mission/philosophy fit or their achievements or skills that you deem important.

Want to name drop? Do it here. For example:
My former supervisor, Mr. Marcus Jones, thinks very highly of The Foundation based upon your collaboration on the economic development initiative; he recommended that I contact you regarding a possible internship.

Middle
Brief summary of skills, knowledge, and/or experience that apply to this particular organization.

Final Paragraph
Summarize any next steps regarding follow up. Be clear with your intentions and remember that an in person visit is not always necessary, but could be a phone call or Skype meeting instead. It's okay to do a follow-up email or phone call after two weeks if you have not heard back.

Acquiring & Maintaining References

How many?
Plan to identify 3–5 people to use as references and then provide 3–5 for each position applied for, depending on who is the most relevant for each position.

Who to ask?
Full-time and part-time work supervisors, volunteer coordinators, peer advisors/mentors, professors and academic instructors, academic advisors, and any other person that can speak to your abilities related to the job you are applying for. Do not list parents, friends, family, significant others, etc.

What to ask?
Schedule a short meeting or phone call with this person (in-person meeting preferred) and ask them to be a positive reference for you. Talk about the position you want and your qualifications so that you and your reference are on the same page about what information is being presented about you. Make sure to ask this person for their preferred contact information so you can include it on your reference page, and remember to say thank you.

What to provide?
A copy of your current cover letter and resume, and anything else the reference may need from you. **Note: Notify references when you apply to a position.** They will appreciate the heads-up.

Reference Page
Use the same heading on the top of your reference sheet that you used on the top of your resume—they should match. Write "References" as your section heading and format it so it looks the same as the section headings on your resume.

List 3–5 references, in order of importance for the specific position being applied for. Include their name, relationship to you (i.e. Academic Advisor), their address (professional preferred), phone number, and email.

Sample Reference Page

Jackie A. Jorgensen
jackie-jorgensen@uiowa.edu

Present Address:
500 North Drive
Iowa City, IA 52240
(319) 351-0000

Permanent Address:
411 Windsor Drive
Dubuque, IA 50312
(515) 465-1234

References

David Jones, MA
Psychology Teaching Assistant
University of Iowa
4 Iowa Avenue, Iowa City, IA 52240
(319) 400-3030
david-jones@uiowa.edu
*Teaching Assistant for Educational Psychology course

Carrie Kirk
Internship Coordinator
Great American Leasing
625 First St. SE, Suite 800, Cedar Rapids, IA 52401
(319) 363-0000
CarrieL@mchsi.com
*Former internship supervisor

Paul Parker
Manager
Olive Garden
24 Racine Ave, West Des Moines, IA 52693
(319) 344-0481
paul-parker@hotmail.com
*Current work supervisor

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Networking

Networking is

- Making connections with people and developing mutually beneficial relationships.
- Asking people for assistance (without feeling like you're imposing).
- Gathering and exchanging information, contacts, and experiences.
- Listening.

Networking is important because it

- Allows you to reach your goals more quickly.
- Increases your visibility.
- Provides future career opportunities.
- Offers an association with people/resources that you can utilize for life.

Prepare

1. Develop a list of people who would be willing to assist you...

Members of Groups, Clubs, Teams, & Activities	
Advisors, Teachers, Coaches, Mentors, & Supervisors	
Friends, Friends' Parents, Siblings, & Your Family	

2. Create Your Elevator Pitch

An elevator pitch is

- A quick way to sell yourself when making introductions to strangers.
- Sets the stage for why someone would be interested in learning more about you.
- Can be use in a variety of settings: conferences, career fairs, grad school visits, and social visits.

Who you are	+	Credential	+	Objective	+	Follow-up question	=	Talking to strangers
"Hi, I'm Melanie Smith."		"I'm a sophomore studying Communications Studies at the University of Iowa."		"I have a specific interest in [topic]. This summer I am seeking an internship with a firm in the marketing sector."		"I see that you work at Brainstorm Marketing. Can you tell me more about your position?"		

Connect

Go to where the people are and be visible → Make eye contact with those speaking → Listen more, talk less → Keep moving around the room

Engage

- Break the ice with an open-ended question: Are you...? Do you...? Then ask a close-ended question: Who? Where? Which? Then repeat with more open-ended questions.
- Anyone will speak to you for ten minutes if you are not speaking about yourself.
- Have quality conversations rather than quantity. At large functions, be content with a quality conversation with 5-7 people, who will remember you and what you spoke about the next day.
- Be respectful of time. Pay special attention for cues from the other person indicating that they are ready to move on.

Review

- Keep record of who you spoke to.
- Follow-up: Say thank you.
- Keep your promises: do what you say you'll do.
- Keep your "network" informed. Shared good news, success stories, resources, and information with your network.

Make your talk with a stranger successful by

- Practicing
- Focusing on impact
- Sharing your success
- Speaking slow and steady
- The world is your elevator

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LinkedIn®

Manage your online presence and jump start your professional networking using LinkedIn®. Think of your LinkedIn® profile as an interactive business card. It's a summary of your professional experience, interests, and capabilities that is designed to attract the attention of important people who are searching for you online – recruiters, networking contacts, and graduate school admissions offers a strong LinkedIn® profile is a key differentiator in the job market.

Building a LinkedIn® Profile

- ☐ **Photo.** Add a professional-looking profile photo to be seven times more likely to be found in searches.
- ☐ **Headline.** Stand out with a keyword-rich headline that describes how you want to be known on LinkedIn®.
- ☐ **Summary.** Write a brief summary describing your professional background and aspirations.
- ☐ **Experience.** List all jobs you've held, along with brief descriptions of each role.
- ☐ **Education.** Add all the schools and colleges you've attended.
- ☐ **Skills/Expertise.** Add at least five key skills to your profile.
- ☐ **Recommendations and Endorsements.** Get recommendations and endorsements from former colleagues, clients, managers, and classmates.
- ☐ **URL.** Customize your profile URL and put it on your website, resume, email signature, and business cards to drive traffic to your LinkedIn® profile.

How to create an Effective Summary Statement

Step 1: First, what is your goal?
Prior to writing, think of your ultimate goal, then plant the seeds. This guides your audience towards taking action. If you're on the job hunt, your goal would be to get recruiters to look at your profile.

Step 2: Keep it brief.
Even though LinkedIn® gives you 2000 characters to play with, it only shows 220 of them on a desktop or 92 characters on a smart device. Make sure you fit your must-read info upfront, and remember: teasers get people to expand.

Step 3: 1st Person
Unlike your resume, LinkedIn® is all about telling people who you are in the first person.

Step 4: Include a call-to-action at the end.

Summary Statement Examples

Example 1
Describe your strengths

Landon's top 5 Strengths are Woo, Ideation, Connectedness, Maximizing, and Achieving. He doesn't have a career goal, but wants to use his strengths to set himself apart from others and gain ideas of possible options.

I'm a person who builds strong relationships with others, have a creative mind that finds connections and pulls disparate ideas together to make things and teams better than they are. I excel at accomplishing things that I set out to do and am interested in developing in a challenging career field and to connect with employers who value these kinds of attributes.

Example 2
Elevator Pitch

Yi Cheng is a Business Analytics major looking for a summer internship in the finance field.

Hard-charging University of Iowa junior studying business analytics and seeking opportunities to enter finance industry in an analytical role. I am seeking a summer internship in the heart of the Chicago area and would appreciate any leads toward that goal. Please feel free to connect with me!

Example 3
Tell them what you can do

Lauren has a strong interest in sustainability, along with her Biology degree.

I'm a senior at the University of Iowa who:
- Has strong writing skills
- Works effectively both independently and within small groups
- Learns and understands scientific and technical information quickly
- Excels at solving problems related to sustainable use of materials

I am looking for opportunities in the Midwest in a research or manufacturing facility to apply my skills. Please connect with me via LinkedIn® if you are interested.

LinkedIn® Messaging

Many professionals have taken to recruiting qualified candidates from LinkedIn®. If you're interested in pursuing a position within a certain company, it may be a good idea to reach out to an alumni from your school that currently works at that company.

When you send a connection request, you'll want to include a message to introduce yourself or remind them who you are. It's a good idea to connect with others after meeting them at networking events, career fairs, company events or panels. You will be limited to 300 characters, so keep it brief.

Examples

New Message

Jasmine Doe ×

Hi Jasmine,
I'm currently a junior at the University of Iowa studying Journalism. I found your profile through the alumni tool and saw that you work at CNN. Might you be willing to answer a few questions about your career path? I look forward to connecting.

Thanks,
David

GIF

Send

New Message

Natalie Scott ×

Hi Natalie,
It was great talking to you and the rest of the panel yesterday evening. I would love to talk more about your experience in the marketing field and how I can better prepare myself for my future career. If you are ever free to talk, I would greatly appreciate it.

Have a great day! Go Hawks!
Sarah

GIF

Send

Did you know?

MANGO is a free tool that coaches you through networking, starting with the outreach email. Write customized networking emails, have productive informational interviews, and manage one-on-one networking step-by-step. Access MANGO via careers.uiowa.edu or directly at mangoconnects.com.

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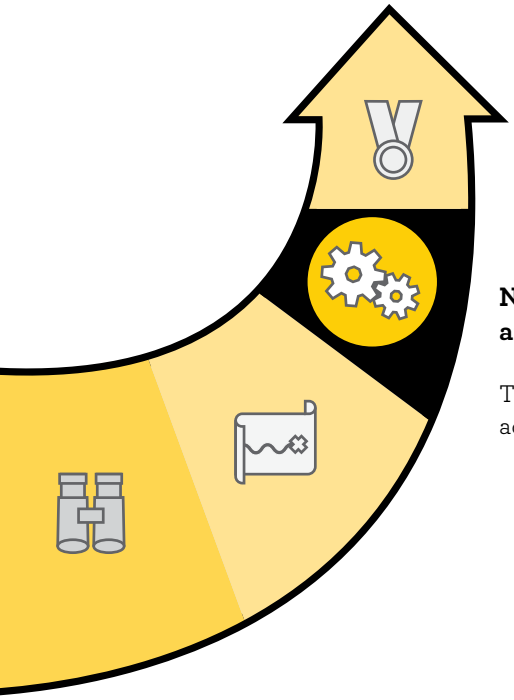

Gain Experience

Now it's time to act—it's crucial that you gain experience to expand your resume and develop your skill set through internships and campus involvement.

This checklist will help you get started. Visit **careers.uiowa.edu** and look under "Students" for additional resources to complete items on this list.

- ☐ Work part-time on or near campus.
- ☐ Get involved in student organizations of interest. Consider clubs that relate to your career interests.
- ☐ Volunteer in the community.
- ☐ Develop your leadership skills.
- ☐ Find and complete one or more internships or co-ops.
- ☐ Consider studying abroad or working, interning or volunteering abroad.
- ☐ Participate in research.
- ☐ Schedule an appointment with a Career Advisor for additional assistance and resources.

Student Employment

The Pomerantz Career Center aims to provide work opportunities for students looking to help offset the cost of education while gaining valuable experience that is imperative in today's competitive job market.

Did you know?

- Students working 1-20 hours per week have a higher average GPA than their non-working peers?
- The average student employee works about 11 hours per week?
- On-campus workers have increased enrollment retention and graduation rates?
- In year 2017, there were approximately 8,000 total student employees?
- In year 2017, the average wage for part-time jobs was $10.81/hour?

Student employment opportunities can be found on Handshake. Additionally, the Pomerantz Career Center assists in the professional development of student employees by providing opportunities such as the UI STEP (Student to Employed Professional) professional development workshop and the 2-credit hour professional development academic course.

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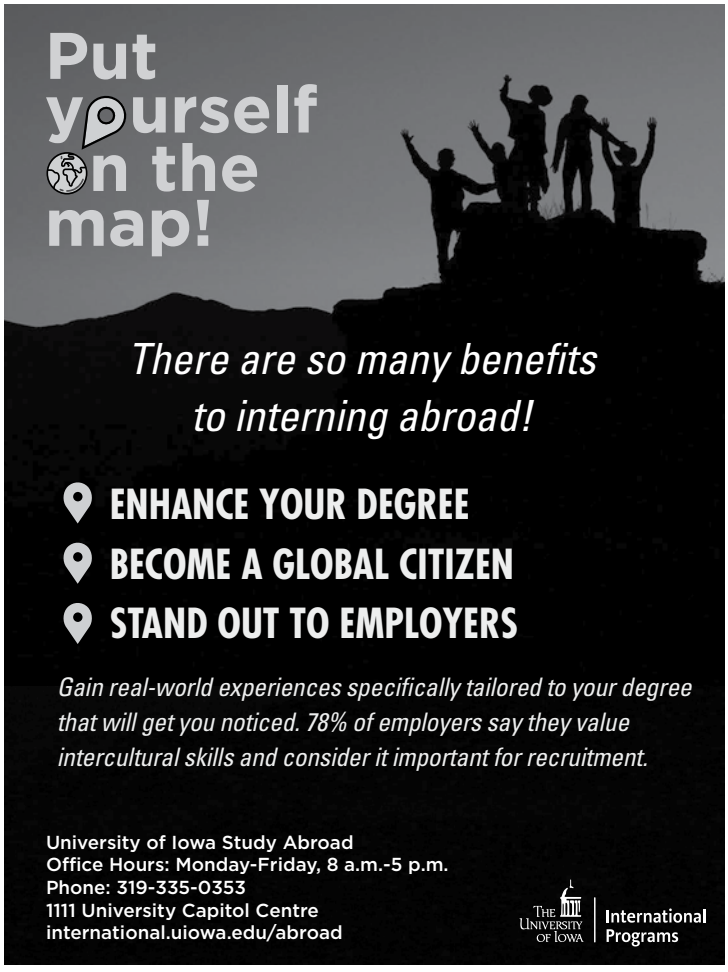


Gaining Experience

Looking to explore careers? Consider getting involved in experiences. There are many benefits to engaging with activities on and off campus. **Find your fit by rating your goals in each column (1 = most important).**

Improve Your Skills
- ☐ Practice your communication and teamwork skills
- ☐ Gain leadership and job related skills
- ☐ Gain experience helping others
- ☐ Exposure to multicultural competence
- ☐ Gain confidence in your own abilities
- ☐ Other new skills or knowledge: _____

Explore Careers
- ☐ Decide if you like the field's work environment (ex. office vs. school)
- ☐ Gain advice from older students with similar career goals
- ☐ Gain advice from professionals or alumni
- ☐ Practice networking
- ☐ Apply knowledge you've learned in school

Professional & Personal Development
- ☐ Learn about a career field from the inside
- ☐ Find a mentor
- ☐ Make new friends
- ☐ Add to your resume for internships, jobs, or grad school applications
- ☐ Serve your community
- ☐ Explore Iowa City or the world
- ☐ Have fun
- ☐ Develop a hobby

Now brainstorm & discuss the categories & questions below.

Student Organizations
csil.uiowa.edu
Ideas:

Benefits:

Student Employment
Handshake
Ideas:

Benefits:

Volunteering & Service Learning
Leadandserve.uiowa.edu
Ideas:

Benefits:

Research
uiowa.edu/icru
Ideas:

Benefits:

Internships/Co-ops
careers.uiowa.edu
Ideas:

Benefits:

Study Abroad
international.uiowa.edu
Ideas:

Benefits:

What activities or hobby do you want to continue for stress relief and/or fun?

What types of activities meet your current needs and why?

What types of activities should you do before graduation and why? What semester will you participate?

Preparing for an Internship Search

Do a little planning below; then discuss your goals with your Career Advisor for resources tailored to you. To learn what counts as an internship see **careers.uiowa.edu/students and search "Internships".**

What are your top motivations for being an intern?
Rate the following with 1 being your top goal and 10 being the one of least importance.

- ☐ Apply Skills Learned in School
- ☐ Build Your Resume
- ☐ Career Exploration
- ☐ Gain Industry Knowledge Firsthand
- ☐ Gain Professionalism
- ☐ Leadership Development
- ☐ Network
- ☐ References
- ☐ Skill Development
- ☐ Try out a Career Field

Get Ready for Your Internship Search

What do you hope to learn specifically from the internship?

What kind of responsibilities, projects, or tasks would you like to have?

Consider Your Priorities

Think of a Plan A & B

(You can have plans all the way to Z!)	**Plan A**	**Plan B**
Summer or School Year?		
Home, Iowa City, or Other?		
Housing/Cost of Living		
Paid or Unpaid?		
Full-time or Part-time?		
Size of Organization?		
Find Your Own or do a Fee-based Program?		
Eligible for Course Credit?		

Did you know?

$5,480 is the average additional starting salary made by UI graduates who completed an internship, co-op, research project, or practicum compared to UI students who did not have one of those experiences.

Ready to Land an Internship

How do You Actually Find One?

- Use as many resources as possible
- Have your resume and cover letter reviewed at the Career Center or at the Student Development Center (3612 SE)
- Practice your interview skills
- Network, network, network
- Apply to multiple internships

Checklist to Find Internships

Leverage your human capital

- ☐ Talk with Career Advisor for field-specific resources or with the Engineering Development Center
- ☐ Ask older students in student organizations, part-time jobs, or classes for referrals
- ☐ Ask academic advisors, faculty members, or staff members for referrals
- ☐ Ask family and friends for referrals
- ☐ Ask relevant guest speakers in class or after events
- ☐ Consider programs
  - ☐ The Washington Center (through the Career Center)
  - ☐ Des Moines Center (through the Department of Political Science)
  - ☐ IES (through the Office of Study Abroad- domestic and programs abroad)

Use Online Resources

- ☐ Filter and Create Search Alert functions on Handshake
- ☐ LinkedIn.com
- ☐ General searching sites like Google, Indeed.com, and Wayup.com
- ☐ Internship rankings and reviews on Vault.com
- ☐ **Careers.uiowa.edu** job and internship listing links, Resources for Diverse Populations, and Career Community pages

Be Creative

- ☐ Send a letter of introduction to an organization that is not currently advertising for interns
- ☐ Submit an internship proposal to a company that does not have a formal internship program

Attend Events

- ☐ Attend a networking event
  - ☐ Exploring Careers in Life Sciences
  - ☐ Journalism Speed Networking
  - ☐ Networking @ Carver
  - ☐ Tippie Tech
  - ☐ Diversity Networking Night
  - ☐ Meet the Firms
  - ☐ Company Treks
  - ☐ Lunch & Learns
- ☐ Attend one or more Job & Internship Fairs
  - ☐ Fall Fair
  - ☐ Spring Fair
  - ☐ Hire Big 10+ Virtual Fair on Careereco.com
  - ☐ Engineering Career Fair

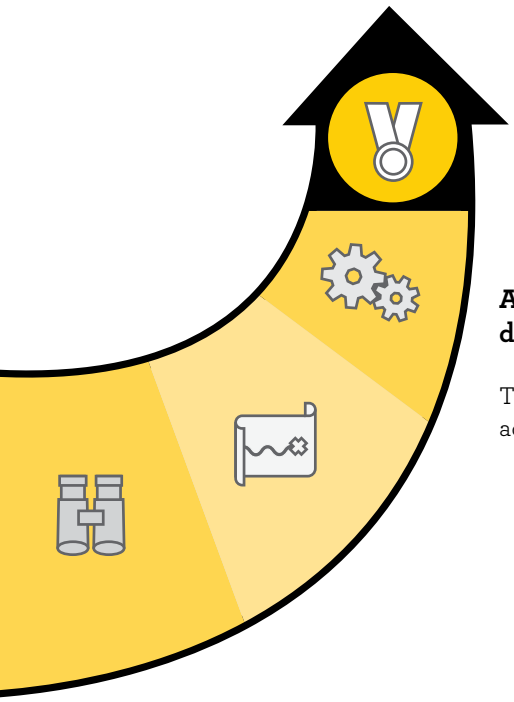
Want your internship on your transcript? See options across campus at **careers.uiowa.edu and search "Reporting Credit Options"**

Did you know?

46% of UI graduates who completed an out-of-class experience also said it led to their current job.

What does that mean for you?

If you are looking to start your career in government, non-profits, arts, media, or PR (fields where internships are typically unpaid), you will want to do more than one internship or related experience to be a competitive candidate.



Time to Achieve

As you transition from college to career (or grad school), maximize success by developing a plan and taking steps to achieve where you want to be upon graduation.

This checklist will help you get started. Visit **careers.uiowa.edu** and look under "Students" for additional resources to complete items on this list.

- ☐ Use Handshake and Career Fairs to begin your job search. Start 6–9 months before you graduate to maximize success.
- ☐ Tap additional job and internship links using Job Search section of our website. More links are provided within your desired career community page.
- ☐ Research employers using: Research Basics, specific Career Community resources and Resources for Diverse populations within Job Search section of our website.
- ☐ Evaluate job offers and learn more about negotiation before accepting an offer.
- ☐ Apply to graduate or professional school if that is your desired next step. Consider Gap Year Opportunities if you need more time or experience before applying.
- ☐ Schedule an appointment with a Career Advisor for additional resources and help with your job search strategy, timeline and resources.
- ☐ Interested in national fellowships? Visit with the Director of Scholar Development.

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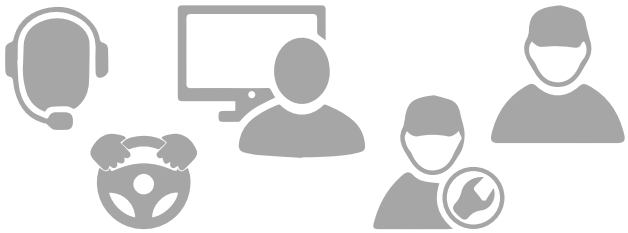
JOB VS CAREER



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Job Search Checklist

Break down your job search into manageable steps. You don't have to do every step in order; for example, you can start working on your resume before you decide what specific job you are interested in. Check off as many of these steps as you can, and you will be well on your way to a job.

Step 1
Know Your Career Priorities

- ☐ Identify values, interests, priorities, and skills/strengths
- ☐ Search keywords of job skills to identify job functions that may be worth considering
- ☐ Consider top three geographic areas to live and work
- ☐ Research potential career fields: typical entry level jobs, typical salaries, best geographic location for jobs, & expected job outlook
- ☐ Research organizations or companies that hire someone with your skills, interests, and experience (Vault.com or LinkedIn® are great tools)
- ☐ Identify at least 10 employers for the type of work you're seeking

Step 2
Get Ready for the Job Search

- ☐ Complete or Update your Handshake profile
- ☐ Create a LinkedIn® account and have it reviewed
- ☐ Develop resume and cover letter; have them reviewed by the Career Center or the Student Development Center (3612 SE)
- ☐ Write and practice elevator pitch for short encounters when attending networking events
- ☐ Create networking contact list including people you know and people you need to know
- ☐ Request and prepare at least three individuals to be references (See page 32 for tips)
- ☐ Incorporate in-person and LinkedIn® networking into job search strategy
- ☐ Use a neutral/professional email address to give employers (e.g. UI email address)
- ☐ Create a professional sounding voicemail message
- ☐ Own an interview suit/outfit that is appropriate for field
- ☐ Prepare for interviews by practicing responses to typical questions and/or do a mock interview

Step 3
Implement Your Job Search Strategy

- ☐ Decide on 2–3 careers/job fields to pursue
- ☐ Network with friends, parents, faculty, alumni, and other to let them know goals and gain advice and referrals
- ☐ Apply to job postings and consider temporary work via temp agencies or gig sites
- ☐ Attend career fairs, company presentations, professional association meetings, and conferences
- ☐ Broaden the scope of job search to include alternative Plans A, B, and C as part of job search strategy
- ☐ Track and follow up on applications submitted either by phone or email
- ☐ Prepare for each interview by researching the organization and create a list of field related questions to ask
- ☐ Follow up after job interviews with thank you emails or cards
- ☐ Research salaries/benefits and know how to negotiate when offers are made
- ☐ Discuss options with trusted others (such as Career Advisors, Student Development Center Staff (3612 SE), or mentors)
- ☐ Keep network informed of progress and offer thanks when an offer has been accepted
- ☐ Create a table to keep track of job search progress. See below example:

Interview Date	Interviewer Name	Title	Phone #	Interviewer email	Mailing address	Date thank-you sent	Comments

Making the Job & Internship Fair Work for You

Career Fairs provide individuals who are seeking jobs, internships or a chance to network the opportunity to connect with employers. A variety of employers are invited to attend our fairs. We encourage all students to attend these fairs in order to begin their career search. Tips for a successful career fair experience are below.

General Information

- Dress professionally or business casual. Professional dress includes a suit or dress. Business casual can include dress slacks, dress shirt, or khakis.
- Check in at the information table. Wear a name tag. Employers like to know with whom they are speaking.
- Plan to visit a few times throughout the day. Hundreds of students attend and it may be necessary to wait in line. Plan for your own breaks.
- Don't expect to receive private time with an employer. This is an informational fair and a lot of people are trying to be heard. Be patient and do your best to listen carefully when an employer is talking to you.
- If you are not looking for a job, gathering information about potential employers is also beneficial. If doing so, spend some time speaking informally with employers and gathering pamphlets and business cards.

Don't forget
Have your resume reviewed prior to the Career Fair

Meet with a Peer Advisor during drop-in hours Monday–Friday, 10 a.m. – 3 p.m.

Identify Employers

- Attend a Prepare for the Career Fair session to learn more about speaking with employers.
- Read the list of employers participating in the fair. You will be more productive if you identify in advance the employers you want to meet with.
- Research the organizations that interest you. Review their websites or research employer information on Handshake. This will help you be more informed of their company or organization when you speak with them.
- Write down questions to ask representatives from your targeted companies or organizations.
- If possible, apply to the positions you are interested in ahead of the fair.

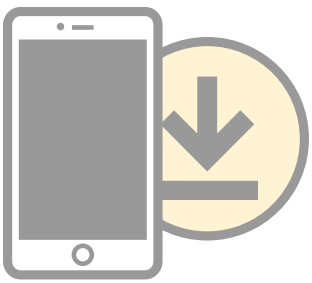
Speaking with Employers

- Visit your target companies/organizations first. You'll tire easily if you talk to too many. Gather business cards when you can.
- Pick up materials from each employer you visit, this will help you make a decision about pursuing employment with this employer and remember your conversations.
- Tell the company/organization representative about yourself.
- Ask the representative questions.
- Leave your resume if they are accepting them at their booth or complete the next steps for applying that they give you. Note: Many employers cannot accept resumes in person.
- Walk around and speak informally with organization representatives you may be interested in learning more about.

When the Fair is Over

1. Continue to research potential employers.
2. Apply for positions with those companies.
3. Write thank you notes to representatives you spoke with. This is especially important for employers who are interested in you or in whom you are interested.
4. Attend workshops offered by the Pomerantz Career Center and/or meet with a Career Advisor, or the Engineering Student Development Center to learn more about the job search process.

Download
Career Fair Plus app
View companies, fair maps, events, announcements, and more.



Thank You Emails Following the Job & Internship Fair

Recruiters can meet upwards of hundreds of potential candidates during a week of recruiting at college career fairs. If you want to stand out from the rest, be sure to send a thank-you email to follow up with any recruiters or company representatives you speak to at the fair. It's best to write an email within 24 hours of the fair, while the memory is still fresh in your and the recruiter's mind.

At the Fair

- When you speak to a recruiter, be sure to request their business card or name & email address before leaving.
- Take a moment after your conversation to jot down a few key points from your conversation. This will help you remember the conversation later when you're writing your thank-you email.

Example

From: danielle-smith@uiowa.edu

To: j.johnson@company.com

Subject: Career Fair Follow-up — The University of Iowa

Dear Ms. Johnson,

Thank you for speaking with me at The University of Iowa Career Fair regarding the Credit Administration position and the culture at Hawkeye Bank. I enjoyed learning how invested upper management is to each employee's career progression and the opportunities for advancement.

My experiences as a Sales Process Intern correlate to the desired skills of this position, specifically my flexibility when tasked with complex and changing responsibilities. In addition, my V.P. of Finance role and my current coursework, such as Commercial Banking, will aid in the understanding of financial aspects. I have submitted my application for the opening on Hawkeye Bank's website and I hope to hear from you soon.

Best regards,

Danielle Smith
The University of Iowa | Finance
V.P. of Finance | Student Organization
daniel-smith@uiowa.edu | 319-456-7890

Email Signature

In your email correspondence with employers, be sure to have an email signature. An email signature is an important part of presenting yourself in a professional way via electronic communication. Include key information about yourself – especially if you are emailing employers or professionals that may not know you. Try to keep your signature to no longer than 5 lines, and focus on the most important positions or aspects of yourself.

Some Things to Consider Including:

- Your full name
- Your school and/or specific college of enrollment
- Your major/area of study
- Any leadership positions of relevance (i.e. an executive position in a student organization)
- Your phone number (optional)
- Your email address (optional – you may want to include this if you tend to get included in email chains, where your contact information may become lost)
- A link to your LinkedIn® profile (optional – only include if you have a complete profile that you regularly use)

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Practice Interviews

Mock Interviews with Industry Professionals

1. Log into your Handshake account
2. Click on jobs at the top
3. Type "mock Interview" into the search box
4. Click on the mock interview of your choice
5. Read information and instructions about the mock interview (do not sign up for a mock interview during a scheduled class time)
6. Click "apply" & attach your resume
7. Submit your application
8. Select your preferred mock interview time slot
   a. On occasion mock interviews are offered for technical majors only. If you do not meet all qualifications of the mock interview, you will not be able to select a mock interview time slot.
   b. You can go back in and withdraw your application, edit your profile and re-apply so that you are able to select a time slot.
9. If you need to withdraw your applications within the period allowed by the cancellation policy, you can do so by clicking on "jobs" and then "applications", and removing your name from the selected time slot.

Arrive at the Career Center at your selected date and time to mock interview. Review Cancellation Policy: **careers.uiowa.edu and search for "Handshake and Interview Cancellation Policy".**

Big Interview

Consider using Big Interview to practice for your upcoming job or graduate school interview. Get coached by experts so you know what to expect and can interview with confidence!
To set up an account...

1. Go to **uiowa.biginterview.com** and click "Register".
2. Complete registration process with your UIowa email address
3. You'll then receive a confirmation email at your UIowa address. Click "Verify" in the email, and you'll be able to start using Big Interview.

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https://www.titan-intl.com/employment/careers

Interested candidates should submit their resumes to careers@titan-intl.com

Interviewing Tips

What to do Before, During, & After an Interview

Because the interview is the "make or break" moment for your effort to land a job, it is very important to be fully prepared.

Pre-Interview

- Be sure that you've researched the company. Know what their product or service is, who they serve, and who their competitors are.
- Look over typical interviewing questions and think about how you will answer them.
- Confirm your appointment within 24 hours.
- Be on time; plan to arrive 10-15 minutes early. Check your appearance before checking in with receptionist.
- Ask ahead to know the interviewer or interviewers names and how to pronounce them. If you don't know, ask the scheduler of appointment or the recruiter.
- Bring extra copies of your resume. Also bring a copy of your transcripts, a list of references, and supporting materials that you want to showcase.
- Bring a portfolio and pen and paper for jotting down information during and after the interview.
- Be friendly with those you meet and politely show an interest in them, recognizing that they are at work and have other things to concentrate on.
- Dress appropriately and professionally; a business suit is appropriate for most interviews. Make sure your hair and nails are neat and clean. Polish your shoes. Go easy on the perfume/cologne and jewelry.

The Interview

- Pay attention to your posture, eye contact, and other non-verbals (watch out for those pesky "ums" and "ahs").
- Think "inward" not "outward". If you think "inward" you are concentrating on your qualifications, what you can offer the company, and what makes you qualified. If you think "outward" you are concentrating more on how you look or how nervous you are.
- Talk about the experiences and knowledge you have.
- Be sure you understand the question. If not, ask for clarification.
- Emphasize the positive and use examples to back up your statements.
- Let the interviewer bring up the subject of salary. This may not occur until after an offer is made. However, be prepared for the question, "What salary are you expecting?" (**See negotiating an offer, page 53**)
- Emphasize what you can do for the organization.
- Never speak negatively a former employer, teacher, or institution. If there were problems with previous experiences, try to make your answers positive.
- If you catch yourself making an error, correct it. Don't try to cover up.
- Don't expect an offer on the spot. However, do ask as a final question about when the team hopes to make a decision.
- Be yourself. You don't want to get hired on the basis of something you are not or, worse, miss out on a great opportunity by being seen as inauthentic.
- Thank each person you meet and ask for a business card so that you can stay in touch.

Post-Interview

- Take a few moments to jot down notes about the meeting and how things went. Jot down things like deadlines, tricky questions, or points that you made that seemed to make an impact.
- Within 48 hours, send a thank you note or thank you email to those you have contact info from. Personalize the messages as best as you can based on things you said to them during your interview.
- If you promised additional information, be sure to follow through with it as soon as possible.
- Inform people who are your references that they may be contacted and to give them an idea of points that would be helpful for them to discuss and/or send the job description.
- If you do not receive a call or email about their next step or decision when it was supposed to happen, pick up the phone and follow-up with the key point of contact.
- Be prepared to discuss accepting the position if it is offered, including considering points of negotiation.
- If you are interviewing with other organizations, it is probably good to mention it if an offer has been made, because you may need to ask for time to fully consider multiple offers.
- If you receive news that you were not selected, follow-up with a call and ask for input that may help you to succeed in another role with the organization or with another employer.
- Finally, continue your job or internship search full-speed until you have accepted an offer and signed an acceptance letter.
- Inform any person who has been helpful to you in your job search that you have accepted an offer and thank them for their support.

Interview Questions

Interview questions by their design are intended to help an employer to know two main things about you:

1. Do you have the necessary skills to do the job?
2. Will you fit in to the culture of the organization?

The interview for you is a chance to discern whether your credentials and career goals match up with what the company seeks and to understand the work environment. Being prepared to answer and ask questions during the interview is important to practice and master to be successful in your job search. It is also important to be able to handle difficult, and in some cases illegal questions that you may be asked. Finally, you should be prepared to ask questions of your own that help you to understand the job and how you can be successful in the role.

Questions You Could be Asked

Knowing how to prepare for your interview will make the results of your interview that much more successful. Before your interview, take the time to review questions that you could be asked. It is not necessary to have prepared answers memorized, but be prepared to talk about yourself, your skills, and your experiences. The following questions can serve as a guide to prepare you for an interview.

Personal

These are intended to understand how you best function and what your strengths are.

- Tell me a little about yourself. (Keep your answer career oriented).
- What are your strengths?
- What causes you stress and how do you handle it?
- Give me three adjectives that describe you.
- What do you consider your greatest accomplishment?
- What do you like to do in your spare time?

Career Goals

These are intended to understand how you plan and what your ambitions may be.

- Where do you see yourself in five years? (Again, focus on your career goals).
- How do you define success?
- What type of supervision do you prefer? What do past supervisors say about you?
- What type of steps do you take to stay informed of new developments within your career field?
- How do you feel about working nights and weekends for special events/activities?

Employer Information

These are intended to know what you understand about the organization, and about your preparation and enthusiasm levels.

- What do you know about our company/organization?
- What do you know about this position?

Education

These are intended to understand how your education "fits" with the job and also your level of self-reflection about it.

- How did you decide on your career/field/major?
- What classes have you enjoyed the most/least during college and why?
- How have the activities that you have been involved with during college influenced you?
- Do you have future plans of furthering your education?
- What electives did you enjoy the most? Why?

Experience

These are intended to understand how your experiences have given you needed skills and relevant experiences related to the position for which you are interviewing.

- How would your co-workers/supervisors describe you?
- Tell me about a time when you had to influence someone to accept your idea.
- Give me an example of a time when you had to make an important decision and how you came to that decision.
- Tell me about a time when you had to work with a difficult person and how you handled it.
- Tell me about your position with _____ and the valuable skills you learned.
- Please give me an example where you have demonstrated the ability to be an effective member of a team.
- Give me three reasons why I should hire you.
- Is there anything you would like to add?
- What did you like the most and the least about your last place of employment?

Atypical Questions

These are intended to understand how you think on your feet, understand your decision making process or address how creative you may be. There are no correct answers.

- If you were a fork, knife, or a spoon, which would you be and why?
- Why are manhole cover round?
- Sell me something in this room, anything.
- What did you do poorly in you last position or on your last project?
- If you had to choose, would you be an elephant or a giraffe? Explain why.
- Create an argument for one of these statements: salt is better than pepper or pepper is better than salt.
- If you had to pick a title for an autobiography about your life (at this point in time), what would you name the title?
- If you were a type of food, what type of food would you be and why?
- If you could have dinner with anyone from history, who would it be and why?

Behavioral Interview Questions

Behavioral based interview questions are the most popular among recruiters. The purpose of behavioral questions is to identify how a potential new employee would act in future situations. Behavioral questions are often open ended, leaving the interviewee to fill in the blanks. To answer these questions in the most effective way, follow the STAR method below. Remember to spend most of your time talking about the Result—that is what employers are most interested in hearing.

STAR Method

During the interview, your responses need to be specific and detailed. Tell them about a particular situation that relates to the question, not a general one. Briefly tell them the situation, what you did specifically, and the positive outcome or result (i.e. what did you learn). Your answer should contain these four steps: Situation, Task, Action, and Result.

Situation
Set up the situation in which you had a positive outcome or result that relates to the question asked. For example, it can be something from class, an internship or a volunteer experience.

Task
What goal were you working toward?

Action
What did you do specifically to make an impact? What was your role?

Result
Describe what happened as a result of your actions. What did you learn? The result is what they are really looking to hear in your response, so spend the most time talking about the result.

Example of Behavioral Interview Question	Tell me about a time when you took on a difficult project and what were the results?

Example STAR Answer

Situation	Task	Action	Result
During my internship last summer, I was charged with managing and improving events.	I noticed attendance was dropping each summer and wanted to improve attendance and event quality.	I designed a new marketing campaign and focused on social media and other free venues. I surveyed focus groups to hear what our target population would like to see changed with our events and made recommendations to the event manager.	We utilized some of the ideas we gathered and promoted events daily. Our attendance grew by 80% last summer, and this resulted in more money raised. Our board of directors was very pleased with this increase.

Sample Questions About You

- Tell me about a time when you had a list of things to do and your supervisor/instructor came to you and said "I need this project/assignment completed by 5 o'clock". How did you handle the situation?
- Give me an example of a time where you failed to meet a goal. What did you fail to do? What were the consequences? What was the outcome?
- Describe a time when you were assigned a task but were provided little direction about how to complete the task. What steps did you take to complete the task? What was the outcome?
- Tell me about how you keep yourself organized so to meet deadlines or goals.

Sample Questions About Working with Others

- Give me an example of a time when you had to deal with a difficult co-worker or fellow student on a project.
- How did you handle the situation? What were the outcomes?
- Tell me about a time when you had to make a difficult decision that affected those with whom you worked. What was the outcome?
- Describe a time when you were a team leader. Who was on the team, and what did you do to help your team be successful?
- Tell me about a time when you had to persuade someone to see your point of view. What tactics did you use? What were the outcomes? What did you learn?
- Give me an example of a time when you used creativity to complete a project, work with someone else, or develop a new idea. How did you communicate your idea and how was it received?
- Tell me about a time you were involved in a project with a group.
- Give me an example of a time when you had to supervise someone.
- Describe a time when a co-worker criticized your work. How did you handle the situation? What was the outcome?
- Provide me with an example of a time when you had to motivate others. What were the outcomes?

Illegal Interview Questions

The Civil Rights Act of 1964 indicates that discrimination based on national origin, citizenship, age, marital status, disabilities, arrest record, military discharges, or personal information is illegal. Various federal, state, and local laws regulate the questions a prospective employer can ask you. Questions must relate to the job for which you are applying.

You have options if you are asked an illegal question:

1. Choose to answer the question knowing you are providing information that isn't job related. You take the risk that a "wrong" answer could harm your chances for a position.
2. Refuse to answer the question. You will be within your rights, but you may come off as uncooperative or confrontational which could put off potential employers.
3. Examine the intent behind the question and respond with an answer to this. For example, if asked if you are married or engaged, you might choose to respond that your personal life allows you to meet the requirements for the position.

Status	Legal Questions	Illegal Questions	Sample Responses
Marital Status	No questions	Are you married? Is this your married name?	Can you help me understand how being married relates to this position?
Parental Status	Name of an applicant's relatives already employed by company.	Are you pregnant? How many kids do you have?	Are you concerned about my time constraints? If so, you should not be because...
Sexual Orientation or Gender Identity*	No questions	What is your sexual orientation? Are you transgender?	Can you help me to understand how my sexual orientation is relevant to this position?
Age	Discussion should be kept to questions about the applicant's career stage.	How old are you? When were you born? When did you graduate high school?	I have the experiences you are seeking which can be seen on my resume...
Personal	Are you a member of any professional societies or organizations? (Exclude the organizations' name or character of which indicates race, creed, color, or national origin of its members)	How much do you weigh? What is your political affiliation? What is your religious affiliation?	Can you help me understand how my religion relates to the position we are discussing?
Military	Applicant's work experience, including names, addresses of previous employers, dates of employment, reasons for leaving	Were you honorably discharged from the Military?	I left the military in good standing and received excellent leadership training which I can go into greater detail, if you'd like.
Citizenship**	Are you legally authorized to work in the United States?"	Where are your parents from? What is your native language?	I can assure you that I possess the communication skills necessary to be successful in this position.
Disabilities	Can you lift packages up to 50 pounds?	May we see your medical records? Do you have a disability? Have you been hospitalized recently? Why?	I am very confident in my abilities to do this job.
Arrest/Criminal Record	Have you ever been convicted of a felony?	Do you have a criminal record? Have you ever been in jail? What for?	If you'd like to see my legal history, I am willing to give you written permission to perform a background check.

Information excerpted from "Guide to Unacceptable Interview Questions" from Yale University:
provost.yale.edu/sites/default/files/guide_to_unacceptable_interview_questions_09-01-2015.pdf

*Any dialog or questions regarding sexual preference are inappropriate and illegal.

**To determine work authorization, employers may lawfully ask two questions of all applicants: 1. Are you currently authorized to work in the United States on a full-time basis for any employer without restriction? 2. Will you now or in the future require employment visa sponsorship, such as H-1B? If the applicant answers yes, the employer may ask what the applicant's current employment eligibility is based on, what the applicant's immigration status is, and how long it will last. (Information excerpted from Rhoads, M. B. (2013) Interviewing and Hiring International Students. NACE Journal, 8-15.)

Questions to Ask Employers

Always feel free to ask questions to clarify details you need to understand. Be prepared to ask questions at the end of your interview that show an interest and enthusiasm for the job and the company to which you are applying. This is also your opportunity to interview the interviewers so to determine your own fit for the position. Researching the company ahead of time can help you develop questions and avoid asking questions available on their website or company literature. Be sure to prepare at least 4–5 questions as some of them may be answered during the interview. Below are some sample questions to ask at the interview.

Company/Organization

- What types of people seem to do well in this department/organization?
- What opportunities exist for advancement?
- Do you most often promote internally or externally?
- What are the opportunities you see for this department/organization in the next year?
- What are the greatest strengths of this organization?
- What would you change about this organization if you could?
- How well do departments interact with each other?
- Will the organization continue to be competitive? How?
- How does your organization react to adopting new technology? New ideas?
- What type of growth do you foresee in the next few years? Why?

Position Specific

- What is a typical day like in this position?
- Is there anything else I should know that would help me understand the position?
- Why is this position available?
- How many people have held this position in the last three years? (If it seems like there has been high turnover, ask for an explanation.)
- What are the typical hours of this position? Will overtime, night or weekend work be required?
- What new tasks or responsibilities do you see someone in this position taking on?
- What type of supervision would I receive in this position?
- What traits have you observed that have made a person successful in this role?
- What other positions in this company might I grow toward as a result of being successful in this job?
- Besides those who have interviewed me, who else might it be typical for a person in this job to interact with?

Personal Experience

- What do you like best about working here?
- How does this organization encourage personal and professional growth?
- How did you start with the organization?
- What do you like about working for this organization? How would you compare it to others you have worked for?
- Where in the organization do you hope to be in five years? (A good way to sense potential growth.)
- What are the biggest changes that you have observed in this company and has the change been managed well?
- If you were starting your career over at this company, what would you do differently now?
- Do you value creativity (independence, spontaneity, teamwork, etc.) in your coworkers?
- In your opinion, what makes a person good at their job here?
- This job requires 40% travel, how do you balance the requirements of your work with other parts of your life?

ADVERTISEMENT

Evaluating Job Offers

You have received one or more job offers. First off, congratulations! Time for a victory lap, right? Not so fast. Evaluate the benefits in addition to salary because a great package can make up for a lesser salary if you're saving substantial money on health care, have great vacation time or a flexible schedule. Consider the details and use this checklist to evaluate your offers:

	Evaluating an Offer	Pro Tips
☐	Do you know what is expected of you: job duties, time commitment, how you'll be evaluated?	A primary reason that most new employees quit is because they did not understand what was expected of them or the job was not what they expected.
☐	Do you know when they want you to start? When they expect a decision to accept the job?	Ask!
☐	What is the cost of living difference?	Cost of living varies greatly, use this cost-of-living calculator: payscale.com/cost-of-living-calculator
☐	Is the salary fair compared to other companies?	Salary Calculator: glassdoor.com/Salaries/index.htm
☐	Does the offer fit well with your career goals/ career direction?	All jobs will build new skills and improve existing ones. Consider the opportunities that the new skills may provide.
☐	Are there opportunities like job growth or travel?	What is the typical career path—ask before accepting. Find out if you get the use of frequent flier miles or do they belong to the company?
☐	Do you have a good feeling about your ability to work with your boss and co-workers?	Trust your "gut" if you have any doubts or reach out to present or past employees and seek their guidance.
☐	Is there room for negotiation?	See "Negotiating an Offer" on the next page.
☐	Does the offer have an exploding deadline?	An exploding offer is one that is reneged on if not agreed to within a limited period of time.
☐	Is there an acceptance letter to sign?	It is to your advantage to have any offers documented. If the offer is made verbally, seek an emailed or written offer.

Comparing Job Offers

Criteria	Offer 1	Offer 2
Salary: (Hourly vs weekly or monthly pay or draw against commission/salary + bonuses? Does it meet your budget requirements?)		
Benefits: (Vacation/sick time, health insurance, life insurance, 401(K), pension plans, stock options, overtime or comp time, company transportation/car allowance, and other "perks"?)		
Hidden Costs: (Relocation expenses, parking, wardrobe, transportation, childcare, expense accounting?)		
Work Environment and location: (Casual/Formal; flexible/ rigid; work from home/workplace; requires relocation?)		
Pros/Cons (list the pros and cons of the job offer you are considering. Which one comes out ahead? If one outweighs the other, your decision making will be easier.		

Negotiating an Offer

You have identified the company of your dreams and the perfect job has landed in your lap. One problem though…the salary that's offered is too low. How do you get started?

There are two reasons why you would want to negotiate:

1. You have received an unacceptable offer but you are still interested in working for the company.
2. You have received an acceptable offer but want to see if there is a way to get a desired benefit or salary increase.

Don't know if the offer is acceptable or unacceptable? Get more information about the job if that will help you decide. Questions may include:

- What is the salary range?
- What is the hiring salary range?
- Do you ever pay higher than that range?
- What is the average increase?
- How often are employees reviewed?
- What does professional progression look like at this organization?

Acceptable Offer

When starting negotiations on an acceptable offer it's important to do two things: 1) Formally accept the position and 2) Approach your future supervisor by asking him/her for his assistance in meeting your further needs, giving him/her an opportunity to show his power within the company.

Example

I'm calling you with some very good news. I would like to accept your offer and I'm looking forward to working with you and becoming a valuable member of the team. I am committed to working with you, and as my future supervisor there are a few minor issues about the offer that I would like to discuss. I don't know if you able to make changes in these areas, but I'd surely appreciate your looking into that possibility. Namely, would it be possible to…?

Key Elements of this Approach

- This locks in your acceptance and takes that acceptance out of the negotiations.
- Works because it is a win/win situation
- Give reasons why you want something. These do not include: I just bought a new boat, house, etc.
- Avoid commitment words: always, must have, deal breaker, never, won't consider.

Unacceptable Offer

If your offer is truly unacceptable, you must communicate this fact in no uncertain terms to the decision maker while keeping the outlook for resolution positive.

Example

I am still very interested in working with you and your company: however (never use the word 'but'), at this point I am not able to accept the offer for the following reason: (state your reasoning succinctly and what part or parts of the offer are lacking). If you were able to …… (give your proposed solution), I would gladly accept the position immediately. Are you in a position to be able to help?

Key Elements of this Approach

- Puts the job offer at risk, since you are asking for a different offer.
- You must communicate specifically what is lacking in the initial offer.
- You must provide a proposed solution and reassure the employer that if your stipulations are met you will definitively accept.
- "If it is within your power" appeals to the position and their power.
- Be ready to consider alternatives if necessary, i.e. Hiring bonus or relocation assistance in lieu of higher pay
- Indicate when you will make your decision and stick to it.
- Avoid commitment words: always, must have, deal breaker, never, won't consider.

Have You Considered…

There are many items that may influence your decision or that you may negotiate. Research your industry, the company, and your role to figure out the norm before you use these as negotiation points.

- Start date
- Location
- Moving/Housing Assistance
- Special Projects of Interest
- Professional Development
- Transportation/Phone Assistance
- Signing Bonus/Bonuses
- Health Benefits
- Stock Options
- Vacation/Health/Retirement Benefits
- Overtime/Comp Time

Perks may also influence your decision but typically aren't negotiated: office cafe, wellness space, loan repayment, philanthropy programs, etc.

Graduate & Professional School Checklist

Junior Year
Research

- ☐ Clarify your interests, set tentative career goals, and start looking for programs.
- ☐ Understand the differences between master's, professional and doctoral programs.
- ☐ Determine what you want to study and for how long.
- ☐ Meet with faculty members to learn more about programs and begin to cultivate references.
- ☐ Seek relevant employment, service, internship, or research experience.
- ☐ Start to create a long list of disciplines and programs that interest you. Use program websites to help you get started and attend live or virtual open house events.
- ☐ Identify the application timelines and note deadlines for each program (see page 55).
- ☐ Begin to research financial aid and deadlines at each of the programs.
  - ☐ Contact Honors at Iowa to learn about scholarship competitions that include institutional endorsement.
- ☐ Consider geographic preference, curriculum, competitiveness, cost, reputation, public vs private, research/internship/practicum opportunities, etc.
- ☐ Talk to friends, family, or mentors for their perspective; speak with current students and/or alumni of programs you are interested in.
- ☐ By the end of the year, hone your list of schools/programs to 6 to 12 including some that are reach programs, some that you have a 50/50 chance of admission, and some that you are fairly certain you will gain admission.

Summer Before & Senior Year - Prepare & Apply
Entrance Exam Preparation (3–6 months before application due date)

- ☐ Schedule your entrance exam and leave enough time to study and retake it if you do not do well.
- ☐ Allow yourself 3 months prior to the test date to prepare.
- ☐ Prepare via practice tests, flash cards, work books, online materials, and/or courses.
- ☐ See careers.uiowa.edu **and search for "Plan graduate and professional school"** for entrance exam links; most also offer a handful of free study materials.

Application Preparation (3 months before application due date)

- ☐ Create a schedule of deadlines.
- ☐ Begin crafting your personal statement.
- ☐ Have career and academic advisors, mentors, faculty, and/or the Writing Center provide essay feedback.
- ☐ Research financial aid options.
- ☐ Meet with recommenders.
- ☐ Follow the application directions explicitly, and have someone familiar with you (and the application process) review your application before submitting (Ex. pre-med, pre-law, etc. specific advisors).
- ☐ Wait for schools to contact you about interviews once you have applied.

After Application Submission

- ☐ Prepare for interviews.
- ☐ Wait for acceptance letters and prepare for campus visits.
- ☐ Continue to investigate all need and merit-based financial aid options.
- ☐ Continue to engage in activities that enhance your application and apply to gap year programs and jobs as a parallel plan.
- ☐ If you are wait-listed, be patient; let the program(s) know that you are still interested in admission.

Is a Gap Year right for you?
Do you want or need to take a year or two off before applying to graduate school? Do you need a break to figure things out before continuing your education? Use this time strategically and productively! Build skills and gain experience to improve your candidacy.

There are many types of Gap Year experiences for you to consider:
-Fellowships -Service Programs -Jobs/Internships -Experiences Abroad

More information about these experiences can be found here: careers.uiowa.edu/students

Graduate & Professional School Program Research

Applications are undertakings that require planning, searching for information, and commitment. For reflection questions (about whether it's the right decision for you), for resources to research programs, and for admissions test info, go to **careers.uiowa.edu**.

To keep track as you learn about programs, create an Excel spreadsheet with your priorities in one column and then 6-12 programs across the top.

Potential Priorities

- Acceptance Rates
- Admissions/Program Coordinator contact info
- Application Requirements
- Application Status (Application turned in, Accepted, Rejected, Wait listed?)
- Articles/Books (Seminal works by professors)
- Audition or Portfolio Requirements
- Informational interview of Current Student
- Job Placement Rates
- Potential Faculty Advisors
- Publications (Law/Literary Review, Academic Journals)
- Ranking
- School/program Specific Scholarships
- Size of the Department

Example Start of an Application Tracking Grid

Type of Degree	Dual JD/MPH (102 s.h.)
Tuition per Semester & Application Fees	~$21,000 (JD Resident); no app fee ~$4,500 (MPH Resident)—contact re: fee
Special Aspects of their Program	Professors Agrawal & Gittler (JD); Required practicum & Exec. Presentation workshop (MPH)
Opportunities for Practicums, Internships, Research, if Needed	MHIRT Summer Internship; 4 local hospitals; Iowa Legal Aid + on campus recruitment by employers
Fellowships or Assistantships Available	JD: Research Assistantships for 2nd & 3rd year only—> salary & healthcare subsidy MPH: RAs + TAs
Typical Job Placements or Placements of Recent Alumni	Have Career Center (JD). Private practice; Hospitals; Assistant Attorney General; Health Compliance & Privacy; Network for Public Health Law
Exam Requirements	LSAT (Can use for both)
# Letters of Recommendation	2 (Law); 3 (MPH)—call to see if 3 total is okay or if they need 5 total
Essay Requirements	2-3 pages, see webpage for prompt/directions; www.xxxxxxxx.edu
Minimum or Target GPA	Minimum 3.0 (MPH); contact JD for average
Deadlines for Application and for Financial Support	May 1—JD (submit ASAP--start accepting Sept 1) CAS on LSAC for JD; must be admitted to JD first. April 15—SOPHAS for MPH portion; March 1 for Opportunity Award—so apply early
Notes	Professors & students from visit day seem nice; may be difficult to navigate academic advising between the two programs; love Iowa City & wouldn't have to move

As you continue to research, you will eventually want to decide upon a minimum of six schools to apply to (if finances allow). You are aiming to apply to at least two safety schools, two schools where you have a 50/50 chance of acceptance, and two reach schools.

Writing a Statement of Purpose

Pre-writing: Reflection

Answer these questions about yourself

- What are your motivations for attending graduate school?
- What are your professional and personal goals for the future?
- Why is this kind of program a good fit? (i.e. public policy instead of law school)
- How do your interests, skills, and goals match with the program you are applying to?
- What 1–2 significant events deeply affected you? How? What did you learn from them?
- How and when have you demonstrated leadership?
- What experiences have enabled you to understand and empathize with those of different backgrounds and cultures?
- What are your greatest strengths and assets? What makes you a strong candidate for this particular program?
- What characteristics do you have that will help you be a good _____ student? (i.e. medical, law, Ph.D., MPA, etc.)
- What about you should you share that will not be in other parts of your application?

Initial thoughts or ideas

Answer these questions from information you've collected from websites, conversations with current students and faculty, and/or campus visits.

- What is unique about the program?
- What are the values and culture of the program and institution?
- What are the professors' areas of expertise?

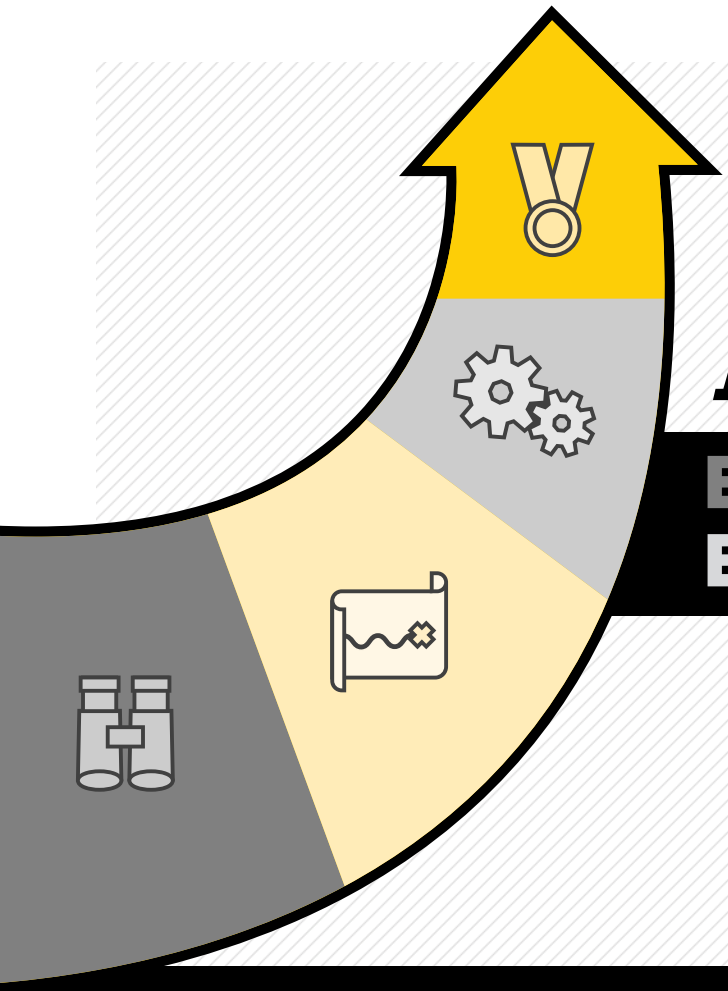
Initial thoughts or ideas

Statement of Purpose "Do's"

- Demonstrate your writing skills, but still make sure you answer the prompt.
- Statements of purpose are all about why—why you're applying, why you're a good fit, why you'll succeed in the program.
- Follow the required page limit or word count.
- If creating statements for multiple schools, write the essay for your top choice first.
- Customize each statement to show your interest in that specific program.
- Share what faculty or courses interest you.
- Be realistic: passion is great but also address how you will succeed.
- Make sure to have a strong introduction that grabs the audience's attention.
- Double check grammar, mechanics, and spelling.
- Be sure it is clear, focused, and organized writing.
- Use concrete nouns and active verbs.
- Use details, evidence, or examples to illustrate your main points.
- Have multiple critics: take your drafts to the University of Iowa Writing Center, Career Advisors at the Pomerantz Career Center, and faculty in the field you want to enter.

Statement of Purpose "Don'ts"

- Avoid clichés and be careful with humor.
- Don't use the same generic statement for all schools.
- Don't dwell on crisis.
- Don't explain the field, program, or school. The experts will be the ones reading your essays.
- Don't cram too much information into the essay or be repetitive of other parts of application.



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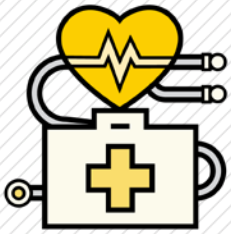

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