
University Advising & Career Center

University of New Hampshire • 102 Hood House • Durham, NH • 603-862-2064 • www.unh.edu/uacc

UNH Student Career Guide



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Table of Contents:

Inquire.....	- 6 -
Career Planning Timeline	- 6 -
Career Assessments.....	- 7 -
Self Reflection	- 8 -
Explore	- 8 -
Internships – What You Need to Know.....	- 8 -
Writing Your Resume.....	- 10 -
Sample resume for a permanent job.....	- 12 -
E-Resume & Online Job Searches	13
Skills List for Your Resume.....	14
Validate.....	15
Examples of Transferable Skills.....	15
Cover Letters	16
Sample Cover Letter	17
Submitting Cover Letters/Resumes Using E-mail	18
Finding Internships and Jobs Posted by UNH on MonsterTRAK.....	18
Register.....	18
Finding Internships.....	18
Finding Jobs	19
Informational Interviews, Networking, & Thank You Notes	20
Networking	20
Informational Interviews	20
Using the Career Mentor Network.....	22
Rules for the Road: Learn To Act Like a Professional	23
Thank-You Letters.....	24
Networking – The Elevator Pitch.....	25
Resources for Gay, Lesbian, Bisexual and Transgendered Students	26
Career and Job Search Resources for Students of Color.....	26
Career Resources for Students with Disabilities	27
Internet Resources for	28
International Work, Internships, Volunteer & Teaching Opportunities	28
101 Ways to Experience Diversity at UNH	30
Act	32
Interviewing Tips	32
Interviewing Worksheet:.....	36
How to Prepare for an Internship & Career Fair.....	36
UACC Career Events and Resources.....	37
Decision Making Worksheet.....	39

Introduction

You came to UNH excited about your future and the opportunities ahead. The Career Center staff at the UACC share that excitement and want to help you prepare for your future. If you are reading this, you are taking the first steps toward a successful transition between college and professional life after UNH. Using this comprehensive guidebook can help you prepare for this transition, whether you are entering your second semester or your last one at UNH.

So what's in this guide for you? If you act on the information in this resource:

- You will be more competitive
- You will increase your chances of getting the internship or job you want
- You will learn the importance of building skills and experiences while at UNH
- You will learn about the many aspects of conducting a successful search, from writing effective resumes and cover letters and working a career fair to knowing what to say in an interview and where to search for opportunities
- You will understand the importance of professionalism
- You will understand the importance of building your multicultural/diversity competencies to prepare you for the workplace

If you have questions about career-related matters, please visit our website, www.unh.edu/uacc, or call 862-2064 to schedule a meeting with a Career Coach in Hood House.

Inquire

Career Planning Timeline

First Year - Inquire

- Map your time: in class, studying and preparing for class; exercising; relaxing with friends; etc.
- Go to class!
- Get to know at least one of your professors. 444 classes with 25 students are an easy way to do this
- Meet with your academic advisor. Every UNH student has one
- Assess your interests, strengths, and skills – Take a UACC Career Assessment
- Explore those interests through student organizations and volunteer experiences
- Start planning a significant summer experience whether it is work, community service, travel or, better still, a combination
- Plan courses for a study away experience ideally in your junior year
- Study Abroad or National Exchange
- Participate in the University Dialogue
- Thinking about medical school? Meet with the premed advisor

Sophomore Year - Explore

- If undeclared, you should be preparing to declare. Work with your advisor
- Get to know another professor
- Talk to your advisor about your academic goals
- Identify interests and apply for an internship - Talk to the Internship Coordinator
- Check out the Washington Center
- Develop a resume – it's easier to update a resume, than to create one from scratch senior year
- Explore a research experience in your major - UROP & IROP
- Find out what UNH alums are doing with their degree
- Identify and utilize your leadership skills
- Create an account in MonsterTRAK
- Get to know some people with backgrounds different from yours

Junior Year – Continue to Explore

- Meet with a UACC career advisor (862-2064)
- Get to know another professor
- Try out a career field – check out and apply for internship opportunities through your MonsterTRAK account. Meet with the Internship Coordinator
- Talk to your advisor about what you want to do after graduation
- Is law school or graduate school in your future? Start researching now, attend the Graduate and Professional School Fair in October
- Explore opportunities with non-profits and service organizations
- Start networking: Career Mentor Network, faculty, friends, family
- Attend career fairs, collect business cards, and ask employers what kinds of opportunities they offer

Senior Year - Act

- Don't wait until May to get started

- Line up your references, you will need at least three
- Take advantage of on-campus interviewing (over 100 companies visit each year)– update your MonsterTRAK account
- Internships are still a possibility
- Attend career/internship fairs with a revised resume and research completed on companies of interest , make contacts, be prepared to interview on the spot
- Keep practicing your 3 minute elevator pitch whether you are looking for a job, going to graduate or professional school, or traveling for a year, you will need to be good at this

Career Assessments

Assessments Are

- A snapshot of your interests, skills and preferences at this time in your life.
- One piece of the puzzle that can provide clarity, direction, reassurance.
- Identification of broad patterns of interests, skills, and preferences which you can then explore further.

Assessments Are Not

- A quick fix to “I need a major,” “I need a job.”
- Designed to lock you into a specific career path.
- The only way to identify your key interests, skills and preferences.

We encourage you, with or without assessments, to broaden and explore your interests through activities like internships, study away, research experiences or community service/volunteer activities. You never know where a new experience may take you!

What We Offer

The University Advising and Career Center (UACC) offers three assessments: the Jackson Vocational Interest Survey (JVIS), the Myers-Briggs Type Indicator (MBTI), and SkillScan which are described below. You and your counselor/advisor will discuss which assessments, if any, will be helpful to you. We charge \$10, cash or check (payable to UNH), for each assessment. Let your counselor know if this is a financial hardship for you.

Jackson Vocational Interest Survey

- The JVIS outlines your areas of interest and how those compare with people in different occupations and educational programs.
- The JVIS takes 45-60 minutes to complete online, and you will be given a pin number to access the site.
- Go to www.JVIS.com and click on “Take the JVIS Now.”
- Answer all of the questions so the results will be accurate and useful to you.
- The format involves choosing between activities and deciding which sounds more interesting. Don’t worry about whether you have the skills or if further education would be necessary to perform an activity. If it is interesting, select that one. If neither option is appealing to you, choose the lesser of two evils.
- You will be able to view the report immediately. We strongly encourage you to set a follow-up appointment with your counselor to interpret the results and help you devise an action plan to meet your goals.

Myers Briggs Type Indicator

- The MBTI is a personality profile instrument that can be helpful in clarifying your sources of motivation and energy, decision-making style, and possible strengths and weaknesses.
- The MBTI takes 20-30 minutes to complete, and can be done at Hood House or at home.
- Choose answers based on what you prefer and feel most comfortable doing, not what other people expect or prefer you to be.
- Don’t spend too much time on any one question – go with your gut reaction.
- Return your booklet and answer sheet. We will contact you in 2-3 days and schedule a one-hour follow-up appointment to review your results.

SkillScan

- SkillScan will help you identify the skills you would like to use in an ideal career and the careers that make use of those skills.
- You will meet with a counselor at Hood House to complete this assessment which, with interpretation, can be done between 60 – 90 minutes.

Self Reflection

In addition to the UACC Career Assessments, we encourage you to take some time to reflect on your skills, interests and values, and how those may apply to an internship and future career. Below are some questions to ask yourself in order to get you started. Use a separate sheet of paper to expand on the answers.

What are my strengths and weaknesses? _____

What are my interests both academically and outside of the classroom? _____

What aspects of my major or classes do I enjoy? _____

What have I always wanted to try? _____

Where do I see myself in five or ten years? _____

What type of environment do I want to be in (large or small company, non-profit, urban setting)? _____

What careers am I considering? _____

What type of internship will help me achieve my career goals? _____

What will help me achieve my career goals? _____

Explore

Internships – What You Need to Know

Internships:

- Teach new skills while investigating potential career areas.
- Determine career likes and dislikes in a “real world” setting.
- Provide an opportunity for professional mentoring and networking.
- Build a resume and improve competitiveness for jobs.

Who Can Intern:

- Any UNH student is eligible.
- Some employers prefer juniors or seniors with specific coursework or qualifications, while others are willing to consider all students.

When to Intern:

- Fall and spring sophomore year to senior year and summer opportunities are available.
- Internships may be ongoing and structured according to your needs and the employer’s objectives.
- Part-time, full-time, paid, unpaid or for credit only (with faculty support). It is possible to earn credit and be paid at the same time, but you should consult your academic department’s expectations to be sure.

Earning Academic Credit for Internship Experiences:

- If you want to earn academic credit for your internship, you will need to find and work with a faculty sponsor. You need your academic advisor’s approval.
- With your faculty sponsor determine learning goals and assignments and complete necessary paperwork. Go to www.unh.edu/uacc/internships.html to see an example of an Academic Credit Internship Proposal form.
- To be eligible for credit the internship must relate to your academic major or minor, and must be an experience where your learning and performance can be evaluated to receive a grade or pass/fail credit.

- Some departments have ‘applied/field experience’ courses you can register for, as well as additional criteria that you must meet to be eligible for internship credit – **confirm information with your academic advisor.**
- Academic credit internships generally begin, end and follow a semester class schedule.
- Just like a normal class, you will sign up for your internship hours during class registration.

Getting Started:

First, assess your interests, skills and goals. Contact the University Advising and Career Center for assistance.

Finding an Internship:

- 1) UNH MonsterTRAK:** Updated daily, this database details hundreds of internships. See additional handouts or call our office for instructions on how to access and use the program.
- 2) Direct Contact:** If you want to work for a specific organization, contact them to see if internships are offered. Research the company beforehand by visiting their website or networking to find out if you know someone who works there. When you make contact, be professional. In addition, you may want to include the following:
 - A brief overview of your major, class year and experiences.
 - Why you are contacting them (you are seeking an internship in X department.)
 - Why you would be a good candidate.
 - A request for information regarding what the company looks for when hiring an intern.
 - A request for information regarding the type of work environment the company supports.
 - A request for information regarding the application process.
- 3) Your Academic Advisor or Department:** Internship postings are sometimes sent to academic departments instead of our office. Please consult your advisor and check out the bulletin boards in your academic building for opportunities. Faculty can also be good resources for internship information.
- 4) Networking:** Family, friends, former teachers/professors, classmates, and alumni are all part of your network. In UNH MonsterTRAK, search our **Career Mentor Network** database of over **400 UNH alumni** and parents who are willing to offer advice and discuss their occupations and career paths. Some of these contacts may offer internships. (Visit our office in Hood House, 102 for access to the database.)
- 5) Websites:** Review the information on our website at **www.unh.edu/uacc/internships.html**
- 6) Other Resources:** Our office has *The Internship Bible*, *Peterson's Guide to Internships*, and *Internships USA*, among other resources to assist you in identifying the right internship for you.

Application Process: Although the application process varies, most organizations will expect the following:

- Cover letter
- Resume
- Completed application (if applicable)
- List of references
- An interview

Additionally, some employers may ask for a writing sample or transcript. You are welcome to see a UACC career advisor for advice writing cover letters and resumes, or for interviewing skills development and practice.

Accepting a Position: Once you receive an offer, make sure it's the right match for you:

- Reflect on the interview process. Were all of your questions answered in the interview?
- Will you have a mentor?
- Did you like the work environment/organizational culture?
- What will you learn from this experience?

If you decide the fit is right, formally accept the position and confirm details regarding start date, hours, compensation (if applicable), attire, etc.

If you have concerns about any of the job functions or other issues relating to the internship experience, talk with your supervisor or meet with the Internship Coordinator at the University Advising and Career Center.

Please remember, you are representing yourself as well as the University of New Hampshire at the internship site. You have entered into a commitment with an employer. Honor that commitment. Put your best foot forward - this could be the opportunity that lands you the full-time job you want after graduation. At all times, strive to be:

- Professional
- Reliable – be on time
- Show initiative
- Exceed expectations
- Dress appropriately

Keep a portfolio of everything you produce during your internship, including projects you worked on, initiatives you created, goals accomplished, etc., so you can use this information later to support your resume claims when you are applying for your first professional position.

The University of New Hampshire (UNH) and the UNH University Advising and Career Center office have not assessed the potential risks involved in participating in the co-ops and internships listed in MonsterTrak or in University Advising and Career Center binders. The listings are not an endorsement by UNH or by the University Advising and Career Center office of the listed employers/organizations or of the co-ops and internships. Students/alumni assume the liability for their own actions and potential risks to themselves by accepting a position at the listed sites. UNH does not assume liability for any injury or damages sustained as a result of students'/alumni involvement in any co-op or internship.

Writing Your Resume

Why is a good resume so important to a job search?

A resume is essentially a marketing tool for you. Its primary purpose is to get you an interview. Your resume should outline clearly and concisely what you have to offer a potential employer. Its contents should be selective - a brief statement of your job/career goals, and evidence of your knowledge and experience in support of those goals. Every word in your resume should promote your experience and emphasize your value to potential employers who will read it to learn what you can do for their organization.

How should your resume look?

Because your resume probably won't be looked at for more than 20-30 seconds, it must be easy to read and the key words must stand out.

- For college students and new graduates, one page is best, though some professions are open to longer resumes.
- Use plenty of white space. Don't crowd the text.
- Highlight your most relevant accomplishments by using bold and/or capital letters to draw attention to important words, phrases, and/or section headings.
- Bullet your accomplishments instead of writing in paragraph format, leading with verbs/skills used
- Tailor the experiences and skills on your resume to each specific opportunity to which you are applying – a one size fits all resume will most likely end up in the recruiter's recycling bin.
- Print your resume on high quality white or off-white paper.
- Make sure to be consistent throughout (e.g., all bullets should be the same size, use one style for date format)

What do you put on a resume?

There is no one way to write a resume. You must decide how best to emphasize your most related strengths and skills. Different industries may prefer slightly different formats, but the following are some suggested guidelines:

• Identifying Information

Name, address and phone number. If you are operating from two addresses (school and permanent), give both, with the date you expect to leave the school address. Include your email address and make sure it is appropriate for professional use, i.e. avoid something like rockstarmaniac@hotmail.com

• Objective

This is the piece that provides the focus to your resume. The cover letter (see cover letter handout) is actually a more detailed version of your objective that speaks more directly to your qualifications, so keep the objective short and simple. Tailor the objective to the specific company for which you are applying. This can be as simple as stating the occupation you are seeking, being as industry specific as possible.

Sample job objectives:

“Broad interest in the helping professions. Specific interest and experience in working with emotionally troubled children.”

“To interface with customers and work with software and hardware applications.”

“To obtain an internship in the field of marketing or advertising.”

Education

Start with your most recent educational accomplishment, giving degree, major, university, city, state, month and year (or anticipated month and year) of graduation. To maximize this section, include your minor, any describe honors, awards, special projects and relevant coursework. Recent graduates can put the “Education” section right after the “Objective” section. Alumni with more work history may wish to list related work experience before the “Education” section.

Include grades if they are above average or better - 3.0 or higher. Some find it useful to calculate their major GPA or their GPA over the last few semesters, but be sure to state that. If you financed a large portion of your education, say so (e.g., “Financed 55% of university education through employment, scholarships and loans.”)

• Experience

Employers generally prefer a reverse chronological order format that lists your most recent experiences first. To place experiences most relevant to your objective as high up on your resume as possible, consider grouping them together in reverse chronological order under a heading like “**Related Experience.**” As a student, some of your most relevant experiences might have been unpaid. These related experiences such as internships, class projects or research should be listed in this category.

Beneath this section, you can list unrelated experiences, such as a summer job, in reverse chronological order under a heading like “**Other Experience.**”

Emphasize your strongest job qualifications and quantify accomplishments using action verbs, superlatives and numbers (e.g., “Only student rep. on the sub-committee,” “Trained 8 lifeguards,” “Supervised a caseload of 6 clients,” “First undergraduate ever selected to research.”) For each job, put job title first, followed by the name of the organization, city, state and length of time worked (e.g., “Summer 2005” or “February 2006 to Present”).

Employers also want to see the transferable skills you have acquired in and out of the classroom. Examples of these are communication, research, management, technical, etc. You will find a sample of action/transferable skill verbs for your resume later in this document. The UACC career staff can also help you emphasize these skills on your resume. Be sure your skill verb tenses match the experience, i.e., use present tense for current jobs.

• Leadership and Accomplishments (optional)

If your activities/interests support your objective and demonstrate leadership, teamwork, or accomplishments, list them in order of importance, not chronologically. A format of title, organization, and date works well (e.g., “Volunteer Tutor, Literacy Awareness Project, 2005-2006”). If the activity supports your job objective particularly well, you may wish to include it in your “Related Experience” section.

• Other Possible Headings (optional)

Technical Skills, Lab Skills, Licenses and Certifications, Memberships/Affiliations, Research and Publications, Community Service, Languages.

What About References?

Today most resumes don’t require a references section. If the job posting specifically asks for references, type up a separate “References” page that lists the full name, title(s), company or organization, phone number, and email (if available) of each person who has agreed to be your reference. Always ask your references before listing them—you do not want them to be surprised by a call from an employer.

Sample resume for a permanent job

Jane A. Doe

12345 Main Street Durham, NH 03824 (603) 123-4567 jane.doe@unh.edu

Objective

To obtain a position in publishing and editing.

Keep your objective short and directed at a position or industry.

Education

BA, Communication with a minor in Spanish 5/2007
University of New Hampshire (UNH), Durham, NH

Study Abroad, Seville University, 9/2005-1/2006
Completed intensive coursework in Spanish language, literature and music

Related Experience

Editorial Intern 7/2006-present

Seacoast Publishing Associates, Newington NH

- Copyright galley proofs for elementary text books
- Check and verify sources for facts in text books
- Participate in weekly staff meetings

Note the use of action verbs in the job descriptions.

Staff Writer 9/2004-5/2005

The New Hampshire (UNH Student Newspaper), Durham NH

- Interviewed sources for articles relating to campus news and student life
- Wrote copy and consulted with editors regarding needed revisions
- Published 23 stories for a total of 360 column inches

Dates on the right-hand side of the page won't detract from

Leadership Experience

First-year Orientation Leader 5/2005-6/2005 and 5/2006-6/2006

UNH, Durham NH

- Emceed events for over 60 first-year students to facilitate their knowledge of UNH campus
- Conducted presentations for parent groups, tours and student groups
- Addressed individuals' unique concerns and questions on a one-on-one basis as needed

Shift Leader and Wait Staff 5/2003-8/2003 and 5/2004-8/2004

The Bagel Café, Concord NH

- Supervised a team of 6 staff members to efficiently meet customer needs
- Effectively served customers in a fast-paced, energetic, environment
- Opened and closed store; handle cash transactions; deposited daily receipts for manager
- Developed 3 advertisements placed in local newspapers

Skills Summary

Press Releases
Column Writing
Editorials
News Reporting
Sports Writing

Speeches
Power Point
Excel
Photography

Skills summaries can be helpful for an employer doing a key word search for applicants with specific skill sets.

Campus Activities

Spanish Club, 2005-2007

Outing Club, 2005-2007

Residence Hall Council, 2004-2005

E-Resume & Online Job Searches

Recruiters are using more sophisticated online technology to meet their recruiting needs, while also complying with new Office of Federal Contract Compliance guidelines. The following are some suggestions to consider, from a top recruiter at Osram Sylvania, when conducting an online job search. Please contact a Career Advisor at UACC for more information. Our goal is to help you create an effective **online** resume in addition to the traditional hardcopy resume.

Federal Guidelines:

- Implementation of the new internet applicant nondiscrimination federal guidelines requires employers to collect some basic, confidential Equal Employment Opportunity data. Many employers are collecting this data prior to the interview. Two important things to know: 1) this information is kept separately from your application and cannot personally be attached to your applications; and 2) most large companies are now driving all applicants to their company's website to either complete a candidate profile or apply for a specific job opening. When you apply online, you will most likely receive a candidate number, which you will then present to the employer to assure that you have already applied online.

Posting to an Employer's Website:

- When applying to a particular employer website, be sure to save your candidate reference number. Recruiters who come onto campus may ask for that information as proof that you have officially applied to the company.
- Put your resume in a text or RTF (rich text format) format when copying and pasting to an employer's site. This is to ensure that it has maximum readability. Many candidates do not take this step, so the candidates who do really stand out. More information on this can be found at: http://www.quintcareers.com/e-resume_format.html. An abbreviated e-resume example is included in this document.
- If eligibility to work in the United States is unclear and may lead the employer to make the assumption that you are not eligible to work in the U.S., state this information clearly in your online resume.
- Add a keyword section to your resume of 10 – 30 terms that would include skills and experience you have, as well as types of jobs you want. Don't embellish or include skills you don't have. Be as specific as possible: use industry terms, tools, and techniques as your keywords. Recruiters don't search for 'people person' as a key word, but may search for terms like 'AutoCAD' or SPSS. Avoid keywords about soft skills such as "good communicator."
- Employers are seeking to create a diverse workforce and will be searching for diversity keywords. Diversity keywords include the acronyms of common diversity-oriented clubs and organizations: SWE, NSBE, NBMBAA. In addition to listing the acronym, also spell it out on your resume.
- Periodically updating your resume on employers' websites may keep your resume in higher visibility to recruiters. Most company applicant websites have sophisticated back-end programs that 'rate' resumes. A resume that was updated last week may come up higher on a list of resumes than a resume last updated three months ago.

Posting on a Job Board:

- Create an email account that will be used solely for your e-resume and correspondences with employers.
- Remove identifying information such as address, phone number, and names of companies where you have worked – see format example included at the end of this handout.
- Use industry/profession specific language such as C++.
- If you mention an organization in your resume, spell out the words AND include the acronym. Do not use periods between letters in the acronym. Ex: SCOPE
- If just graduating, put "entry level" for the target job title on the posting website. If seeking an internship, simply put "intern." Using specific terms will help you get "pulled in" to a recruiter's search.
- Be specific about information provided on a resume. If your experience with AutoCAD is version 2.0, state it. Some smaller companies with older equipment may be looking for someone with this knowledge.
- When creating a resume profile on posting sites, make your profile title as specific as you can: "Entry Level Marketing & Public Relations Resume." Avoid vague titles like "Bob's Resume."

Recruiters' Recommended Websites Include:

- www.craigslist.com – includes job search capabilities and general e-resume posting board
- www.careerbuilder.com – general e-resume posting board

- www.hotjobs.com – general e-resume posting board
- www.dice.com – a top technology job board
- www.jobcentral.com –most unadvertised Fortune 500 company jobs on the web
- www.latpro.com – the largest Hispanic & bilingual jobs and diversity career board in the Americas
- www.simplyhired.com – pulls both part-time and full-time positions nationwide into one searchable database

Sample Abbreviated Text E-Resume

Jane A. Doe
jane.doe@yahoo.com

OBJECTIVE

To obtain an entry-level position in publishing and editing.

EDUCATION

BA, Communication with a minor in Spanish, 5/2007
University of New Hampshire (UNH), Durham, NH

RELATED EXPERIENCE

Editorial Intern, 7/2006-present
Large Regional Newspaper with Circulation at 2M.
Newington NH
*Copyright galley proofs for elementary text books
*Check and verify sources for facts in text books
*Participate in weekly staff meetings

LEADERSHIP EXPERIENCE

First-year Orientation Leader, 5/2005-6/2005 and 5/2006-6/2006
University of New Hampshire, Durham NH
*Emceed events for over 60 first-year students to facilitate their knowledge of UNH campus
*Conducted presentations for parent groups, tours and student groups
*Addressed individuals' unique concerns and questions on a one-on-one basis as needed

KEYWORDS

Press Releases, Column Writing, Editorials, Leadership, Editing
News Reporting, Sports Writing, Speeches, Spanish, Marketing
Power Point, Excel, Photography, Books, Sales
Editing, Proofreading, Publishing, Presentations
English, Grammar, Writing, Public Speaking

When creating a text or RTF format, remember the following:

- * **Use the spacebar instead of tabs.**
- * **Don't underline, bold, or italicize text.**
- * **Keep text left justified. If you must center something, use the spacebar.**
- * **Use commonly accepted fonts such as Courier, Arial, or Times New Roman.**
- * **Do not depend on word wrap functions. Use a hard return instead.**

Skills List for Your Resume

Management Skills

Administered
Analyzed
Assigned
Attained
Chaired
Contracted
Consolidated
Coordinated
Delegated
Developed
Directed
Evaluated
Executed

Improved
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Corresponded
Developed
Discussed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured

Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Spoke
Translated
Wrote

Research Skills

Clarified

Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed

Systematized	Coached	Calculated	Invented	Detail Skills Approved Arranged Cataloged Classified Collected Compiled Dispatched Executed Generated Implemented Inspected Monitored Operated Organized Prepared Processed Purchased Recorded Retrieved Screened Specified Systematized Tabulated Validate
Technical Skills	Communicated	Computed	Originated	
Assembled	Coordinated	Developed	Performed	
Built	Developed	Forecast	Planned	
Calculated	Enabled	Managed	Revitalized	
Computed	Encouraged	Marketed	Shaped	
Designed	Evaluated	Planned	Helping Skills	
Engineered	Explained	Projected	Assessed	
Fabricated	Facilitated	Researched	Assisted	
Maintained	Guided	Creative Skills	Clarified	
Operated	Informed	Acted	Coached	
Overhauled	Initiated	Conceptualized	Counseled	
Programmed	Instructed	Created	Demonstrated	
Remodeled	Persuaded	Designed	Diagnosed	
Repaired	Set goals	Developed	Educated	
Solved	Stimulated	Directed	Expedited	
Trained	Financial Skills	Established	Facilitated	
Upgraded	Administered	Fashioned	Familiarized	
Teaching Skills	Allocated	Founded	Guided	
Adapted	Analyzed	Illustrated	Referred	
Advised	Appraised	Instituted	Rehabilitated	
Clarified	Audited	Integrated	Represented	
	Balanced	Introduced	Clerical or	
	Budgeted			

Examples of Transferable Skills

Leadership

- Exhibit self-motivation and a positive attitude
- Motivate individuals and groups to perform
- Encourage effective teamwork
- Design and implement plans of action
- Set goals and follow through
- Assess and evaluate situations effectively
- Manage time efficiently and effectively through scheduling and prioritizing
- Handle multiple demands for commitment of time, energy, and resources
- Identify critical issues quickly and accurately
- Meet the needs of both the organization and the employees when possible
- Use integrity in decision-making

Program Administration

- Interpret rules and regulations
- Analyze data and information
- Create innovative solutions to complex problems
- Ensure that tasks are completed on time
- Prioritize daily workload

Information Management

- Research, investigate, and compile information
- Synthesize facts, concepts, and principles
- Compile, sort, and interpret data
- Identify and combine a variety of resource materials into final copy
- Formulate relevant questions and develop ways to supply and clarify answers
- Communicate facts and ideas clearly both orally or in writing
- Manage a budget and keep accurate financial records

Creativity

- Solve problems creatively, logically, and practically
- Write interesting and clear articles, reports, etc.
- Design activities to interest participants
- Market and display products to appeal to target audience
- Create visually intriguing and skilled designs, displays, or works of art
- Demonstrate convincing public speaking or acting skills

Interpersonal Communications

- Exercise "give and take" to achieve group results
- Display understanding of, and respect for, people from diverse backgrounds
- Understand and work within the group culture
- Listen actively and attentively
- Delegate tasks and responsibilities
- Interpret behavior and emotional patterns in individuals and groups
- Teach, supervise, and train others using easy-to-understand concepts and hands on experience
- Conduct in-depth interviews
- Express ideas and thoughts based on facts
- Mediate conflict with tact and diplomacy

Personal Development

- Instill self-confidence and self-esteem in others
- Demonstrate flexibility and commitment to change and learning
- Learn the value of hard work and persistence

Cover Letters

In most situations, it is essential to send a cover letter with your resume to potential employers. There are a few exceptions, such as when you hand out your resume at job fairs or when you take your resume to an in-person meeting with an employer. A good cover letter should accomplish three things: 1) Explain your interest in the position. 2) Give the reader a reason to be interested in you. 3) Serve as the groundwork for further contact.

By developing transferable skill and achievement oriented letters, you will gain a competitive edge. Not only does the cover letter let you highlight your special qualifications and enthusiasm for a specific job and the organization, but it also gives the employer an idea of your written communication skills. Your letter needs to show the employer what you can do for the organization and why they should select you.

Some general tips:

- Cover letters are not long. Consider a half-page best, three to four paragraphs, between 200 – 300 words.
- All cover letters should be individually created for a specific job.
- Single-space your letters and put them in business letter format (Word has a letter template).
- Center your letter on the page so top and bottom margins are equal.
- Use simple, direct language and correct grammar.
- Letters should be flawless—no typos or spelling errors – using spell check is not enough, read it out loud!
- When printing, use high-quality, white or off-white paper that matches your resume paper.
- Keep a copy of your letters for future reference and to keep track of where you applied.

Although each cover letter needs to be individually developed for each position you are applying for, a standard outline can help you organize the information you should include. The following cover letter outline can be tailored to a variety of job search situations:

In the First Paragraph, state why you are writing the employer. If you are applying for a specific job opening, name the position and how you learned of it (e.g., from someone known mutually to you and the employer, from a University Advising and Career Center (UACC) posting, a newspaper ad, web listing, directory, etc.). Insert a brief sentence that gives your degree, major, college affiliation, and graduation date.

Example: *I read with great interest your posting for Communications Specialist on the University of New Hampshire (UNH) Jobline website. As a recent UNH graduate in the field of Communication, I found your opening particularly appealing and have enclosed my resume for your consideration.*

In the Middle Paragraph, using your education, experience, and personal skills, show what makes you a good match for the position. Be specific, offering proof of your experiences. Clearly describe ways you will contribute. After carefully reading the job description, outline one or two specific examples of how your skills and experiences will fit the company's needs. Take note of buzz words and industry specific language used in the job posting and try to relate the job requirements to your experiences. You will want to highlight particular accomplishments relating to the position for which you are applying. Refer to your enclosed resume, but don't repeat information from your resume in exactly the same way.

Explain why you want the job. You should be able to answer the question – why do I want to work here? Ask yourself how the position fits into your overall career plans and what you find exciting about the particular profession. Also refer to the organization you are applying to, and speak to what it is about them and the job opportunity that appeals to you. Emphasize your knowledge of the organization (from your research efforts) and your familiarity with the field. A genuine show of enthusiasm and knowledge will set you apart from those sending generic form letters.

Example: *My communications experience, gained through internships and summer employment, has provided me with the qualifications you are seeking. Specifically, I have strong writing skills, having produced numerous press releases and newsletter articles. In addition, I have coordinated several complex projects, both on the job and as part of my academic work. I am familiar with [company] and admire your firm's strong track record in landing large clients in the environmental and health care fields - two areas which reflect my own interests, as you'll see on my attached resume.*

In the Final Paragraph, always thank the employer for considering your application and say what you'll be doing to follow up on your letter. An assertive statement explaining what you plan to do and what you hope the employer will do is harder to ignore than a vague request for consideration.

Example: *Thank you for considering me for this position. Please refer to my resume for further information on my background and skills. I will email you next week to schedule a time to meet. I look forward to speaking with you.*

Salary Statements:

Steer clear of stating salary requirements in the resume or cover letter. If a salary statement is required, you will want to research the industry and position salary norms. Try www.salary.com or others listed on our website at <http://www.unh.edu/uacc/otherjoblinks.html> or contact UACC for the latest statistics.

Sample Cover Letter

Do Not Copy. Use Your Own Words!

Your Name Here
102 Hood House
Durham, NH 03824
603-862-2064

January 14, 2008

Robert Jones
Sales Manager
YYZ, Inc.
2234 Long Ridge Rd.
Stamford, CT 06457

Dear Mr. Jones:

I am writing to you at the suggestion of John Smith of Sales, Inc., who mentioned you currently had a position open for a Junior Marketing Associate. I am seeking an entry-level marketing position and am very interested in this position.

As you will see on my enclosed resume, I graduate in May with a BA in Communication from the University of New Hampshire. My education, coupled with my related experience, would make me a strong candidate for your position. For example, during the past two summers, I worked full-time for Smith, Inc., where I was a marketing

intern. There, I learned how to write press releases, develop print collateral, and create an e-marketing campaign. I also interned last semester at Marketing Inc. where I helped develop a new consumer product launch strategy that resulted in a record-breaking number of sales leads. In both positions, I was able to work in a team environment with marketing professionals, and my enjoyment of creative and print communications grew. Based on my research, I know that you recently launched a new product. With my strong work ethic and enthusiasm I am confident my experience and skills can benefit your current sales strategy.

Please refer to my resume for additional details about my background. I will contact you within the next week to see if I can answer any questions about my skills and other qualifications for the position. Thank you for your consideration.

Sincerely yours,

Your Name Typed Here

Submitting Cover Letters/Resumes Using E-mail

If you are submitting your cover letter and resume via email, your cover letter can serve as the text of your email. We do recommend that you attach that same cover letter to your email along with your resume for printing purposes. At the end of your cover letter, be sure to refer the employer to your attached resume for more information about your qualifications. You should also include the name of the job you are applying for in your subject line so the employer knows what they are receiving and won't mistake your application for spam.

Finding Internships and Jobs Posted by UNH on MonsterTRAK

MonsterTRAK is the recruiting database where UNH stores jobs and internships for students and alumni. Through MonsterTRAK you can browse jobs and apply for interview opportunities.

Register

1. Log onto MonsterTRAK at **www.unh.edu/uacc**
2. Click on the **MonsterTRAK** link at the top of the page.
3. If you are a first time user, the UNH password is **wildcats**.
4. This will bring you to the Quick Registration page.
5. Please complete the quick personal profile. You do not have to upload a resume at this time. The resume feature is used for on-campus interviews and general full-time job searches only
6. Feel free to opt out of automatic emails at the bottom.
7. Click on **Main Menu** to continue.

Finding Internships

Internship Search Tips:

- Log in and complete your profile
- Click on Internships under the My Account section
- **Keep the search criteria simple! Leave on "Basic Search."**
- Using the Basic Search, keep the **Job Listing Date** at **All** (most of the internships posted are ongoing)
- Highlight the following: **Internship/Externship** under the **Job Type** section
- Highlight the states you are interested in under **Job Location**
- Highlight the professions in which you are interested in the **Job Category** **OR** use the **Job Keywords** sections instead. Use one or the other so that you don't limit your search results
- Skip the Limit Job Search section, unless you only want to see paid internship opportunities. We strongly recommend looking at both unpaid and paid opportunities

- Finally, click on the **Search** button at the bottom of the page
- When looking at the results, the **List Date** is the last time our office had contact with the company/and or revised the posting. An older listing date does not mean the opportunity is not available now! Many internships are available year round - employers accept applications on a rolling basis each semester and summer
- Click on the job title to view the position description
- **To apply**, read the Job Description section. Usually you will email the employer **directly using the email listed at the bottom of the posting**. Do not apply via MonsterTRAK

IMPORTANT: Even if you upload your resume to MonsterTRAK, you will still need to **mail, email or fax your resume and cover letter directly to the employer when applying for an internship.**

Finding Jobs

ON-CAMPUS INTERVIEW (also called Preselect):

The UACC posts job opportunities for employers who will hold on-campus interviews. You must submit a resume to the company via MonsterTRAK. If they choose to interview you, they will preselect you in MonsterTRAK.

To begin:

- Register on MonsterTRAK and upload your resume via the resume link on the main menu page.
- On the Main Menu page, click on the **On-Campus Interviews** link.
- Search by date range (**to 05/31/2008**) to pull up a list of all on-campus interviews for the year.
- Click **Details** to view the job description.
- Click **Submit Resume** to apply. If you apply for an interview, this is considered a commitment. If you are chosen you must follow through with the interview.
- To find out if you have been selected for an interview, click **On-Campus Interviews** link and go to personal dates in the lower right.
- Use the drop down menu to select **I am selected or an alternate for**. Remember to check this frequently.
- If you are selected, sign up for an interview time. **Note: Interviews take place in Hood House.**

RESUME DROP: Apply for Jobs not holding interviews at UNH:

The UACC posts jobs for students and alumni for those companies and organizations who cannot make it to campus. To browse these opportunities, follow the below instructions:

To begin:

- Register on MonsterTRAK and upload your resume via the resume link on the main menu page.
- On the Main Menu page, click on **Search Jobs**.
- Under Job Type, select **Full-Time Entry Level**
- Either select a **Job Category** or use the **Keyword** Search – don't use both at the same time.
- You can select a state with **Job Location**.
- From the results list, click on the red link job title and if interested, either email a resume and cover letter to the contact listed or click on the arrow to apply via MonsterTRAK.

Informational Interviews, Networking, & Thank You Notes

There is truth in the phrase, “It’s not what you know, but who you know.” Informational interviews and networking are key components of any successful job or internship search. The purpose of this resource is to help you gain a better understanding of networking and the different parts of this invaluable process.

Networking

Most job opportunities are never advertised using ‘traditional’ methods, but are found through networking with friends, family (and their neighbors and friends), faculty, alumni, and acquaintances. A common myth is that networking is about schmoozing and being insincere with people you have no connection with. Actually, it’s about asking people you have some connection with for career information and advice, similar to getting advice about a neighborhood mechanic or a good restaurant. Most will be pleased and flattered to hear from you as long as you’re polite and considerate. As with any conversation, take time to consider their point of view, don’t badger or harass them, and above all, respect their boundaries. Remember to be yourself, follow through on what you promise and be honest in all of your interactions.

Take advantage of all the networking opportunities right here on campus through the UACC. Participate in job and internship fairs where you can get information and network with participating employers. Use our Career Mentor Network (CMN) to speak with UNH alumni in diverse professions throughout the country. Time and effort will pay off in results.

Tips for Building Your Network

Most of us are not fortunate enough to have existing networks; here are helpful tips to build your own:

1. Strengthen existing relationships with faculty, friends, and family and find out who is in their network.
2. Connect and associate with people interested in helping you succeed – find mentors and champions.
3. Get involved in professional, social, or community situations by offering your skills and making contributions.
4. Keep track of your discussions with people in your network.
5. Don’t ask for a job. The person you are speaking with may not have any knowledge of potential job openings, which will be awkward and shut the conversation down right away.
6. Participate in groups and join organizations to build your confidence in meeting new people. Student clubs and organizations are a great place to do this and help you build leadership skills.
7. Give back and help others build their networks.
8. It is not too soon to start building networks – this takes time!.
9. Create a top 10 list of dream employers and contact them to request an informational interview.

Informational Interviews

An informational interview is an opportunity to talk with a person who is currently working in a career field you’d like to learn more about. The purpose of the interview is to gain insight into the field and to gain advice from a professional. While the contacts you make from these interviews may help you find an internship or a job down the road, the purpose of the interview is to gather advice and information – do not ask them for a job.

Informational Interviews Help You:

- Decide whether a particular career is for you.
- Learn valuable, candid, and up-to-date information about a particular career from a person in that field.
- Find out more about the culture of a company.
- Develop a network of contacts within a particular career field.

Preparation:

- Identify people you’d like to meet who are working in a career field that interests you.
- Research the career field, and prepare a list of questions you want to ask.
- Contact the person and set up an appointment in-person, over the phone or via email.

Requesting an Informational Interview:

Writing an email or letter to prospective mentors is often the best approach. Even if they already know you, it is courteous and lets them prepare for your request.

1. Explain where you found their name and why you are writing.
2. Say that you are broadly interested in the field and that you would like to schedule a visit in their office for 20-30 minutes to get some advice and information about their career field. Alternatively you can schedule a phone conversation or ask if you can email them questions. Remember that in-person connections are typically the strongest as you get to know a person that much better.
3. You may want to indicate some days and times that work for you as a place to start, but let them know that you are flexible would like to work around their schedule.
4. When emailing, remember to be formal. Do not use instant messenger (IM) language. Capitalize your "I"s etc. First impressions are crucial!

Some people prefer to be contacted by telephone. Before you call to set up the interview, prepare what you want to say so your conversation will flow smoothly and professionally.

1. **Prepare an opening statement. Identify yourself (being sure to state that you are a UNH student or alum) and explain where you found their name and why you are calling.** For example:

"Hello, my name is Jane Doe. I found your name in UNH's Career Mentor Network database. I'm a UNH student who's considering going into museum administration and, from the database, I see that's your area of expertise. I'm hoping we could schedule a 20- or 30-minute informational interview so I could gather some information about your career field and your career path."

2. Confirm the date, time, and location of the meeting. Follow through if you book a time! Do not blow someone off and burn bridges.
3. Keep in mind that a career research meeting is not a job interview. It is an opportunity to gather information and get advice from an experienced person working in a field of interest to you.

The Informational Interview is a professional appointment: Arrive on-time, and dress and act professionally. If you must cancel, call the contact with days of advance notice. Students and alumni have lost out on great networking opportunities because they didn't act professionally.

Sample Questions:

The following questions are intended as a guide. Your questions should be customized to suit the individual and industry.

- What is a typical day like?
- What drew you into this line of work?
- How did you break into this field/industry?
- What has your career path looked like?
- What skills are most important?
- What do you like most about your job?
- What are the challenges?
- What kind of experience would employers in this field look for in a job applicant?
- What is the market like? What areas do you feel promise the most growth?
- What training or degrees are necessary?
- What are the opportunities for advancement within the field?
- What is the best advice you received regarding your career?
- To what professional organizations do you belong?
- Who else would you suggest I speak with to learn more about this field? May I use your name when I contact them?
- Would you be willing to look over my resume and suggest the kinds of jobs for which I might be a competitive candidate?

Follow Up:

Send a **thank-you note** to every person who grants you a career research meeting. Not only will this express your appreciation for their assistance, it will also help to establish you in their minds as a courteous, professional person. You never know who will be helpful to you in your job search later on, or whose good impression of you could make all the difference.

Using the Career Mentor Network

Intended Users

The University Advising and Career Center (UACC) Career Mentor Network (CMN) is for UNH students and alumni only.

The Purpose

The Career Mentor Network is a database of UNH alumni and parents in a variety of professions who have volunteered to give you career advice. It is a network of people willing to offer you ideas and information based on their experience. These mentors want to give you advice and information. **Never ask members of the CMN to find a job for you!** This is not why they volunteered.

Access

You can access the CMN via MonsterTRAK:

To Register:

8. Log onto MonsterTRAK at **www.unh.edu/uacc**
9. Click on the **MonsterTRAK** link at the top of the page.
10. If you are a first time user, the UNH password is **wildcats**.
11. This will bring you to the Register/Upload Resume page.
12. Please complete the quick personal profile. You do not have to upload a resume at this time.
13. Click on **Main Menu** to continue.
14. Once on the Main Menu, click on the **Career Mentor Network** in the middle of the page.
15. Then click **Search**.
16. Then use the search fields to identify alumni. Limit your criteria to one area to maximize the results.
17. Once you click search and see the results, click the arrow next to an alum whom you are interested in talking with.
18. Read their profile and if you want to email or call them, scroll to the bottom of the page and click **Contact this Mentor**.
19. Print or note the contact info, as the alumni limit the number of hits they can receive each month.

Contact Limitations

To protect members from excessive contact, we ask that you do not mass email or mass call the contacts in the database. Instead, thoughtfully select a few (3-5) at a time and be sure to customize your contact with them.

Remember: even one contact, if handled correctly, can get you everything you need. If you talk with one person, and ask them who else you can talk with, you'll end up with a rich network of contacts.

Networking Protocol

Contact each member in the manner and location they have requested on the data sheet. Mentors are eager to speak with you so don't give up if you can't reach your contact immediately. Whether your outreach is made via telephone or email, make sure you are professional. **For a first contact via email or phone through the CMN, we recommend that you follow the Career Research Meeting 'opening statement' example discussed earlier in this resource.**

Follow Up

Write a thank-you note for every person with whom you speak. Thank-you notes are not only gracious but expected, and they encourage the person to talk with you again, should you ever need to. You can email the thank you note, but follow a professional letter format (such as in a Word template).

The University Advising and Career Center provides assistance to students and alumni at each step of the job search process. Visit us in Hood House 102.

Alumni/Parent Membership

If you are a UNH alum who would like to be a mentor on the Career Mentor Network, please contact us at career.advice@unh.edu for more information and a password.

Rules for the Road: Learn To Act Like a Professional

The way in which you act and present yourself during the internship and job search can create lasting impressions that will have an impact on an employers' hiring decision. Your written communications, phone interactions, and in-person behavior are all judged by future employers. Put your best foot forward at all times and remember that follow-up actions speak just as loudly as in-person actions. Etiquette is not optional – it is expected at all times! People talk and your professional reputation is at stake.

Email:

- **Answer Quickly.** You should respond to all emails within 24 hours. If the email requires an answer that you cannot provide immediately, at least email back saying you will follow-up shortly. This applies to phone calls, too.
- **Do not write in CAPITALS or all lower case.** Your recipient may view capitals as if you were yelling. All lower case sentences are seen as unprofessional.
- **Refrain from abbreviations or emoticons.** Your recipient may not know the meaning of BTW or LOL, and generally smileys ☺ are seen as unprofessional.
- **E-mails are a form of professional writing.** Each email that you send represents you and leaves an impression. Employers consider emails and cover letters as writing samples. Just because you can send an email quickly, doesn't mean you should write it quickly.
- **Use a professional email address.** kegstandchamp@hotmail.com does not send the right message to an employer. Remember to type/sign your name at the bottom of the email, so they know how to address you in response. Your email address may not indicate your first and last name.

Phone and General Communication:

- **If you commit, live up to it.** If you make a commitment to a phone call or a meeting, follow-through. Employers assume that all of your actions are a reflection of how you would act on the job. Even if your commitment is for information only, do not burn bridges – people talk!
- **Always send a thank you note.** It is **expected** that you will follow-up with a thank you note after all networking, research meetings, and interviews. It is professionally required that you send a thank you to anyone who has taken the time to assist you.
- **Create a professional voicemail message.** First impressions make a huge difference and often this is the first interaction with an employer or alum. “Dude” or “yo” type language is inappropriate. This also applies when you answer your phone.
- **Nail the introduction.** If you meet someone in person, look them in the eye, shake hands and introduce yourself, “Hi my name is _____. I am a junior at UNH majoring in Psychology. I am at the career fair to search for summer internships. Do you offer internships?” If you are calling a contact to schedule an informational interview, introduce yourself and let them know how you found their name.

Interview:

- **Always arrive 15 minutes early.**
- **Research the organization.** When they ask you what you know about their organization, you better have an answer! Employers expect that you will do your homework in advance.
- **Prepare questions.** Employers expect you to have questions prepared for them about the job or internship and the organization. Write these down in advance and refer to them in the interview. When they inevitably ask, “Do you have any questions for me?” you never want to say “no”.

- **Show enthusiasm.** Do not treat the interview as a shopping event. Take every interview seriously and show your passion. Employers will not be interested in you if you are not interested in them.
- **Always send a thank you note.** Always – there are no exceptions to this rule! Send the thank you note within 24 hours. You can email it, but keep it in a formal format.
- **Turn off your cell phone.**

Thank-You Letters

As a professional courtesy, it is expected that a thank-you email or letter will be sent within 24 hours of each job interview or informational interview. You can email the notes or handwrite them; either way the format should always be professional. Expressing your appreciation for their time and consideration in writing will help you stand out from other candidates as many people neglect this important step. Keep your letter brief—no more than three or four short paragraphs. Here’s an outline of a sample thank-you letter:

In the First Paragraph, thank the employer for the opportunity to interview for the job. You can also reiterate your interest in the position at this time. If you are sending multiple thank you notes to people at the same company, you may want to try to personalize each note by saying something like “I enjoyed speaking with you about...”

In the Second Paragraph, mention any relevant skills or qualifications you forgot to emphasize during the interview, or highlight your discussion, reiterating important points you made about your qualifications and interests.

In the Third Paragraph, close the letter by thanking your contact again and refer to any next steps you and the interviewer discussed. If you really want the job, say so at this point. *“I am very interested in this position and would love the opportunity to...”*

The following sample letter is based on the outline above. Of course, your letter will be unique to you, the job you want, the employer you are targeting, and your qualifications.

Sample Thank-You Letter – Use your own words!

Your Name Here
102 Hood House
Durham, NH 03824
603-862-2064

January 20, 2008

Robert Jones
Lab Manager
XYZ, Inc.
2234 Long Ridge Rd.
Stamford, CT 06457

Dear Mr. Jones:

Thank you for meeting with me this morning to discuss my qualifications for your Protein Lab Junior Associate position. I enjoyed our conversation a great deal and continue to be very interested in the job.

Your comprehensive outline of the job’s duties and responsibilities gave me a good picture of the position and my ability to succeed in it. As I mentioned this morning, I am confident that my previous biology and biochemistry lab experience will enable me to make a positive contribution at Protein, Inc.

Thanks again for your consideration. I am excited about this potential opportunity and I look forward to hearing from you regarding the second round of interviews.

Sincerely,

Your Name Typed Here

Networking – The Elevator Pitch

An "Elevator Pitch" is a concise, carefully planned, and well-practiced description that summarizes your skills, interests and goals which you could deliver to a hiring manager in the time it would take to ride up an elevator (about 60 seconds)

Things to include:

- What you want them to know about you
- What distinguishes you from other students
- What are your goals for this year (find a job in xyz industry, etc...)
- Question or hook for them

To begin, fill out the following:

Name: _____

Major: _____

Minors/Option/Concentration: _____

Relevant/Internship Experience (quick overview): _____

Leadership Experience (clubs, associations, volunteerism, etc...): _____

What you are particularly good at: _____

Now pull this information together into a script in the form of an introduction, such as:

“I’m a senior Communication major who is very passionate about sports. I have interned at the Whittemore Center Arena here at UNH with their marketing and events team and gained great insight into the field of sports marketing and event planning. In addition to my internship, I have also been volunteering with Seacoast Reads and SHARPP where I have gotten better at relating to people of all ages and backgrounds. I hope to find a position upon graduation in marketing in the sport industry. I noticed that you were a Kinesiology major at UNH and that you are now working in sports marketing - I am curious about your career since you graduated.”

Depending of the situation (interview vs. elevator ride), you may use all or part of this introduction. It’s important to be flexible while highlighting the important points in each opportunity you encounter.

Draft your pitch or introduction: _____

Now practice it on a friend and remember:

- Use a firm, but not crushing handshake
- Look the other person in the eye
- Use the script in the beginning, but it should be conversational in tone
- Utilize the question at the end to turn the conversation over to the other person, a.k.a. relief
- In real life, you may not finish as the other person may jump in

Questions you can ask the other person:

- What intangible assets are important for a career in _____?
- What kinds of experiences would you recommend to someone interested in your field?
- What are the rewards/challenges/frustrations of your work?
- What was the best advice you received from someone in your field when you were just starting?
- What qualities do you think that successful people in your field have?
- Does your company hire interns or summer help and if so, could you refer me to a contact?

Resources for Gay, Lesbian, Bisexual and Transgendered Students

In or Out in the Workplace?

It's important to think about your comfort level with being "out," and how "out" you want to be in the workplace. Remember once you are "out" somewhere, you are "out."

There are many strategies to gather information to help you with this decision. Many businesses are "gay-friendly" and offer partner benefits. Assess particular businesses by checking the resources listed below, and consider the following:

- Determine if the business offers partner benefits.
- Do they have a diversity statement that includes sexual orientation?
- Identify and speak with UNH alumni who are "out" in the workplace.
- Research the business and its clients.
- Ask interviewers about the office climate.
- Ask for names of GLBT employees with whom you might speak.

You may also wish to modify your resume based on your research. The **University Advising and Career Center (UACC)** career staff are available to help you with this and other aspects of your job search. Don't forget to take advantage of other campus resources including the Alliance
<http://www.unh.edu/omsa/alliance/>.

Some Internet Resources on Sexual Orientation and Career Decision-Making

GLBT Issues in the Job Search Process

www.lawrence.edu/dept/student_dean/career/glbtc/

GLBT Resources in Higher Education

www.lgbtcampus.org/

Know Your Rights: ACLU Gay and Lesbian Rights Project

www.aclu.org/LesbianGayRights/LesbianGayRightsMain.cfm

The GLBT Climate Around the World

<http://www.indiana.edu/~overseas/basics/life/glbtc.shtml>

Career and Job Search Resources for Students of Color

Below are a list of online resources which may be helpful with your career research and job search.

Multicultural Career Internet Resources for Multiple Populations

(Compiled by the University of Minnesota mlk.class.umn.edu/)

Bilingual Jobs: <http://www.bilingual-jobs.com>

Equal Opportunity Publications: www.eop.com

Hire Diversity: www.hirediversity.com

IMDiversity: www.imdiversity.com

Minority Career Network: www.minoritycareernet.com

Minority Graduate: www.minoritygraduate.com

Minority Medical Education Program: www.aamc.org/diversity/start.htm

Inroads (internships): <http://www.inroads.org/>

For African American Job Seekers

The Black Collegian Online: www.black-collegian.com

Black Enterprise: www.blackenterprise.com

Black Voices: www.blackvoices.com

For Asian American and Pacific Island Job Seekers

Asian Professional Exchange: www.apex.org

Hmong Homepage: www.hmongnet.org/

National Association of Asian American Professionals: www.naaap.org

For Chicano/Latino Job Seekers

CV Latino.com: www.cvlaino.com

Ihispano.com: www.ihispano.com

Job Latino.com: www.joblatino.com

Saludos Hispanos: www.saludos.com

Hispanic Business: www.hispanicbusiness.com

For Native American Job Seekers

Tribal Employment Newsletter: www.nativejobs.com

Index of Native American Resources: www.hanksville.org/NAresources/indices/NAjobs.html

Also, The Office of Multicultural Student Affairs in the MUB (<http://www.unh.edu/omsa/>) is available for additional information and support.

Career Resources for Students with Disabilities

You have the skills, experience, personal qualities and enthusiasm an employer is looking for. You might also have a disability. If this is the case, it's important to take some additional steps to ensure a successful job search. This handout provides resources to help prepare you for your career search.

Self-Assessment

Assessing your goals, skills, interests and values is good way to begin. The online guide, Discover Yourself, (<http://www.csun.edu/~sp20558/dis/discover.html>) helps you through this process and includes a disability assessment to "help you clarify your own disability and related 'functional limitations.'" This will help you later in the process when you assess if you are able to perform a job with or without reasonable accommodation.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) was passed in 1990 and makes it unlawful for an employer to discriminate against a qualified applicant or employee with a disability. To learn more about your rights under this act, go the U.S. Equal Employment Opportunity Commission's website under Job Applicants & the Americans with Disabilities Act (<http://www.eeoc.gov/facts/jobapplicant.html>).

If you do not disclose a disability to an employer you are not covered by the ADA. However, when to disclose can be a difficult question to answer. The guide, Discover Yourself, has a section that can help you sort this out: When and How To Disclose A Disability (<http://www.csun.edu/~sp20558/dis/present.html>).

Knowing what a reasonable accommodation is for your disability can be useful to both yourself and the employer. The Job Accommodation Network is a searchable online resource for identifying reasonable accommodations. Their website is <http://www.jan.wvu.edu>, and their phone number is (800)-526-7234 (V/TTY).

Additional Resources and Advice

UNH's University Advising & Career Center website link

<http://www.unh.edu/uacc/careersanddisability.html>

Disability Employment Resources on the Internet

<http://www.disabilityresources.org/>

Internships

Entry Point! (<http://www.entrypoint.org/>) is a program of the American Association for the Advancement of Science (AAAS) offering internship opportunities for students with disabilities in science, engineering, mathematics, computer science, and some fields of business.

Education and Business Resources
<http://www.allabilities.com/business.html>

National Organization on Disability
<http://www.nod.org> includes articles on interviewing, resumes and employment information.

Use your campus resources including Disability Services for Students (<http://www.unh.edu/disabilityservices/disabilityservices.html> /) for additional information and support. They can discuss functional limitations as it applies to your documentation on file. The University Advising and Career Center staff provide assistance to students and alumni at each step of the job search process. Visit us in Hood House 102.

Internet Resources for International Work, Internships, Volunteer & Teaching Opportunities (extensive, but not exhaustive!)

WORK/CAREER

Alliances Abroad	www.alliancesabroad.com
American-Scandinavian Foundation	www.amscan.org
Asia-Net	www.asia-net.com
Best Bets for Student Work Exchange	www.cie.ci.edu/iop/work.html
BIG Guide to Living and Working Overseas	www.workingoverseas.com
BUNAC British Universities of North America Clubs	www.bunac.org/
Back Door Jobs	www.backdoorjobs.com
Cadres Online (Job Recruitment site in French)	www.cadresonline.com
Canadian Association of Career Educators & Employers Work Web	www.cacee.com
Career Builder.com	www.careerbuilder.com
CareerOne: Employment Opportunities in Australia	http://careerone.com.au/
Careers India	www.careersindia.com
Career Strategy Inc: Career search in Japan	www.csinc.co.jp/english
Electronic Embassy	www.embassy.org
Guide to foreign embassies in Washington D.C. Employment Guide	www.employmentguide.com
Escape Artist	www.escapeartist.com
Eurojobs	www.eurojobs.com
The European Business Directory	www.europages.com
European Council of International Schools	www.ecis.org
Global Business Alliance	http://gbane.org
Global Careers	www.globalcareers.com
Going Global	www.goingglobal.com
InterExchange	www.interexchange.org/
International Business Careers & Jobs	www.internationaljob.org
International Research and Exchanges Board	www.irex.org/
International Rescue Committee	www.ircjobs.org
International Jobs Center	www.internationaljobs.org
Monster	http://workabroad.monster.com
Monster of the United Kingdom	http://monster.co.uk
One Small Planet	www.onesmallplanet.com
Overseas Job Web	www.overseasjobs.com/
Peace Corps	www.peacecorps.gov/indexf.cfm
Prospects	www.prospects.ac.uk
Riley Guide	www.rileyguide.com/

INTERNSHIPS/VOLUNTEERING

AIPT: Association for International Practical Training	www.aipt.org
AIIESEC-U.S. (International Internship organization for students majoring in business and economics.)	www.us.aiesec.org
Cross Cultural Solutions	www.crossculturalsolutions.org
CDS International	www.cdsintl.org
Experiential Learning Abroad Programs	www.elapisa.com
Idealist	www.idealist.org
InterExchange	www.interexchange.org/
International Directory of Volunteer Work	www.volunteerinternational.org
International Work Camp Directory	www.sci-ivs.org
Internships International	www.internshipsinternational.org
Peace Corps	www.peacecorps.gov/indexf.cfm
Volunteer Overseas	www.volunteeringoverseas.org
Volunteer Service Overseas	www.vso.org.uk

TEACHING/EDUCATION

Friends of the World Teaching an international placement agency	www.fowt.com
Language Corps -Teach English Abroad -TSOL certification & job placement	www.languagecorps.com
Teaching English in Japan	www.jetprogramme.org/
TEFL Worldwide	www.teflworldwideprague.com
Dave's ESL Café	www.eslcafe.com
Worldteach	www.worldteach.org
Teach and Travel	www.teachandtravel.net
Council for International Educational Exchange	www.ciee.org
United States Department of State Office of Overseas Schools	http://www.state.gov/m/a/os
University of Northern Iowa Overseas Placement Service for Educators	http://www.uni.edu/placement/overseas

HUMAN SERVICES ORGANIZATIONS

The Academy for Educational Development	www.aed.org
Adventist Development & Relief Agency International	www.adra.org
The African American Institute	www.aaionline.org
African Children Welfare Foundation	www.takingitglobal.org
American Friend Service Committee	www.afsc.org
American Red Cross	www.redcross.org/
The Asia Foundation	www.asiafoundation.org
Doctors Without Borders	www.doctorswithoutborders.org/
Oxfam America	www.oxfamamerica.org/art1716.html
Salvation Army World Service Office	www.salvationarmy.org
Save the Children	www.savethechildren.org
The World Health Organization	www.who.int

GOVERNMENT & INDEPENDENT AGENCIES

The following offices advise the President on their office specialization. All of their sites can be found from links on www.whitehouse.gov

Council of Economic Affairs
National Security Council (NSC)
Office of Management and Budget (OMB)
Office of National Drug Control Policy
Office of Science and Technology Policy
Office of the United States Trade Representative

United States Department of State

Information about career opportunities and student programs - <http://www.state.gov>

U.S. Immigration and Naturalization Services - <http://www.uscis.gov/graphics/index.htm>

African Development Foundation – Nonprofit corporation that supports self-help efforts of grassroots organizations in Africa to solve development problems. www.adj.gov

Central Intelligence Agency – Agency involved in the collection, evaluation, and disseminating information on political, military, economic, and scientific developments relevant to national security. www.cia.gov or www.odci.gov/cia

Export-Import Bank of the United States – Bank responsible for promoting the export of U.S. products. www.exim.gov

Federal Communication Commission (FCC) – Commission responsible for regulating interstate and foreign communications (radio, television, wire, satellite, and cable) as well as developing and operating broadcast services and providing for rapid efficient nationwide and worldwide telephone and telegraph services at reasonable rates. www.fcc.gov

Accion International – group operating in Central and Latin America to reduce poverty and improve the employability of the poor. www.accion.org

Africa News Service – Internships for students of journalism and African affairs. Research, writing and clerical work. (919) 286-0747

Inter-American Foundation – supports social and economic activities in Latin America and the Caribbean. www.iaf.gov

National Science Foundation – promotes research and education programs in science and engineering. www.nsf.gov

101 Ways to Experience Diversity at UNH

*“We need to give each other the space to grow, to be ourselves, to exercise our diversity. We need to give each other space so that we may both give and receive such beautiful things as ideas, openness, dignity, joy, healing, and inclusion.” ~Max DePree, Leadership is an Art **

- Max DePree, *Leadership is an Art* (New York: Doubleday, 1989), 14.

Diversity Is ...not just a buzz word. It's you, me, it's everyone. It's an experience. And as we become a more and more interconnected, accessible and global society, diversity becomes paramount. Make the most of your UNH experience by experiencing as much as you can.

1. Go to an Alliance Meeting.
www.unh.edu/alliance/
2. Watch SCOLA, channel 31 on UNH cable
3. Go to a Cultural Connections Presentation in the MUB
4. Take COMM 536: Introduction to Deaf Studies
5. Go to a Diversity Support Coalition event
6. Learn to cook a dish from another culture
7. Walk the Black Heritage Trail in Portsmouth.
<http://www.unh.edu/afamstudies/BHP.html>
8. Take ANSC 405: Women in Science
9. Visit the Office of Multicultural Affairs, MUB 327
10. Celebrate Kwanzaa
11. List all the stereotypes you can – positive

- and negative — about a particular group. Are these stereotypes reflected in your actions?
12. Read a book by Gabriel Garcia Marquez
 13. Take a Women's Studies class
 14. Take EDUC 717: Growing up Male in America
 15. Think about Whiteness
 16. Listen to a jazz CD
 17. Go to a Black Student Union Meeting
 18. Take ANTH 411: Introduction to Anthropology Global Perspectives
 19. Get information about learning disability diagnosis
 20. Tune in to National Public Radio
 21. Celebrate Diwali
 22. Read the Bhagavada Gita
 23. Volunteer at a local nursing home
 24. Volunteer at Cornucopia (http://www.cornucopia.unh.edu/food_pantry.html)
 25. Rent the movie *Boys Don't Cry*
 26. Navigate the campus as would someone in a wheel chair
 27. Munch on a vegan lunch at Philbrook
 28. Watch Deutsche Welle, channel 29 on UNH cable
 29. Attend Take Back the Night events
 30. Read a book by Amy Tan
 31. Volunteer making afghans for Afghans at Waysmeet
 32. Go to a MUB Lecture Series Event (http://www.unhmub.com/sos/mub_lectures.htm)
 33. Watch the International channel , channel 30 on UNH cable
 34. Sit and introduce yourself to a different person in class everyday
 35. Read a book on Islam
 36. Celebrate Lunar New Year
 37. Take a Queer Studies Class
 38. Take INCO 450: Intro to Race, Culture and Power
 39. Attend National Coming Out day
 40. Participate in the National Day of Silence
 41. Practice your Spanish at Hora de Café
 42. Attend MLK Celebration events (http://www.unh.edu/diversity/mlk_celebration.html)
 43. Cheer at women's sporting event
 44. Play wheelchair basketball at the Whitt
 45. Vent at the Counseling Center
 46. Watch CCTV, channel 28 on UNH cable
 47. Go to a Hillel Meeting
 48. Celebrate Hispanic Heritage Month
 49. Watch Black Entertainment Television
 50. Go to a United Asian Coalition Meeting
 51. Walk through campus and count the number of times you hear the word "retarded" or "that's so gay." Consider whether this a welcoming campus to people with a development disability or people who identify as gay.
 52. Watch the news
 53. Master a foreign language
 54. Live on Common Purposes in Devine Hall or in Smith Hall
 55. Create a "diversity profile" of your friends, co-workers and acquaintances. Set the goal of expanding it by next year.
 56. Rent the movie *Smoke Signals*
 57. Snack on some food at International Food Luncheon
 58. Dance to the beat at Fiesta
 59. Attend a SAGE meeting
 60. Go to a Native American Cultural Association Meeting
 61. Be a Big Brother or Big Sister
 62. Advocate for gender free bathrooms
 63. Learn about Wiccan culture
 64. Read the *Daily Advocate* magazine

65. Attend the GLBT Pancake Breakfast
66. Rent the movie "KIDS"
67. Research your family history. Share information about your heritage in talks with others.
68. Be critical of mass media
69. Attend Catholic mass
70. Host a Discover UNH student
71. Take SOC 444: Social Mobility and Social Change
72. Research the Civil Rights movement
73. Read "The Invisible Knapsack" by Peggy McIntosh
74. Investigate voodoo
75. Test your bias at, "How tolerant are you? A test of human bias" (http://www.tolerance.org/hidden_bias/index.html)
76. Study away
77. Go to a Mosaico Meeting
78. Participate in National Student Exchange
79. Do Alternative Break Challenge
80. Learn sign language
81. Take HIST 483: History of World Religions
82. Speak up when you hear slurs. Let people know biased speech is not ok.
83. Take FS 653: Family Economics
84. Volunteer to help make food baskets
85. Imagine what your life might be like if you were a different race, gender or sexual orientation. How would "today" be different?
86. Investigate the Civil Rights Movement
87. Take EDUC 797: Teaching Race
88. Participate in the SAFE ZONES training
89. Watch a foreign film
90. Eat gluten-free in Holloway
91. Invite a professor to lunch to discuss diversity
92. Have falafel at Paulie's Pockets
93. Attend a Japanese Culture Club Meeting
94. Take HIST 506: African American History
95. Join Salsa Club
96. Attend a Students without Borders meeting (<http://www.unh.edu/swb/>)
97. Check out the student crafted diversity mural, "What does Diversity mean to my Generation?" in Devine.
98. Celebrate Black History Month
99. Attend the MLK Leadership summit
100. Rent the movie *Crash*

Be the change you want to see in the world

Act

Interviewing Tips

In a job interview, an employer will try to learn if you have the skills, experience, knowledge, and personal qualities to do the job in question. Your objective is to convince the interviewer that your abilities, background, and personality will make you more successful at the job than any other candidate being considered. By the time the interview ends, you want your potential employer to know clearly how you will help the organization and why you want to work there.

There are three key points the employer is most interested in:

- “*Why do you want to work for us?*” (Why are you interested in us?)
- “*Why should we hire you?*” (What can you do for us? What are your skills?)
- “*What are you like as a person?*” (Personal qualities, strengths, weaknesses, motivation)

Almost all interview questions are designed to address one of these three concerns. With a little practice you will be able to determine which piece of information the employer is looking for and craft your answer accordingly.

Preparing for the Interview

Self-Evaluate: Evaluate your skills, interests, strengths/weaknesses, and past successes/failures to determine what you are looking for and how that translates to the employer’s needs. To assist you in this process, see a University Advising & Career Center (UACC) career counselor and ask about one of our assessment tools.

Research the Organization: Research helps you to be knowledgeable and confident in the interview. In addition, it helps you see how your abilities, skills, interests, and experience apply to this organization and this job.

- Start with the organization’s website. Other sites (such as www.vault.com, and for publicly held companies, the stock quotes link on www.yahoo.com) may provide more objective information.
- Use the UACC’s Career Mentor Network to seek contacts in the organization.
- The Dimond Library has extensive resource information (www.reference.unh.edu/guides/business.html).
- You can also call the organization and ask them to send you company literature and any other information about the job in question.

Practice: A good interview is often the key to getting hired. Be prepared to sell your experience, abilities, and personal attributes to the employer who has a need for “your product.” There are many ways you can perform a practice interview:

- Make an appointment with a career advisor at the UACC for a practice interview.
- Practice answering questions on your own, out loud.
- Ask a roommate, family member, or friend to perform a practice interview with you. Be sure to choose someone who will take on the interviewer role in a serious fashion.

Traditional Interview Questions: Interviewers will ask you both traditional and behavioral-based questions. Traditional questions may be “*Why have you chosen to seek a position with our company?*” or “*How would you describe yourself?*” Here are some common traditional interview questions:

- What do you think it takes to be successful in a company like ours?
- What is the salary range you are seeking? What do you expect to be earning in five years?
- How has your college experience prepared you for a career in this industry?
- What are your greatest strengths and weaknesses?
- How do you determine/evaluate success? Describe one of your accomplishments.
- What are your short-range and long-range career goals?
- What specific skills can you bring to this job?
- Why should I hire you?

Behavioral Interview Questions: For behavioral-based questions, the interviewer will be operating under the premise that “past behavior in a similar setting is the best predictor of future behavior.” Be ready to provide specific examples of past situations and your involvement. One effective response method is to frame your example by stating: the **situation** or **task** you are involved in (set up the story), your **actions**, and the **results** or outcomes of your actions.

Companies are looking for individuals with great transferable skills. These skill sets may include: decision making and problem solving, leadership, communication, interpersonal skills, planning and organization, critical thinking skills, ability to work effectively with diverse people and situations, team building, and the ability to influence others. You should provide detailed responses giving examples that show you have the specific skills they are seeking. Here are some common behavioral-based interview questions:

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe the most significant written document, report, or presentation that you've completed.
- Give me an example of a time when you set a goal and were able to achieve it.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Have you ever had to "sell" an idea to your coworkers? How did you do it? Did they "buy" it?
- Which accomplishment on the job gave you more satisfaction than any other?
- What is your commitment to diversity? Tell me about a time when you demonstrated this commitment.
- What experiences have you had at UNH that exposed you to diversity?
- Give an example of a time when you had to be relatively quick in coming to a decision.
- Tell me about a situation in the past year in which you dealt with a very upset customer or coworker.
- Tell me about a job experience in which you had to be assertive in order to get a point across that was important to you.
- What have you done in the past to contribute toward a teamwork environment? Be specific.

To see a longer list of potential interview questions, visit: <http://www.quintcareers.com/intvres.html>

Case Interview Questions: These types of questions are being used by employers more frequently. Case study questions, though often hypothetical and focused on the future, are based on real problems or situations encountered in the particular field of the organization interviewing you. By using case study questions, employers can get a sense of your analytical and reasoning skills, problem solving abilities, and your ability to organize and present information. Though there may be many 'right' answers to case study questions, your goal is to maintain your composure, be articulate, and show that you can think on your feet.

For more information and examples of case study questions, visit: http://www.quintcareers.com/case_interviews.html or <http://content.monster.com/articles/3479/16982/1/default.aspx>

Ways to Handle Some Typical Questions:

- *"Tell me about yourself."* A warm-up question which calls for a very short response. A quick formula: spend a few seconds on your schooling/studies and what you're looking for right now in terms of employment (of course, all related to this job).
- *"What are your weaknesses?"* Pick one rather harmless problem from the past that you're now overcoming. Some people describe a strength that's gone a bit overboard, such as a tendency toward overwork or perfectionism. Be sure to finish your answer with how you're making it better.

Prepare Your Own Questions: An employer will expect you to have a few questions of your own about the company and/or your role there. Examples:

- What are the attributes of your most successful employees in this position?
- Why did you choose to work for this company?
- What kind of internal and external training do you provide new employees?
- How would you describe your company culture?
- What are the performance expectations for this job and what is the time frame for advancement?
- What are your organization's goals for the next 3 – 5 years?

Handling Illegal Interview Questions: There are laws that restrict and regulate the questions a prospective employer can ask you as a job candidate. Questions asked of you must relate to the job you are seeking and whether or not you can perform the essential functions of the job.

If asked an illegal question, you can:

- Answer the question. However, if you choose to do so and are giving information that isn't related to the job, you might be giving the "wrong" answer thereby harming your chances of getting the job.
- Refuse to answer the question. Choose your words carefully if this is the option you decide on. You do not want to appear uncooperative or confrontational.

- You can examine the question for its intent and respond with an answer as it might apply to the job. For example, you've been asked an illegal question if the interviewer asks "*Are you a U.S. citizen?*" You could respond with "I am authorized to work in the United States."

For a more complete list of illegal questions, please visit:

http://www.jobweb.com/resources/library/Interviews/Handling_Illegal_46_02.htm

What to Wear: The way you are dressed is only one factor that will be evaluated during your interview. However, your appearance is important because it's the first impression the interviewer receives about you. What you "say" about yourself by how you look will influence the interviewer's perception of everything that follows in the interview. Fortunately, your appearance is something you can plan for in advance.

- Be neat, clean, and well-groomed; clothes should be clean and wrinkle free
- Wear deodorant, but avoid wearing perfume or cologne
- "Test-drive" your outfit to ensure you are comfortable walking, sitting, and standing

Dress code varies based on the type job, however, it is expected in most professions that you wear a business suit. If you are applying for work as a camp counselor, a casual, active look would be acceptable. Some employers' adoption of "business casual" dress policies makes interview-wear decisions more difficult. As a general rule, unless you've received clear messages that the interviewer expects you to dress casually, you should wear a suit.

For women: In general, the "business uniform" that would work in most corporate settings:

- A two-piece, conservative suit of wool or wool-blend fabric with a neutral-colored blouse that complements the suit
- If wearing a skirt, opt to wear knee-length
- Dark brown or black leather heels in a conservative style
- Minimal jewelry (nothing that jingles, dangles, or is at all flashy) and minimal make-up
- Research the industry and company as some companies are more conservative than others

For men: In general, the "business uniform" that would work in most corporate settings:

- A two-piece, conservative suit of wool or wool-blend fabric - dark colors are best
- A white or light blue long-sleeve shirt
- A matching necktie with a subtle pattern
- Dark socks, mid-calf length that match the suit
- Dark leather shoes, preferably black with laces

During the Interview

- Arrive 5-10 minutes early so you have time to collect your thoughts. If you are unfamiliar with the location or commute to the interview site, do a "dry run" a day or so ahead to be sure of the route, location and timing.
- Bring extra copies of your resume and a list of references. If applicable, you may also want to take along a professional-looking portfolio to visually represent your previous work, honors, and abilities.
- Be aware of your first impression. Smile, offer a firm handshake, make eye contact, and introduce yourself using both first and last name. Establish yourself immediately as prepared and confident.
- If you lack experience in an area the interviewer asks about, say so, but go on to describe similar experiences or examples indicating your willingness and ability to learn new things.
- Try to keep your answers brief and to the point. If in doubt about whether you've said enough, you can always ask, "Does that fully answer your question?"
- Never bad-mouth previous employers or co-workers.
- Your interviewer may ask if you have any final questions or comments. Take that opportunity to ask well thought out questions or make a final, compelling personal sales pitch. Express confidence in your ability to succeed at the job and your excitement about the opportunity.
- At the close of the interview, get the interviewer's business card and offer another firm handshake. Ask about the next steps in the interview process. Above all: show interest, be pleasant and enthusiastic.

After the Interview

Always send a thank-you letter within 24 hours, using the information on the interviewer's business card to ensure your letter is received. E-mail letters are acceptable as long as they follow a formal format. A handwritten letter is acceptable only if it is neat and legible. Express appreciation and interest. Make or remake a key point(s). If appropriate, say something like, "I'll contact you in the next week to see how the process is going." Make your own notes about the interview; they may be useful for future contacts.

Interviewing Worksheet:

List your top 5 skills: (Why would your boss say you are great? What makes you different?)

1.
2.
3.
4.
5.

List 5 different scenarios that show off those skills:

(Could be your work at the MUB, a class project, volunteering, student org)

1.
2.
3.
4.
5.

How to Prepare for an Internship & Career Fair

★ There are new federal laws (OFCCP) that affect recruiting, so take note to maximize your success!

How to Prepare:

- **Research** the companies in advance of the fair. The directory is online at <http://www.unh.edu/uacc/events1.html> and includes the company websites. A brief understanding of the company and industry is sufficient. For more info, view our research handout: <http://www.unh.edu/uacc/handouts.html>
- **Apply on-line in advance of the fair.** New federal law mandates that candidates have to apply on-line or create an on-line profile in order for many employers to talk to them about specific opportunities within their organizations. Use the fair directory in advance of the fair, to identify a top 10 company list and apply on their websites. If you receive a candidate number when you apply note the number so that you can share it with the employer at the fair. This will help the employers communicate with you and comply with OFCCP regulations.

- **Dress professionally.** You should at least dress business casual (one notch down from a suit—think conservative). If you want to impress the employer, wear a suit.

Market Yourself at the Fair:

- Introduce yourself: shake hands and state your name, major, experience/internships, skills, work ethic, & leadership.
- Wrap-up your introduction with a question (see below).
- Bring resumes
- Find out how to apply if you are interested.
- Ask for the recruiter's business card for a follow-up thank you note.
- Be POLITE, enthusiastic and proactive

Fair Etiquette:

- Don't mill about with your friends—be assertive and utilize this time
- Don't show up slovenly—impress these employers
- Don't just grab some brochures and run—have questions prepared
- Don't just go to the big named companies—research them all
- Don't forget to follow up with a thank you email—it will impress

Sample Questions for Employers:

- What kind of internships or entry-level positions do you offer?
- What kinds of skills and experience do you look for in a candidate?
- What are the characteristics of your most successful employees?
- What are the typical responsibilities of an intern or entry-level candidate?
- Is there a process to apply? What is the timeline?
- Do you offer a leadership or training program?
- What differentiates your company from your competitors?
- (If you are interested) What do you recommend as a next step?
- Will you be interviewing on campus and if so, when?

For the most part you will only have a few minutes with an employer; however some may ask you a question or two such as:

"Tell me about yourself." A warm-up question which calls for a very short response. A quick formula: a few seconds on your schooling/studies, and what you're looking for right now in terms of employment, and long-term goals (of course, all related to this job).

UACC Career Events and Resources

On-Campus Interviews and Resume Drops: Over 100 employers visit UNH for on-campus interviews each year. Many more job opportunities may be found on our online recruiting program: **MonsterTRAK** to register go to <http://www.unh.edu/uacc>. The password is **wildcats**.

Internship & Career Fairs: We offer 3 fairs each year for freshman through seniors of all majors. The titles of the fairs highlight the industry of the employers, but remember that industry does not equal major – technology companies hire English and Communication majors, too!

November 1, 2007 ~ Engineering, Technology and Business Career & Internship Fair
 February 19, 2008 ~ Non-Profit, Liberal Arts and Business Career & Internship Fair
 February 27, 2008 ~ Engineering, Science and Technology Career & Internship Fair

Career Mentor Network: The CMN is a database of alumni who offer career advice and information to students. The alumni have volunteered to offer ideas and information based on their experiences. 80% of jobs are

attained via networking so this is a great resource. You can access the CMN via MonsterTRAK. Remember to ALWAYS use professional etiquette!

Internships. We offer internship opportunities for students wishing to gain experience in their major or seeking to explore other areas. Our online recruiting program-- MonsterTRAK.--lists over 500 internships and students are always encouraged make an appointment with a career advisor for additional support.

Diversity Networking Lunches: UNH hosts networking opportunities for our students of under represented populations to meet with employers who believe in the value of a diverse workforce. These are informal, free networking lunches. Please register online <http://www.unh.edu/uacc/formpages/dnlstudentform.html> to find out more.

Events. The UACC offers events where we bring employers to campus to assist students with resume writing and interview skills. Pre-registration via MonsterTRAK is required for Practice Interview Days. Email employer.recruiting@unh.edu for more info.

October 18, 2007	Resume Review Day
October 25, 2007	Practice Interview Day
January 31, 2008	Resume Review Day
March 27, 2008	Practice Interview Day
April 10, 2008	Resume Review Day

Alumni Jobline. Each week we post jobs on our website for graduating students and alumni. All jobs posted require a degree or work experience. Jobs remain posted for two weeks
<http://www.unh.edu/uacc/jobline.html>

Part Time Job Notices: The University Advising and Career Center will post part-time jobs in Hood House and in the student union (the MUB), Visit www.unh.edu/employerservices.html to post a part-time job opportunity.

Thursday MUB Tables: Every Thursday in the MUB, the UACC will have a table in the food court during the lunch hour to answer any quick career questions and direct students to career resources.

Career Appointments: Students may make an appointment with a career advisor M-F 8:30-4pm. We offer the following services for students who are exploring their career options:

- **Interest assessments**
- **Resume review**
- **Job search advice and resources**
- **Interviewing tips and skills**
- **Graduate school application assistance**

Resume Walk-in Appointments (Spring Semester): Students can utilize our walk-in services for a 15 minute resume appointment.

- Hood House – Monday – Friday 12:00-3:00
- More locations TBA

Decision Making Worksheet

Now that you have done your research, updated your resume, interviewed for internships and jobs, it's time to make some decisions. This worksheet moves beyond just pros and cons. Consider what the best case and worst case scenarios will be if you decide to do something, and what those scenarios will look like if you decide **not** to do something. Don't forget to include financial, geographical, family, and your quality of life needs as you consider these scenarios. A career advisor can also help you with this process.

BEST CASE SCENARIO

WORST CASE SCENARIO

Do:	Do:
Don't:	Don't: